



Town of Stow
Massachusetts
for the year ending
December 31, 2016

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IN MEMORIAM

J. Bruce Ayer
1927 – 2016

Selectman 1965 – 1977
Stow Housing Committee 1979 – 1981
Founding Member of Stow Elderly Housing Corp.
(Plantation Apartments)

Barbara P. Sipler
1932 – 2016

Ancient Documents Committee 1985 – 2016
Lower Village Committee 2002 – 2011

John D. O'Connell
1933 – 2016

Registrar of Voters 2001 – 2013
Council on Aging Volunteer

Roland A. J. Belanger, Jr.
1944 – 2016

Former Call Firefighter

FEDERAL & STATE OFFICIALS

United States Senators

Elizabeth Warren
2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
(617)-565-3170

317 Hart Senate Office Building
Washington, D.C. 20510
(202)-224-4543

Edward Markey
10 Causeway Street, Suite 559
Boston, MA 02222
(617)-565-8519

218 Russell Senate Office Building
Washington, D.C. 20510
(202)-224-2742

United States Representative, Fifth District

Niki Tsongas
11 Kearney Square, 3rd Floor
Lowell, MA 01852

Governor of the Commonwealth

Charles D. Baker, Jr.
Office of the Governor
State House Room 360
Boston, MA 02133

Senator – Middlesex & Worcester

James Eldridge
State House, Room 213A
Boston, MA 02133

Representative -- Third Middlesex District

Kate Hogan
State House, Room 166
Boston, MA 02133

ELECTED TOWN OFFICERS

Listed alphabetically

Board of Assessors

Richard Connelly, Sr. (2018)
Dominick Pugliese (2019), Chair
John E. Smith (2017)

Field Drivers

Selectmen

Board of Health

Merrily Evdokimoff (2017)
Mary McDowell (2019)
Marcia B. Rising (2018), Chair

Moderator

David Walrath (2019)
Gary Horowitz, Assistant Moderator
Laura Spear, Deputy Moderator

Nashoba Regional School District Committee

Lynn Colletti (2019)
Mark Jones (2018)
Nicole Odekirk (2017)

Planning Board

Lori Clark (2019), Chair
Margaret Costello (2020)
Ernest E. Dodd (2018)
Leonard H. Golder (2021)
Stephen C. Quinn (2017)

Randall Library Trustees

Maureen Busch (2018)
Robert Katz (2018)
Richard Lent (2019)

Kathleen O'Brien (2019)
Timothy H. Reed (2017)
Marianne Sharin (2019), Chair
Barbara K. Wolfenden (2017)

Board of Selectmen

Brian Burke (2017)
Donald P. Hawkes (2018)
Ingeborg Hegemann (2019), Clerk
Thomas E. Ryan III (2018)
James H. Salvie (2019), Chair

Stow Housing Authority

W. Robert Dilling, Chair
John J. Kendra (2021)
Michael Kopczynski (2020)
Robert W. Larkin (2019)
Cynthia Perkins (2017)

APPOINTED TOWN OFFICERS

APPOINTMENTS BY SELECTMEN

Assabet River Rail Trail Committee

Representative

Donald B. Rising

Constables

Robert A. Kirchman (2016)
VACANCY (2017)

Emergency Management Officer

Joseph Landry

Forest Warden

Joseph Landry

Inspectors

Building Inspectors

Craig D. Martin, Building
Commissioner
Douglas Hyde, Assistant Facilities
Manager

Gas Inspectors

Adam Sahlberg
Robert Smith, Deputy

Plumbing Inspectors

Adam Sahlberg
Eric S. Sahlberg, Deputy
Robert Smith, Deputy

Wire Inspectors

Robert W. Norton
Michael A. Norton, Deputy
Charles Weeks, Deputy

Metropolitan Area Planning Council

Representative (MAPC)

VACANCY (2017)

**Minuteman Advisory Group on
Interlocal Coordination (MAGIC)**

Jesse Steadman (2017)
Donald Hawkes, Selectmen (2017)

Sealer of Weights & Measures

Commonwealth of Massachusetts

Selectmen's and Town

Administrator's Assistant

Maureen Trunfio

**Stow Advisory Member of the
Hudson Light and Power Board**

Arnold Epstein

Street Numbers

Catherine A. Desmond

Superintendent of Streets

Michael E. Clayton
Scott Morse, Assistant Superintendent

Surveyor of Wood & Lumber
Commonwealth of Massachusetts

Town Accountant
Julie Costello (2019)

Town Administrator
William J. Wrigley

Town Clerk
Linda E. Hathaway (2019)

Town Counsel
Jonathan D. Witten & Barbara Huggins
Huggins & Witten, LLC

Treasurer-Collector
Pamela M. Landry (2017)

Tree Warden
Bruce E. Fletcher

Veterans' Services Officer
Joseph Jacobs

APPOINTMENTS BY SELECTMEN **Committees and Departments, Listed Alphabetically**

Agricultural Commission
David Buchholz (2019)
Elizabeth C. Painter (2017)
Dwight P. Sipler (2018) Chair
Katherine C. Steege (2018)
VACANCY (2017)

Cable License Advisory Committee
Arnold R. Buckman (2019)
Robert C. Mong (2017)
VACANCY (2018)

Cemetery Trustees
Kenney Banks (2018)
Glenn Hammill (2019)
VACANCY (2017)
Robert Gledhill, Superintendent

Conservation Commission
Cortni Frecha (2017)
Serena Furman (2017)
Sandra Grund (2019)
Ingeborg Hegemann-Clark (2019)
Douglas Morse (2018)
Jeffry Saunders (2018)
Andrianne Snow (2019), Chair

Council on Aging
Ruth Banfield
Bill Byron, Chair
Ruth Delmonico
Stephen Dungan
Susan Matatia
Susan Pauley
Newton Wesley, Vice Chair
Alyson Toole, Executive Director
Sharon Funkhouser, Outreach
Coordinator
Suzanne Howley, Outreach Worker

Cultural Council
Hector Constantzos (4/2018)
Jennifer Edgerton (4/2018)
Richard Lent (11/2018)
Alex Rosiewicz (7/2019)
Angela Santos (10/2017)
Amie Shei (7/2019)
VACANCY

Fence Viewers
Selectmen

Fire / Rescue – Full-time
Joseph Landry, Chief

John Paul Benoit, Captain
Barry Evers, Lieutenant
Mark W. Guerin, Lieutenant
Gregory A. Vogel
Judson Swinimer, FF/EMT/ADMN

Fire / Rescue –On-call

Firefighters/EMTs

Michael Scimeca, Call Lieutenant
Jeffery Lyons, Call Lieutenant
Erick Benoit
Jack Bertonassi
Andrew Bolton
Paul Dudley
Kristina Ellis
Jeremy Fiorvanti
James Fortin
Jason Galofaro
Tim Gray
Todd Jakubek
James Kelley
Christopher Lazuka
Jonathan Murphy
Matthew Olson
Suzanne Siewierski
Jack Stafford
Michael Trioli
Keith Villa

On-call firefighters

Barrett Dilling
Scott Dwinells
Larry Stafford
Gregg Silverio
Kevin Benoit
George Nunez
Jeffery Stupak
Carlos Santiago
Camden Herlihy
Nicholas Trioli

Apprentice Firefighters

Steve Landry
Eddie Warren

Historical Commission

Vellyn Antonelli (2018)
Rosemary Bawn (2017)
Patrick Hopkins (2017)
Dorothy Spaulding (2019)
Marilyn Zavorski (2019)

Lake Boon Commission

Don Hawkes (2019)
Theresa O’Riorden (2017)
Conray Wharff, Hudson, Chair

**Local Access Cable Advisory
Committee**

Brian Burke, Selectmen
Robert M. Gloriosi (2018)
Leonard H. Golder (2018)
Lisa R. Lavina (2018)
Lee Pappas (2018)
Anne VanTine, Coordinator

Municipal Affordable Housing Trust

Michael Kopczynski (2017) Chair
Constantine Papanastassiou (2017)
Cynthia Perkins (2018)
Laura Spear (2017)
James Salvie, Selectmen
VACANCY (2017)
VACANCY (2018)

Open Space Committee

Vincent J. Antil
Vellyn Antonelli
Eve K. Donahue
William H. Maxfield
Robert T. Wilber
VACANCY
VACANCY

Police Officers –Full-time

William L. Bosworth, Chief
Ralph Marino, Lieut.
Darren J. Thraen, Sgt.
Michael J. Sallese, Det. Sgt.
Gary P. Murphy, Prosecutor
Sean M. Collins
Luke Dezago

Cassandra Ela
Christopher Kusz
David J. Goguen
Robert Nelson

Police Officers -- Special

Robert E. Blanton
Jonathan Butler
John Connors
John Fantasia
James F. Finneran
Christopher Harrington
Lee Heron
Samantha Howard
Richard Manley
Michael Smith
Steven B. Sturtevant
Darlene Trefry
Mark Trefry

Police Matrons/Prisoner Watch

Deborah L. Richardson
Phyllis Tower
Richard Tower
Darlene D. Trefry

Public Safety Dispatchers

Jonathan Butler
John Fantasia
Samantha Howard
Darlene D. Trefry

Recreation Commission

Samantha Altieri
Eric Bachtell
Michael Busch, Chair
Dan Nicholson
VACANCY
Laura Greenough, Director

Registrars of Voters

Deborah Seith (2019)
Robert Walrath (2017)
VACANCY (2018)
Linda E. Hathaway, Clerk ex-officio

SpringFest Organizing Committee

Samantha Altieri (2017)
Heather Chagnon (2017)
Sara Salamone (2018)
Maureen Trunfio (2018)
VACANCY (2018)

Trustees, Hale High School Fund

Robert F. Derby
Linda E. Hathaway
Jeffrey D. Smith

Trustees, Randall Relief Fund

Louise E. Peacock, (2018)
Jeffrey D. Smith (2017)
Dorothy G. Sonnichsen (2019)

Trustees, Randall Town Fund

Louise E. Peacock, (2018)
Jeffrey D. Smith (2017)
Dorothy G. Sonnichsen (2019)

Trustees, Town Farm Fund

Louise E. Peacock (2018)
Jeffrey D. Smith (2017)
Dorothy Sonnichsen (2019)

Veterans' Graves Committee

Jeffrey J. Lance, Chair
Tom Zavorski
VACANCY

Zoning Board of Appeals

Charles A. Barney (2018)
William F. Byron, Jr. (2019)
Bruce Fletcher (2017)
Michele L. Shoemaker (2017).
Edmund C. Tarnuzzer (2018)
Andrew DeMore, Assoc. (2018)
Lee Heron, Assoc. (2019)
Mark Jones, Associate (2018)
Ruth Kennedy Sudduth, Assoc. (2017)

APPOINTMENTS BY BOARD OF HEALTH

Listed alphabetically

Animal Control Officer

Phyllis Tower

Burial Agents

John Erb

Town Clerk

Health Agent

Nashoba Associated Boards of Health

Inspector of Animals

Phyllis Tower

Medical Reserve Corp Executive Committee

Sondra Albano

Susan Burns

Philip Detsch

Merrily Evdokimoff

Tenney Spinneit

Rebecca Stadolnik

VACANCY

Public Health Nurse

Tamara Bedard

Nashoba Associated Boards of Health

APPOINTMENTS BY MODERATOR

Listed alphabetically

Ancient Documents Committee

Robert E. Walrath (2016)

VACANCY (2017)

VACANCY (2018)

VACANCY (2020)

Linda Hathaway, Town Clerk

William Byron, Associate

Elizabeth Moseley, Associate

Dorothy Spaulding, Associate

Marilyn Zavorski, Associate

Finance Committee

Richard Eckel (2019)

Werner Fritz (2017)

Paul McLaughlin (2019)

Peter McManus (2017), Chair

Julianne North (2018)

Arthur Jurczyk, Associate (2017)

Atli Thorarensen, Associate (2017)

Moderators

Gary L Horowitz, Assistant

Laura Spear, Deputy

Minuteman School District Rep.

Alice B. Deluca (2017)

APPOINTMENT BY TOWN CLERK

Assistant Town Clerk

Catherine A. Desmond

Deborah Seith

APPOINTMENTS BY TREASURER COLLECTOR
Listed alphabetically

Assistant Treasurer-Collector

Catherine Murphy

Payroll Coordinator

Donna Kunst

Deputy Collector & Special Constable

Frederick J. Kelley, Jr.

JOINT APPOINTMENTS
Listed alphabetically

Capital Planning Committee

David P. Arsenault (2018) - Moderator
Stephen F. Jelinek (2017) – Moderator
James Salvie (2017) - Selectmen
Edward R. Perry, Jr. (2016) – Finance
VACANCY (2019) - Moderator

Community Preservation Committee

Michael Busch – Recreation
William Byron– Council on Aging
Louise Nejad - Assessors
Cortni Frecha – Conservation
Dot Spaulding – Historical
Robert Larkin – Housing Authority
Rich Eckel – Finance
Vin Antil - Open Space, Chair
Kathleen Sferra – Planning

**Elementary School Building
Committee**

(Joint appointment by Selectmen and
Stow reps of NRSD School Committee)

Gary M. Bernklow, Finance Committee
Lynn Colletti, Nashoba Regional School
Committee
Amy Finkle Hastings, At Large,
Co-chair
Charles Kern, Selectmen
Craig D. Martin, Building
Commissioner
Stephen C. Quinn, At Large
Ellen S. Sturgis, Co-chair
Ross Mulkerin, Center School
Principal, Ex Officio
Brooke Clenchy, NRSD
Superintendent, Ex Officio

**Nashoba Regional School District
Audit Committee, Stow
Representative**

(Joint appointment by Finance
Committee. and Board of Selectmen)
Henry Hagopian, III

ADMINISTRATION

BOARD OF SELECTMEN

The Board of Selectmen acts as the Town's Chief Executive Body and is the elected board responsible for the development and implementation of Town Policy. It performs these functions by making recommendations to Town Meeting, implementing the decisions of Town Meeting, managing the by-laws of the Town, making appointments to a variety of Town boards, committees and task forces, exercising oversight over Town operations and acting as the authority for the granting of numerous licenses. The Board of Selectmen also represents the Town in a variety of roles with federal, state, regional and other local government agencies.

The Board continued its practice of meeting on the evening of the second and fourth Tuesdays of the month, with additional meetings as necessary. At every meeting, time is scheduled for the Board to hear citizen comments. StowTV records the Board's meetings and broadcasts live on Stow's Local Access Cable Channel. Meetings are published to YouTube shortly after they have been recorded. The *Stow Independent* and *Beacon Villager* generally report on meetings in their weekly publications.

2016 saw the departure of longtime Selectman Charles Kern. The Board expressed its appreciation of Mr. Kern's dedication to the Town. In the May election, Ingeborg Hegemann was elected to fill the seat vacated by Mr. Kern. She joined continuing members Brian Burke, Donald Hawkes, Thomas Ryan and James Salvie. Following the 2016 Annual Town Meeting, the Board elected James Salvie as Chair and Ingeborg Hegemann as Clerk.

At the first Special Town Meeting of 2016, held on February 1st at the behest of the Minuteman Regional Vocational School District, the Town voted on whether to accept amendments to the District's Regional Agreement. The Selectmen were in support of allowing the changes and the proposed changes were approved by Town Meeting. At Annual Town Meeting in May, the Board supported Minuteman's proposed building project by a vote of 4-1, and Town Meeting voted to bond the project under MGL C. 71 Section 16(d).

In 2016 the Board addressed, at several meetings, a proposal put forth by Eversource Energy to install a secondary transmission line from Sudbury to Hudson with access through Stow. The Board appointed Brian Burke as its liaison to neighboring towns' Selectmen, and he attended meetings out of town at which this item was addressed. A meeting was held in November at the Pompo Community Center and served as a second informational session with presentations by Eversource representatives. The Board welcomed public input regarding the project, and Eversource addressed citizens' concerns and answered many questions.

When discussions began regarding the possible uses for Town-owned property located at 323 Great Road, the Board hosted the Conservation and Recreation Departments and representatives from the Stow Municipal Affordable Housing Trust (SMAHT), all of whom put forth practical ideas for use of the property. Ultimately, the Board voted unanimously to endorse the concept plan for the use of the 323 Great Road site as a community park and requested that the proponents move the concept plan forward to the formal design stage. The Conservation

Commission and Recreation Department worked together on this effort and reported back to the Board of Selectmen on progress in November.

When two parcels of land on Boxboro Road became available to the Town due to conversion under Ch.61A, SMAHT expressed interest in acquiring the property located at 241 Boxboro Road as a potential site for affordable housing. The item was addressed at four consecutive Selectmen's meetings, one of which was a Public Hearing. The Board supported putting SMAHT's proposal before Town Meeting and in August, a Special Town Meeting was convened in order to allow residents to vote on whether to enact the Town's option of Right of First Refusal. The Town voted not to exercise its right of first refusal and, therefore, did not purchase the property. Later in the year, SMAHT appeared before the Board to present its updated Housing Production Plan, a document that, with sufficient development of affordable housing, can help the Town achieve its target number of affordable housing units required by Chapter 40B. The Board voted to approve the plan and authorized its submission to the Department of Housing and Community Development (DHCD).

Residents of Boxboro Road, as well as other areas in town, raised concerns with traffic issues at the Board's September 27th meeting. Police, Planning and Highway Departments were present to offer information and hear residents' concerns. The Board supported the idea of developing a priority plan and on November 29th authorized the Town Administrator to organize a Traffic Working Group to address potential traffic modifications and/or road improvements. The intent is that the Group will make a recommendation for improvement to the Board in the spring of 2017.

Selectman Donald Hawkes was appointed to serve a three-year term on the Lake Boon Commission. On the recommendation of the Police Chief and the Town Administrator, the Board appointed Special Police Officer Lee Heron to serve as the Lake Boon Safety Patrol Officer. The Board will look regularly to Mr. Hawkes to report on Lake Boon affairs, particularly concerning residents' safety complaints and the Commission's work on that issue. Similarly, the Board regularly invited the Chair of the Randall Library Board of Trustees and the Library Director to provide them with updates at their meetings, including progress reports on the restoration project on the historic section of the Library, and looks forward to more frequent updates from both the Lake Boon Commission and the Randall Library Trustees in the future.

The Board continued to work with the Town Administrator, Sen. Jamie Eldridge, Rep. Kate Hogan, and the Massachusetts Department of Transportation (MassDOT) to address traffic and safety concerns in the Gleasondale neighborhood stemming from the sudden 2015 partial bridge closure. The Board was gratified to hear in late 2016 that the Commonwealth's Transportation Improvement Plan included \$6.7 million in funding to make the required repairs to the bridge beginning in 2020.

The Board marked the completion of the conversion of the former Pompositticut Elementary School into the Pompositticut Fire Station/Community Center with a dedication ceremony in October. A Special Town Meeting in August had approved additional funds for a new roof. Three members of the Board, Mr. Salvie, Mr. Kern and Mr. Ryan had served on the building committee.

Additionally, the Board took the following actions on notable issues at its regular meetings: supporting the Planning Department in the acceptance of an \$850,000 MassWorks Grant which will be utilized to make roadway improvements in the Lower Village area; accepting an award of status as a Green Community by the Commonwealth, accompanied with a grant award for \$144,115; entering Stow into its first InterMunicipal Agreement for Animal Control with the Town of Boxboro; and accepting parcels for Open Space including 4 acres from U.S. Fisheries and Wildlife abutting the Assabet River National Wildlife Refuge.

The Board heard other regular reports from a number of *ad hoc* and standing boards and committees as well as from Town departments, and made and approved appointments to Town boards and committees. Among other things, the Board received a report from a Nashoba Regional School Committee Representative stating that the Space Study Task Force had completed its tasks and would make a recommendation regarding overcrowding at Nashoba Regional High School. Mr. Hawkes regularly attended meetings at which candidates being considered for the position of Superintendent for the District were interviewed and kept the Board well informed. After hearing a report from the Gleasondale Village Association, the Board authorized a survey of the Gleasondale (Kane) Town-owned property to assist the group in working to preserve and improve the Gleasondale Village neighborhood. State Representative Kate Hogan and State Senator Jamie Eldridge attended Board meetings and provided updates to the Selectmen. The Selectmen heard a final report from Ellen Sturgis and Amy Finkelstein, co-chairs of the Elementary School Building Committee, discharged that committee, and thanked all the committee's members for their dedication and service to that project.

The Selectmen established the Town Building Space Use Feasibility Study Committee in March to assess various Town buildings including the former Fire Station, Crescent Street Garage and Town Hall. The Committee continues to provide the Board with reports and will offer a final report in 2017.

The Board wishes to thank Town Administrator William Wrigley and all of the employees of the Town for their acumen, reliability and dedication in serving the residents of Stow. We also wish to acknowledge and thank the many citizen volunteers willing to devote their time and expertise to Town affairs and without whom the Town simply could not function.

Respectfully submitted,

Brian Burke
Donald P. Hawkes
Ingeborg Hegemann, Clerk
Thomas E. Ryan III

James H. Salvie, Chair

Maureen Trunfio, Administrative Assistant
Phoebe Haberkorn, Office Assistant

TOWN ADMINISTRATOR

By Charter, the Town Administrator serves as Stow's Chief Administrative Officer. In this capacity, the Town Administrator manages the day-to-day operations of the Town, functioning as its chief fiscal/budget officer, chief procurement officer, chief personnel officer and its employee union contract negotiator. In addition, this position serves the Town as labor union grievance hearing officer, and as sexual harassment officer. Throughout the year 2016, the Town Administrator was actively engaged in managing significant matters in most of these administrative areas.

In 2016, as has been the case for the last several years, the Town Administrator continued to participate in the meetings of Minuteman Regional Vocational School District municipal officials deliberating on matters related to developing possible amendments to the District Agreement, and in reaching a consensus on financing the proposed construction of a new high school.

As it relates to this work, at a February 2016 Special Town Meeting, Stow voters approved amendments to the Minuteman Regional Vocational School District Agreement allowing 6 communities to begin the process of withdrawing from the District and approved amendments affecting defined capital project debt financing obligations for those communities that decide to withdraw. In addition to Stow's vote, the requisite number of other District communities voted approval of the proposed Agreement amendments.

At the Annual Town Meeting in May 2016, Stow approved the request from the Minuteman Regional Vocational School District to borrow funds to finance the proposed \$144,000,000 new high school. At the local election a week later, the voters approved the concomitant debt exclusion ballot question.

Finally, in addition to the original 6 communities petitioning for withdrawal from the District, the town of Belmont was allowed to withdraw from the District in the fall of 2016.

Also in 2016, the new Pompositticut Fire Station and Community Center opened in November. The project development process began at a Special Town Meeting in November 2011 with approval to hire consultants to prepare feasibility studies on the possible construction of a new fire station, a new community center and/or a new library. The ensuing 5 year process culminated in the occupancy of a newly renovated Pompositticut building at a cost of approximately \$9,500,000. The new facility houses the Fire Station and provides office and activity space for the Council on Aging, the Recreation Department, Veterans Agent, Town Nurse and Social Worker. Also, the Town's Food Pantry is a tenant in the building. Finally, there is a 3,000 sf Function Room for public meetings and other gatherings. From the beginning, the Town Administrator had been directly involved in all phases of project development providing technical assistance and quality control.

As Chief Budget and Fiscal Officer, the Town Administrator offered a balanced budget to the voters at the May 2016 Annual Town Meeting. As has been the case for many years, the FY-2016 Budget of \$28,016,042 fell well within the statutory tax limits of Proposition 2 and ½. This recommended Budget was approved by the town meeting voters as submitted. The voted Budget left the Town with a significant amount of unused levy capacity in the sum of \$1,082,060. Unused levy capacity represents the amount of additional taxes that could be voted for appropriation to fund the annual Town budget, if necessary, while remaining within the statutory limits of proposition 2 and ½.

As it relates to the Town's savings, our Free Cash is currently certified at \$2,266,676. This Free Cash amount is available through town meeting appropriation as an unrestricted funding source for use in FY-17 if needed.

Combined with the Stabilization Fund balance of \$868,163, the Town's stored assets total \$3,134,839. Essentially, these two available fund accounts serve as the Town's savings and investment accounts. We are fortunate to be able to continue to grow our stored asset accounts. As is done each year for the purpose of reducing the total tax appropriation, the Town Administrator applied \$236,000 in Free Cash to fund certain current year capital projects.

Looking ahead to the FY-2018 budget, I am projecting an increase in total annual recurring revenues of between 3.5% and 4% and hope to keep the total increase of the Town's discretionary budget expenditures to less than 5%.

In general, Stow's annual operating budget is constrained by structural revenue source limitations that make it increasingly more difficult each year to balance operating budgets within the statutory limits of proposition 2 and ½.

Most burdensome of these revenue source impediments, is the Town's increasing dependence over the last two decades on property taxes as its primary source of annual recurring budget revenues. Taxes, as a revenue source, currently provide 87.5% of the Town's total annual revenues, and this problematic percentage continues to trend slightly upward.

By comparison, our annual municipal state aid revenue, on average, has been providing only about 5 percent of the Town's total annual revenues, and there is little expectation that this small annual revenue source will increase appreciably in the future. Similarly, the Town's annual local receipts revenues generally provide on average only approximately 7% of the Town's total annual recurring revenues.

This revenue problem is compounded by the fact that our tax base is almost completely undiversified. Currently, 92.4% of the Town's total tax base is residential. And this percentage has increased incrementally since the 1990s, when residential taxes represented 88% of the total tax base. Hence, only 7.6% of Stow's total tax base is classified as commercial, industrial, or personal.

Besides budget, fiscal and financial management responsibilities, the Town Administrator is directly responsible for managing the use of Town Counsel legal services and working directly

with our insurance attorneys on various Town legal matters. As it relates to litigation, there are two active MCAD cases involving employee claims of discrimination that remain unresolved in 2016.

Also, there are three on-going court appeals of ZBA decisions and one court appeal of a Planning Board decision. The most notable among these involves the Collings Foundation. I expect some or all of these cases will continue into next year.

In 2016, as is the case every year, the Town Administrator has been involved on a day to day basis managing a wide variety of personnel issues. As Chief Personnel Officer, one of the more important personnel management responsibilities the Town Administrator performs is conducting labor contract negotiations and conducting employee grievance hearings. In this management area, it is important that the Town Administrator maintain a close and effective working relationship with our fire, police, and dispatch unions. For almost 25 years, the Town's labor unions and Town Administrator have successfully negotiated labor agreements without once reaching an impasse resulting in an arbitration filing. This cooperative track record is a tribute to both our union employees and management.

In addition to the specific management responsibilities detailed above, the Town Administrator is generally engaged in regularly attending to a wide range of matters critical to the day-to-day operations of the Town. In performing these duties, the Town Administrator works directly with departmental staff and many Town board and committees. Finally, in the normal course of performing required due diligence on Town business, the Town Administrator routinely works directly with state and federal agencies and officials, individual constituents, and various community groups.

Respectfully submitted,

William Wrigley
Town Administrator

Maureen Trunfio, Administrative Assistant
Phoebe Haberkorn, Office Assistant

PLANNING BOARD

The Planning Board, a five-member elected board with one appointed associate voting member, has specific statutory requirements. The Board reviews and approves the division of land under the State Subdivision Control Law (MGL c. 41) and the Stow Subdivision Rules and Regulations; serves as a special permit granting authority under the State Zoning Act and the Stow Zoning Bylaw; guides the process of Zoning Bylaw amendments under the State Zoning Act (MGL c. 40A); and adopts a Master Plan that is designed to provide a basis for decision making regarding the long-term physical development of the town (MGL c.41).

By statute, the Board is charged with the responsibility of protecting the health, safety and welfare of Stow's residents. Guided by the Massachusetts General Laws, the Stow Zoning Bylaw, the 2010 Stow Master Plan, and citizens' comments and concerns, the Board strives to preserve and enhance the integrity of Stow's character through the use of these regulatory tools, while safeguarding property owners' rights. We recommend and specify changes to zoning bylaws, rules and regulations and development proposals to achieve these goals. Board members and staff strive to work with both applicants and residents to help shape projects so as to positively affect the impact to the community.

Organization

At the annual election, Leonard Golder was elected to a 5-year term. We are pleased that Leonard chose to continue his service to the Town as a Planning Board Member, as he remains an experienced asset to the Board.

Following the election, the Board appointed Lori Clark to serve as Chair, and Ernie Dodd as Vice Chair. Stephen Quinn and Jesse Steadman were designated to endorse ANR Plans (Subdivision Approval Not Required).

Mark Jones was appointed as the Voting Associate Member. The Associate Member's voting power is limited to Special Permit applications in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board or in the event of a vacancy on the Board during the Special Permit process.

Kathy Sferra and Greg Troxel were appointed as Non-Voting Associate Members. Kathy Sferra served as the Planning Board's Representative on the Community Preservation Committee and Greg Troxel continues to advise the Board on lighting issues.

The Board also appointed representatives to various Committees:

- Community Preservation Committee: Ernie Dodd
- Elementary School Building Committee: Stephen Quinn
- Liaison to Metropolitan Area Planning Council (MAPC): Jesse Steadman
- Representative to Minuteman Advisory Group on Interlocal Coordination (MAGIC): Jesse Steadman

Karen Kelleher, who began her service to the Town as Administrative Assistant to the Conservation Commission and Planning Board, before going on to lead multiple Town-wide

planning efforts as the longtime Town Planner, retired on June 30th. Although the Planning Board will miss her good spirits and tremendous knowledge base, all rejoiced at the opportunity to celebrate her well-deserved retirement. Upon her departure, the Board hired Assistant Planner Jesse Steadman to take on the role of Town Planner.

In preparation for Karen Kelleher's retirement, the Planning Department began a restructuring process that combined the duties of the former Assistant Planner position and the GIS Specialist, into one position that could lend planning and geographic data management skills to the Planning Board, as well as various Departments in Town. Valerie Oorthuys was hired in July to fill that role, and has since proven a great asset to the Planning Board, as well as various Departments and Committees. Valerie continues to build on the Town's survey of drainage structures to assist in new EPA permitting requirements, while building a traffic safety database that will provide a crucial platform to traffic-related projects being undertaken in Stow.

Linda Grenier was hired in July as a part-time Administrative Assistant to the Planning Board. Linda brings an enthusiasm for assisting residents in daily inquiries, and has been able to take on many of the office's required administrative tasks, allowing the Assistant Planner to focus more time on interdepartmental GIS projects.

In addition to providing administrative and planning support to the Board, the Planning Department also fills a variety of community development roles. The Planning Department staffs the Economic Development and Industrial Commission; works closely with the Town's Regional Housing Services consultants to maintain the Town's supply of affordable housing units through the Department of Housing and Community Development's Affordable Housing Inventory; assists various Departments, Boards and Committees on issues of transportation and land use policy; and participates in land use staff meetings which continue to be valuable in coordinating and streamlining the permitting process for larger development proposals and planning and bylaw initiatives.

Development Activity:

The Board reviewed, received and/or considered 3 Subdivision Plans

- A 3-lot (including one existing home) Definitive Subdivision Plan entitled Jillian's Lane, for property on a 4.93-acre parcel of land located off of Walcott Street - **Approved**
- A 2-lot Definitive Subdivision Plan for property off Old Bolton Road creating a 1.5 acre lot with an existing home and 5.25 acre parcel intended to be kept in agricultural use - **Approved.**
- A 5-Lot Definitive Subdivision Plan (Including one existing home) for property on a 106.4 acre parcel of land located off of Walcott Street – **Approved.**

The Board considered 7 Special Permit/Site Plan Approval Applications and two Earth Removal Permit Applications.

- Contractors Yard Special Permit, Earth Removal Permit, and Erosion Control Special Permit/Site Plan Approval for a proposed 3-bay garage and contractor yard to serve as the location of a local tree care business on 1.5 acres off White Pond Road – **Approved.**

- Active Adult Neighborhood Special Permit, Erosion Control and Lighting Special Permit and Site Plan Approval for a 66 unit community on 111 +/- acres off Boxboro Road. The development preserves in perpetuity 59 +/- acres of open space – **Approved**.
- Minor Modification to Special Permit and Site Plan Approval for property located at 271 Great Road to permit renovation of a historic building and site to change the use from Bed and Breakfast Establishment to a mixed use facility comprising of a café, retail gift shop, residential dwelling and associated infrastructure - **Approved**
- Erosion Control Special Permit, Site Plan Approval and Earth Removal Permit at Minuteman Airfield, off Boxboro Road, for an Aircraft Storage Area Restoration and Upgrade, including the construction of two aircraft storage hangars – **Approved**.
- Minor Modification to the Wheeler Road Wireless Service Facility to allow equipment upgrades - **Approved**
- Special Permit and Site Plan Approval Modification for Wedgewood Pines Country Club to provide protections to the West School during construction of caretaker's home – **Approved**.
- Commercial Solar Photovoltaic Installation Special Permit and Erosion Control Special Permit for 28.4 acres on 4 parcels located off of South Acton Road – **Approved**.

The Board endorsed 5 Subdivision Approval Not Required (ANR) Plans

- 117 Walcott Street – Lot line Adjustment
- 241 Boxboro Road – To allow for Town to exercise its right-of-first refusal pursuant to MGL Chapter 61.
- 11 Bramble Path – Creation of Perimeter Plan
- 227 Harvard Road – Lot Line Adjustment
- 305 Boxboro Road – Reconfiguration of Open Space at 66 Unit Regency at Stow Active Adult Neighborhood.

With the assistance of the Board's Consulting Engineer, Susan Carter, P. E., of Places Associates, Inc., the Board reviewed plans, considered amendments and monitored ongoing construction of subdivisions and Special Permits:

- Spring Hill Estates Subdivision - Plan Review
- Wheeler Road Hammerhead Lot - Site Inspections
- Highgrove Estates (West Acton Road) Hammerhead Lot Development - Site Inspections
- 65 White Pond Road Contractor's Yard – Peer Review
- Boxboro Road Active Adult Neighborhood - Peer Review
- 271 Great Road Historic Use Special Permit Minor Modification – Peer Review
- Minuteman Airfield Special Permit and Earth Removal Permit – Peer Review
- Commercial Solar Photovoltaic Installation Special Permit – Peer Review
- Jillian's Lane Subdivision – Plan Review

Town Meeting Action - Zoning and General Bylaws

The Board and Staff held public hearings and considered proposed Zoning Bylaw and General Bylaw Amendments for Town Meeting adoption.

- Zoning Bylaw Amendment, Section 8.5 (Planned Conservation Development)–Upgrades to the Planned Conservation Development Bylaw to improve the design and character of the

required 60% protected Open Space in a Planned Conservation Development through adherence to a specific design process.

- Zoning Bylaw Amendment, Section 1.3 (Definitions) – Additions to codify terms referenced in the Planned Conservation Development Bylaw update.

Planning Efforts

MassWorks Infrastructure Program Grant Award – On October 31, 2016 the Town of Stow was awarded \$850,000 for the construction of Lower Village traffic safety upgrades. The application was made more competitive in 2016 due to several factors, including participation in the Complete Streets Program, entering into a Community Compact with the Baker Administration to focus on transportation and economic development partnerships, and an increase in the Chapter 90 match from the Town's Highway Department. The award advances the construction of streetscape, pedestrian and bike improvements in Lower Village, including drainage improvements that have long been a priority in Town. Construction of the upgrades is a major component in making Lower Village a safer, more accessible and convenient place for residents and commuters to do business.

Lower Village Water Infrastructure – Staff continue to work with business zoned property owners, Town officials and MassDevelopment on a lease arrangement for the operation of a private water supply on Town-owned property. Property owners have received preliminary engineering proposals and have solicited assistance from MassDevelopment to explore financing options.

Lower Village Business District Zoning - The Board continues efforts to draft zoning updates to provide flexibility to new business and guide new development in a direction that conforms to a community vision. The Planning Department will continue to work with residents to build upon past meetings, the Lower Village Visual Preference survey, and design guidance and best practices that can allow the Town to build off of the upcoming traffic infrastructure improvements.

Approval to Accept and Participate in MassDOT Complete Streets Program –In February of 2016, Town Meeting voted to accept Ch.90I (Complete Streets Program) and participate in the program, including acceptance of any funds awarded for Technical Assistance applications or compliant road upgrades. The vote allows the Town to continue into Tier 2 of the Complete Streets Certification Program, and be eligible in up to \$50,000 in Technical Assistance Funding for the completion of a Complete Streets Prioritization Plan to be pursued in 2017.

Affordable Housing - In keeping with recommendations of the Master Plan and Housing Production Plan to provide diversity in housing units to ensure that people of all abilities, income levels, and ages have appropriate housing options, Staff has been working with Metrowest Collaborative, the Regional Housing Services Consultant and Stow Municipal Housing Trust, to ensure that Stow's Affordable Housing Inventory remains intact. Staff participated in a housing needs assessment for an updated Housing Production Plan and the Planning Board voted to accept the 2016 Housing Production Plan, which identifies key data trends and implementation measures for the provision of affordable housing opportunities in Stow. Staff co-led a multi-town

effort to design a Request For Proposals to continue the valuable work supported by shared Affordable Housing Consultants.

Gleasondale Revitalization Plan— Staff continued to work toward implementation of the Gleasondale Revitalization Plan prepared by the Center for Economic Development (CED) at the University of Massachusetts. MassDOT completed their survey of the Gleasondale Bridge approaches late in 2016. With MassDOT’s survey in hand, the Planning Department hired Howard Stein-Hudson to complete an As-Built Survey Plan for the remainder of the public right of way, building off of MassDOT’s work and realizing a cost savings. The Gleasondale Bridge replacement appeared on the Transportation Improvement Program in 2016 for a tentative funding date of 2021. In response to the long term bridge closing, Planning Staff obtained a grant to study the impact of increased traffic at the intersection of Hudson Road and Route 117. The final report provided several findings for further study, as well as some short term recommendations for improving safety at the intersection.

In addition, staff have continued to work with a group of Gleasondale residents to make landscape improvements to the Town- owned parcel known as the “School Lot,” with a plan for the lot due in 2017. Staff also continue to assist residents in exploring Historic Preservation options in Gleasondale, including Neighborhood Conservation Districts, Local Historic Districts or National Register Districts.

Climate Change Resiliency Planning - The Metropolitan Area Planning Council (MAPC) thirteen town regional consortium of communities (MAGIC), of which Stow is a member, began wrapping up Phase I of a Climate Change Resiliency Planning process aimed at addressing human and environmental vulnerabilities in the region. This is a multi-disciplinary project with representation from various state and local planning, conservation, public health and safety officials. Stow has been well represented in this effort as initial findings of vulnerability are discussed.

Planning for the Municipal Separate Stormwater (MS4) Permit – The MAGIC consortium of communities, of which Stow is a part, recently received a \$98,200 grant applied for through the Community Compact Efficiency and Regionalization Grant program, to study regional responses to compliance with the EPA’s new Municipal Separate Stormwater Permit (MS4) Permit. The Permit requires a variety of new measures to be phased in over a period of several years, including monitoring and testing of water quality at various drainage outfalls throughout Stow, the mapping of drainage basins and Town- wide infrastructure, as well as enhanced community outreach efforts. The Planning Department has begun preliminary research into how the Town can work across Departments to respond to the new permitting requirements to address non-point source pollution.

Natural Resource Protection Zoning - The Planning Board successfully amended the Planned Conservation Development bylaw to provide further input into the design of the mandatory 60% open space set aside for subdivision developments permitted under the Bylaw. Utilizing input from residents and developers, as well as bylaw best practices from around the state, the updates

provide developers with a specific design process to follow when configuring the open space, and the flexibility within the zoning to achieve the best possible outcome.

Proposed Legislation - The Board continues to keep abreast of proposed legislation such as proposed zoning reform proposals, telecommunications legislation, and other state or federal initiatives.

Communications

We encourage residents to keep updated on the latest information on current developments and projects by visiting the Planning Board Web Page at http://www.stow-ma.gov/pages/StowMA_Planning/index, the Planning Department Blog at stowplanning.com, the Planning Department Facebook Page, or stopping by the office on the third floor of the Town Building.

Thanks

None of the planning efforts would be possible without the enormous contributions by Stow residents, who serve as volunteers on the Boards and Committees and Town staff. It is a pleasure to continue working with all of you.

The Board extends special thanks to our very capable professional consultants - Susan Carter of Places Associates, Inc. and Town Counsel, Jon Witten and Barbara Huggins, of Huggins and Witten, LLC.

Planning projects throughout Town reached notable milestones in 2016. Our thanks to Karen Kelleher's 32 years of service for the Town could not be great enough. There are few projects in which Karen did not have an outsized impact. As the Town continues to implement its Master Plan, Karen's contributions will continue to be realized.

The amount of work the Planning Department undertakes would never have been possible without the tireless and outstanding efforts of Town Planner Jesse Steadman, Assistant Planner/GIS Administrator Valerie Oorthuys, and Administrative Assistant Linda Grenier, who not only work diligently for the Board, but also for other Town Boards and Committees and the general public with whom they interact on a daily basis.

Respectfully submitted,

Lori Clark, Chair
Stephen Quinn, Vice Chair
Ernest E. Dodd
Leonard H. Golder
Margaret Costello

Mark Jones, Voting Associate

Kathleen Sferra, Non-Voting Associate
Greg Troxel, Non-Voting Associate

Jesse Steadman, Town Planner
Valerie Oorthuys, Assistant Planner/GIS
Administrator
Linda Grenier, Administrative Assistant

CONSERVATION COMMISSION

The Conservation Commission consists of seven members appointed by the Board of Selectmen to administer and enforce the Massachusetts Wetlands Protection Act and the Town of Stow Wetlands Protection Bylaw and associated regulations. The Commission reviews and issues permits for proposed activities in and near wetland areas, including areas within 100 feet of wetlands and 200 feet of ponds and streams. The Commission also manages approximately 1,400 acres of Town conservation land and stewards an additional 575 acres of conservation restrictions in Stow. The Commission works closely with the Stow Open Space Committee and the nonprofit Stow Conservation Trust to protect additional high priority lands identified in the Stow Open Space and Recreation Plan. It also oversees the Town's Conservation Fund, which helps fund land acquisition and land management.

The Commission's work is supported by a full-time Conservation Coordinator, part-time Conservation Assistant, and part-time Conservation Land Steward. Several Associate Members help with special projects and manage Stow's Community Gardens.

Wetlands Permitting

The Commission received 29 permit applications in 2016 including 17 Notices of Intent, eleven Requests for Determination of Applicability, and one Abbreviated Notice of Resource Area Delineation. The Commission also modified several permits, issued numerous Certificates of Compliance, and one Emergency Permit. Several applications to withdraw properties from Chapter 61/61A/61B were reviewed. The number of projects filed and reviewed was approximately the same as in recent years.

Notable among the projects reviewed were wetland delineation for a proposed subdivision off Great Road/Gates Lane, a large solar project on South Acton Road, and modification of the Ridgewood/Regency AAN Development on Boxboro Road. Hearings were also held for a variety of small residential projects including new dwellings, additions and septic system replacements. A large number of filings continue to be received for development and redevelopment around Lake Boon.

The Commission also worked with the Stow Fire Department to issue a policy on the maintenance of fire ponds and water holes, and adopted a policy on certification of vernal pools on development sites.

In addition to the projects noted above, the Commission pursued resolution of violations of the Wetlands Protection Act and Town Wetlands Bylaws at a number of sites, including a serious violation of state and local wetlands regulations on Maple Street at the Stow/Bolton line which is still pending as of the end of the year.

Conservation Land Management

A significant responsibility for the Commission and its staff is the management and oversight of conservation land and restrictions held by the Town. These lands provide important wildlife habitat, help protect air and water quality, maintain the rural character and aesthetic of Stow, and

offer year-round outdoor recreation opportunities for residents and visitors. They also provide environmental education opportunities. Our staff monitors these properties and prioritizes management and maintenance needs including boundary posting, working with neighbors to resolve encroachment issues, removal of hazardous or downed trees, mowing of trail entrances and open fields, and trail maintenance. Special projects this year included reconfiguration of the entrance at Town Forest, installation of boundary markers and re-establishment of a portion of the red trail at Captain Sargent Conservation Area, and installation of signage and new kiosks at several sites.

In 2015, the Commission launched a multi-year pilot project to manage invasive plants at Captain Sargent Conservation Area, as well as map several other conservation areas to determine invasive plant management priorities. After successfully applying for Community Preservation Funds for this effort, the Commission hired Polatin Ecological, Inc. to perform the work. This project is now in its second year of implementation. The Commission also continued its work to survey Town Forest and Flagg Hill for Japanese stiltgrass, a new invasive plant found at several locations in Stow. Small patches at Flagg Hill and Town Forest are being mechanically controlled by hand pulling or string-type trimmer, and a large new patch found at Flagg Hill was removed this year.

During 2016, we completed a comprehensive review of our conservation land regulations to simplify and make them easier for users to understand. These regulations are posted at all conservation areas and on the Town's website, and are enforced by the Commission in conjunction with the Stow Police Department.

An ongoing concern is encroachment onto conservation lands – including storage of equipment, and dumping of leaves and other yard waste. We are working to educate our neighbors and the public regarding Town conservation land regulations, and encourage residents to compost yard waste on their own land. An educational flyer is available on our website for conservation land neighbors, and we published an advertisement in the local paper this year reminding residents not to dump yard waste on conservation land. We also distributed information outlining wetlands permitting and conservation land regulations to area landscape and tree removal companies and similar information is now mailed to all new homeowners in Stow. We are grateful to the Stow Police Department for their assistance in addressing a number of conservation land management issues over the past year.

Trail users and neighbors can help us manage Town conservation land by contacting our office regarding any maintenance needs, downed or hazardous trees, or other conservation land issues. The Stow Highway Department is always helpful with removal of large items dumped on conservation land and plowing parking lots for winter trail users.

Community Gardens and Agriculture

The Conservation Commission manages the Stow Community Gardens at Captain Sargent Conservation Area on Tuttle Lane, and licenses fields at Captain Sargent and Noonan Field behind the Arbor Glen development to area farmers. One of two licenses at Captain Sargent Conservation Area was terminated this year, and an RFP was issued for availability of the land

for farming use. As a result, the license was awarded to Tap Root Farm, which will expand its existing Christmas tree operation on to the field along Tuttle Lane. The Commission also renewed a license issued to Applefield Farm for Noonan Field (off Great Road). These farmers do a great job helping to maintain the property, and keep fields in active production.

Joyce Bunce, Deb Stein and Myong Hunt served as Garden Stewards and the on-the-ground managers of our Community Gardens in 2016. Together they did a wonderful job coordinating participants, laying out plots, educating on organic gardening, and creating a sense of community among both annual and perennial gardeners. For the second year, in response to demand, we increased the number of perennial plots at the gardens. Plots are assigned to returning gardeners and then to new gardeners on a first come, first served basis. Applications for Community Garden plots are available on our website or in our office.

Land Acquisition and Protection

This year, 24.5 acres of land owned by the Estate of Judith V. Dunn adjacent to Captain Sargent Conservation Area was protected through the joint efforts of the Conservation Commission and Stow Conservation Trust (SCT). A long sought after conservation priority, this land will be owned by the SCT with a permanent Conservation Restriction held by the Stow Conservation Commission. SCT and the Town will also work to identify and create trails on the property, to be known as the Shepherd Memorial Woodlands.

Protection of agricultural lands for their many benefits to the community is a priority in Stow, and in 2016 the Town voted to commit \$150,000 in CPA funding toward the acquisition of a permanent Agricultural Preservation Restriction on Sullivan Farm on Boon Road. In addition, the Town and SCT worked together to explore protection of several other large farms in Stow.

The Commission also continued to work closely with the Recreation Commission, Open Space Committee, and SCT to create a park on Town-owned land at Minister's Pond. Concept plans depict a Town Center park with accessible walking trails, shoreline benches, and an informal play field. The project was endorsed by the Board of Selectmen in 2016. A small grant of administrative funds was received from the Community Preservation Committee to hire a designer to prepare final design plans and cost estimates, and a Community Forum was held to solicit community input. In late fall, the Commission organized a major clean up of the property with the help of the Stow Highway Department. The project is expected to receive further consideration in 2017.

Collaborative Efforts, Outreach, and Long Range Planning

In 2014, the Conservation Commission began an update of the Town's Open Space and Recreation Plan, a long-range planning document which summarizes the progress the Town has made in providing for its open space and recreation needs, and sets forth future open space and recreation priorities. The Commission appointed a Subcommittee, with representatives from the Conservation Commission, Open Space Committee, Recreation Commission, and SCT, to oversee the plan's update. The final plan was approved by the Commonwealth in 2016 and will maintain the Town's eligibility for grants for open space protection projects through 2023.

The Commission has also been involved in a number of cooperative and long range planning efforts in conjunction with other Town boards and departments, including a revision of the Town's Planned Conservation Development Bylaw in 2016. We are also assisting residents of Gleasondale interested in development of trails and a new park in that neighborhood. As a member of Stow's Staff Permit Team, we continue to work closely to coordinate our efforts with other Town departments. The team meets regularly to review land use matters and includes professional staff from the Conservation, Planning, Health, Building, Highway, Fire and Police Departments as well as a Selectmen's Office representative. The Commission also serves as a member of the Steering Committee of the Cooperative Invasive Species Management Area – a regional invasive species management organization.

Administration

Stow is very fortunate to have a Conservation Commission with a wide range of expertise. Kathy Sferra, Jacquie Goring, and Bruce Trefry serve as staff to the Commission, juggling responsibilities in a busy office and regularly monitoring activities on conservation land. We appreciate their dedication and hard work in support of our efforts. Cortni Frecha continued as the Commission's liaison to the Community Preservation Committee. Andy Snow and Sandra Grund finished their work as the Commission's representatives on the Open Space and Recreation Plan Subcommittee.

The Conservation Commission is seeking full and associate members. If you have an interest in conservation and would like to join the Conservation Commission, please contact the office at 978-897-8615, conservation@stow-ma.gov, or attend one of our meetings. You can also learn about events and activities via the Conservation Department's Facebook page at www.facebook.com/stowconservation.

Respectfully submitted,

Commission Members:

Andrienne Snow, Chair
Serena Furman, Vice-Chair
Ingeborg Hegemann Clark
Cortni Frecha
Sandra Grund
Doug Morse
Jeff Saunders

Associate Members:

Tracy Arvin
Joyce Bunce
David Coppes
Stewart Dalzell
Myong Hunt
Dwight Sipler
Deb Stein
Bruce Trefry
Elena Trunfio

Staff:

Kathy Sferra, Conservation Coordinator
Jacquelyn Goring, Conservation Assistant
Bruce Trefry, Conservation Land Steward

BOARD OF HEALTH

As the local permitting authority responsible for the health and safety of Stow residents, the Board of Health serves the Town by ensuring that our water wells, sanitation, habitation, and environment continue to meet the high standards set by those early pioneers who recognized that good health practices create positive outcomes for people and the environment.

Stow is a member of the Nashoba Associated Boards of Health which is a regional health district. It was established in 1931 with the expressed purpose of providing robust public health services to small communities. The Association consists of 16 communities (including Stow) in North Middlesex and Worcester counties.

Medical Reserve Corps (MRC)

During 2016 the MRC continued working with the Fire and Police Chiefs on the Town's Emergency Planning Program and also completed Pet Sheltering plans. Sheltering Plans were updated for residents of Stow who would need to be sheltered outside of their homes in case of a major natural or manmade disaster. The MRC is looking forward to using the new Stow Community Center building as the Town's future sheltering site.

In October the MRC held the annual seasonal flu clinic. Two hundred and thirteen (213) people attended this clinic. Many clinics were offered throughout the Nashoba region by the Nashoba Nursing Services with the intent to inoculate as many people as possible against the influenza virus. Many thanks to the MRC volunteers who stepped forward to help prepare for and run the clinic.

Community Health Nursing

Nashoba Community Health Nursing Program provides an essential public health service to Stow. The Nurse is available in town on the first Wednesday morning of each month at the new Community Center building and daily by phone at 800-427-9762. They provide monthly well-being clinics, screenings, and education to all residents.

Hazardous Waste and Recycling

On July 1, 2016 the Town became a member of the Devens Regional Household Hazardous Products Collection Center located at 9 Cook Street, Devens, MA. The Board of Health previously held a town-wide collection day every two years. Residents can now visit the Devens center 20 days a year. The collection center is open to Stow residents the first Wednesday and Saturday of the month from 9AM-12PM from March to December. Informational flyers are available at the Board of Health office or on the Board of Health and Devens website at www.devenshhw.com. The flyer lists items that are accepted and not accepted at the facility.

The Board continues to offer to collect batteries, mercury thermometers, hypodermic syringes, needles and lancets during daily office hours. There is a statewide ban on the disposal of sharps, including unopened packages of hypodermic needles and lancets in the trash. The Board of Health office provides the sharps containers for a small fee that covers the cost of the container and disposal.

Mosquito Control

The Town of Stow is a member of the Central Massachusetts Mosquito Control Project. The Control Project is committed to an Integrated Mosquito Management Program which utilizes a variety of control techniques and evaluation procedures. The goal is to provide effective and environmentally sound mosquito control, reducing mosquito annoyance and the potential for the transmission of mosquito-borne diseases.

Animal Control

After more than 10 years of service Susan Latham retired in June 2016 as Stow's Animal Control Officer. In July, the Board of Health entered into a regional services agreement with the Town of Boxborough. Phyllis Tower became Stow's Animal Control Officer and divides her time between Stow, Boxborough, and Littleton. She can be reached by calling the Stow Police Department. Phyllis Tower is also appointed as Animal Inspector performing barn inspections, rabies exposures and animal quarantines.

Animal Control Calls Logged in 2016:	January- June	149 Calls
	July- December	184 Calls
Animal Inspector	Barn/Livestock Inspections	78
	Animals Quarantined	26



NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Stow. In addition to the day-to-day public health work conducted for Stow we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See ***nashoba.org***)
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Nashoba assisted the Board with providing a school-located seasonal flu clinic with the Stow Medical Reserve Corps (MRC).
- Provided health education programs in collaboration with the Stow Council on Aging.

We look forward to continuing our work with Stow's Board of Health. Included in the day to day work of Nashoba in 2016 were the following:

- Through membership in the Association, Stow benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Reviewed 39 Title 5 state mandated private Septic System Inspections for Stow Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Stow Board of Health for enforcement action.

By the Stow Board of Health's continued participation in the Association, you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

TOWN OF STOW

Environmental Health Department

Environmental Information Responses

Stow Office (days).....90

The Nashoba sanitarian is available for the public at least twice a week on Tuesday and Friday mornings at the Stow Board of Health Office. ***This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.***

Food Service Licenses & Inspections.....23

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected on an at-risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers are also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Pool/Camp Inspections..... 15

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.000. Semi-public swimming pools are permitted and inspected in accordance with 105CMR435.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations.....13

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....48
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.

Septic System Lot Tests..... 84
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications22
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews44
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications 24
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....79
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....151
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....22

Water Quality/Well Consultations.....72
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Community Health Nursing

Nashoba’s Community Health Nursing program provides an essential public health service to it member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individuals and the community at large (mandated by the Massachusetts Department of Public Health).
- We make will-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psycho-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 12 public clinics in your community; those clinics offered your citizens: blood pressure screening, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 2 health promotion/well-being/volunteer visits in your community.

We administered 240 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated	49
Confirmed	25

Communicable Disease Number of Cases

- Anaplasmosis 11
- Campylobacter 3

● Giardia	1
● Haemophilus influenzae	1
● Hepatitis C	2
● Influenza	4
● Salmonella	3

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....276

Students Participating..... 120

Referred to Dentist.....3

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

Number of Programs..... 11

It was a busy year for the Board of Health. In addition to the Permitting and Inspections by the Nashoba Board of Health, we issued the following permits and licenses:

Rubbish Haulers	7
Dumpsters	11
Tobacco	7
Stables	23
Title 5 Inspection reviews	82

The Board of Health office is located on the second floor of the Town Building. There are informational materials available on public health, the environment, hazardous materials, and recycling. Please call if you would like more information on any of the services we offer, such as sharps disposal, or recycling. As always, we encourage you to call or visit if you have any questions, problems, or concerns. We can be reached by phone at 978-897-4592 or at health@stow-ma.gov. Please visit us on the Town of Stow website at www.stow-ma.gov.

Respectfully submitted,

Mary McDowell, Chair
Marcia B. Rising,
Merrily Evdokimoff

Cynthia Colosi, Office Administrator
Courtney Hietsch, Office Assistant
Susan Latham ACO, Retired June 2016
Phyllis Tower, ACO /Animal Inspector

ZONING BOARD OF APPEALS

The Board began the year with a hearing in February 2016 on the appeal of a resident regarding denial of a request to the Building Commissioner for zoning enforcement concerning a certain property. The hearing was continued to later that month and closed. At a March meeting the Board members voted two in favor and three opposed to uphold the enforcement denial. With failure to meet the required four to one vote, the decision of the Commissioner stands. The Board's decision is under appeal.

Hearings were held in February, April, May, September and December with the following results:

- 3 requests for combined special permit and variance were granted.
- 6 requests for special permit were granted.
- 1 request for variance was granted.
- 1 request for variance was denied.

A six-month extension of a variance issued in September 2015 was granted in accordance with Chapter 40A, Section 10 that allows extension within a year of issuance, due to unforeseen circumstances.

In addition to usual business, the Board met with Town Counsel and Selectmen in executive sessions concerning the Collings Foundation matters.

The Board of Appeals meets on the first Monday of each month, as needed, in the Town Building.

Respectfully submitted,

Edmund C. Tarnuzzer, Jr. (2018), Chair
Michele L. Shoemaker (2017), Clerk
Charles A. Barney (2018)
William F. Byron, Jr. (2019)
Bruce E. Fletcher (2017)

Catherine A. Desmond, Secretary

Andrew J. DeMore, Associate
Lee Heron, Associate
Mark R .D. Jones, Associate
Ruth K. Sudduth, Associate
Vacancies – 2017 &2020

TOWN SERVICES

AGRICULTURAL COMMISSION

The Stow Agricultural Commission is charged with maintaining the viability of agriculture in Stow. This includes advising other Town boards on matters pertaining to agriculture, resolving conflicts between agricultural and residential uses, and promoting agriculture in town. The Agricultural Commission has a website, StowAgCom.org, which provides notices of agricultural events and conditions. The site can also be reached through the Town website.

In 2011, a new berry pest arrived in New England: the Spotted Wing Drosophila. This new pest attacks brambles such as raspberries, blackberries, and also strawberries and other fruit. The pest appeared in late August, and pretty much wiped out the fall raspberry crop. The pest has been present since then and is expected to persist through 2017 as well. No solution to this problem has yet been found although spring crops generally show less damage than fall crops. The combined efforts of the Extension Services of all the New England states are trying to determine the best way to combat this pest, but apparently the New England climate is ideal for them. There may be organic methods of control. When information is available, it will be posted on StowAgCom.org.

Residents are reminded that Stow has a right-to-farm bylaw, which reiterates State laws in our Town bylaws. As part of this bylaw, we provide a notification form for use in transfers of property that lets people know that farms are active in Stow. The notification form should be filed with the Selectmen's office before the transfer of property is completed. The form can be downloaded from StowAgCom.org or through the Town website.

Respectfully submitted,

Dwight Sipler, Chair
Liz Painter, Clerk

Kathy Steege
Dave Buchholz

BUILDING DEPARTMENT

The Building Department issued a total of 330 Building Permits in 2016. Doug Hyde has been a tremendous addition to the Building Department as the Assistant Facilities Manager and Local Building Inspector. He has completed all the course work and exams required to become a Certified Building Official. Geoff Beharrell was hired as a Custodian for the buildings in the center of Town, while Custodian Dave Ellis is providing services at the Pompo Community Center. Our inspections included commercial expansions, new homes, kitchen & bath remodeling, home additions, roofing, siding, wood/pellet stoves and annual inspections of schools, churches restaurants, golf clubs & day care facilities. In addition we attended seminars for 9th Edition ICC/MA building codes, energy codes & fire safety as required under the continuing education requirements set forth by the Department of Public Safety. In addition to the duties as Building Inspectors, we are also in charge of operation & maintenance of the following municipal properties: Town Building, Town Hall, West School, Crescent Street Garage, Crescent Street Fire Station and the renovated Pompo Fire Station/Community Center that was completed in October 2016. We provided construction management and assistant clerk of the works services for the Pompo project. We also assist the Library Trustees with building improvement projects at the Randall Library. We have maintained the existing Town Buildings as follows:

Town Hall

Electric heat tracing of the roof edges was installed to mitigate ice dam build up during the winter months. Regular maintenance and walkway snow removal were performed. In addition, annual maintenance of the oil burners was completed as well as annual testing of the smoke detectors & fire alarm notification system.

Town Building

A small AC Unit was installed in the Server Room/ITECH office on the 3rd floor. Due to a leak, 20 ft. of sprinkler pipe was replaced in the Selectmen's office & Warren Room. Regular maintenance items included changing air filters, grease for the air handling units and the hot water circulating pumps. The water filtration system is checked and maintained daily. Annual inspections were completed for the elevator, smoke alarm system and the sprinkler system.

West School & Crescent Street Garage Building

These buildings were checked periodically for security.

Randall Memorial Library

We provided assistance to the Library Trustees with the installation of new lighting fixtures on the 1st & 2nd floor. New sinks & counter tops were installed in the 1st Floor bathrooms.

Former Pompositticut School Building/New Fire Station/Community Center Construction Project

The work of the building general contractor, subcontractors and the site contractor that began in 2015 for the Fire Station/Community Center Renovation project was substantially completed in October 2016 and the certificate of occupancy's were issued on November 12, 2016. Work included complete interior renovation, new HVAC systems, fire alarm, sprinkler system, exterior security cameras, site lighting, new pavement, public water supply system and new roof. The highway department constructed the block retaining wall at the front of the site and it looks great. Thank you. We provided construction management and assistant clerk of the works services through construction as well as regular building, wiring, plumbing and gas inspections.

In summary, I want to thank all the Town Departments for their support and assistance. Many thanks to Doug Hyde, Maureen Adema, Administrative Assistant and Courtney Hietsch, Secretary for their dedicated service in the Building Department.

Respectfully submitted,

Craig D. Martin, P.E.
Building Commissioner
Zoning Officer

Doug Hyde
Assistant Facilities Manager
Local Building Inspector

Maureen Adema, Administrative Assistant
Courtney Hietsch, Secretary

Robert Norton, Wire Inspector
Charles Weeks, Deputy Wire Inspector
Michael Norton, Deputy Wire Inspector
Eric Sahlberg, Plumbing Inspector
Adam Sahlberg, Deputy Plumbing Inspector
Adam Sahlberg, Gas Inspector
Robert Smith, Deputy Gas Inspector

2016 BUILDING
PERMITS

NUMBER of Permits	Type of Construction	Construction Value
11	Additions	\$1,048,716.00
18	Basements/Attics	\$482,731.00
1	Cell Tower Antenna	\$17,500.00
10	Commercial	\$720,992.00
25	Decks/Porches	\$336,502.00
3	Demo	\$16,000.00
6	Insulation	\$31,095.00
49	Kitchen & Bath	\$1,288,929.00
0	Municipal	\$0.00
6	Foundations	\$351,420.00
12	New Dwellings	\$4,303,250.00
3	Pools	\$138,000.00
11	Renovations	\$599,835.00
9	Repairs	\$38,833.00
51	Roofs	\$769,310.00
13	Sheds/Barns	\$131,415.00
18	Sheet Metal	\$270,400.00
5	Solar	\$187,952.00
14	Tents	NO VALUE
1	Voids	NO VALUE
49	Windows, Siding & Doors	\$765,353.00
15	Woodstoves	\$63,456.00
TOTAL: 330		\$11,561,689.00

TOTAL PERMITS & CERTIFICATES ISSUED IN 2016

#	Permits & Certificates	Fees Collected
330	Building Permits	\$118,487.07
261	Electrical Permits	\$28,368.00
139	Plumbing Permits	\$12,730.00
97	Gas Permits	\$6,700.00
38	Signs/Banners	\$464.28
1	Trench Permits	\$50.00
9	Annual Certificates	\$360.00
875	TOTAL PERMITS	\$167,159.35

CABLE LICENSE ADVISORY COMMITTEE

The Cable License Advisory Committee (CLAC) assists the Stow Board of Selectmen with awarding the license a cable company requires from the town in order to provide cable television service to its residents. It also works to assure that the terms of the license are being followed.

Stow's first cable license was awarded to Adams Russell in 1986 and was last renewed in 2012 for ten years. Adams Russell provided Stow video cable service under this license for many years, and then sold its license to Cablevision, which sold it to AT&T. Today, Comcast holds that license.

The Selectmen signed a 15-year cable license with Verizon on June 24, 2008. Verizon has provided fiber optic cable to most parts of the Town and offers full video cable service, along with high-speed Internet service and digital telephone service .

The contract with Comcast was renewed for ten years on October 23, 2012. The Cable License Advisory Committee joined forces with the Local Access Channel Advisory Committee (LACAC) to guide renegotiation of the town's cable contract with Comcast. LACAC engaged Attorney and Cable Specialist Bill August to help with the process. The new 10-year contract provides for gradually increasing Stow TV funding and a one-time stipend for equipment. It allows for Stow TV to have two programmable Comcast channels, and regulates many issues involving cable service to the Town.

Comcast and Verizon provide Stow's local access channels which are programmed by Stow TV. Comcast channel 8 and Verizon channel 32 carry public and education programming.. In addition, they each provide Stow with a second channel (Comcast channel 9 and Verizon channel 33) devoted to government and education programming.

Both licenses provide for a percentage of Comcast's and Verizon's income from Stow subscribers to be returned to the Town in order to support Stow TV operation. The Cable Committee ensures that all the terms of the license are being met and that all license payments are being made at the time specified by the license.

Comcast and Verizon broadband Internet and the digital telephone service provided are carried by the same cable each uses to provide Stow residents with video service. But only the video service requires a Stow license (and provides Stow with operational funds) since the Internet and telephone services are considered a 'data' service and are regulated by the State, not by Stow.

The Stow CLAC has no control over the cost of service by either company, nor in the selection of programs offered by the companies over their video cable service. Subscribers need to call the company's customer service to resolve any problems of this nature. If the problem is related to providing service (not content or price) and cannot be resolved by customer service, contact the Stow Cable Committee to see if additional assistance can be provided.

Arny Buckman

Robert Mong

CEMETERY COMMITTEE

The Cemetery Committee, which reports to the Board of Selectmen, is composed of three members, each serving a three year term. The committee oversees the management and upkeep of the Town's cemeteries.

The three cemeteries in Stow (Hillside Cemetery on Crescent Street, Lower Village Cemetery on Great Road and Pompositticut, and Brookside Cemetery on Gleasondale Road and Box Mill Road) are maintained by Superintendent GH Gledhill and Assistant Superintendent Jacob Babcock. They have worked hard to keep the cemeteries in great shape and, in addition, have worked on extra projects.

We now assist the facilities department in taking care of the snow removal at the six facilities buildings and parking lots, as well as doing spring and fall clean ups at those buildings.

The Committee members and the maintenance crew want to thank Dot (Dorothy) Spaulding and Marilyn Zavorski of the Ancient Documents Committee for the countless hours they have spent organizing file cards, maps, and other documents.

The Committee would like to thank Superintendent Robb (GH) Gledhill for the outstanding work he puts into the cemeteries. We would also like to thank the Board of Selectmen, the Town Administrator, and all the townspeople who supported us during the past year. This year we had 21 burials and 58 inquiries about genealogy, plots, and burial information. We are continuing to prepare for the future.

I wanted to acknowledge the passing of two folks, Clarissa Porter and Barbara Sipler, and thank them for their countless hours and dedication to the Community, as well as to the Cemetery Department. Thank you for being you!! *GH*

Respectfully submitted,

Kenney Banks
Glenn Hammill

Robb (GH) Gledhill, Superintendent

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA), MGL c. 44B, was enacted into legislation on September 14, 2000. Under this legislation, municipalities may opt to participate by adopting a property tax surcharge to create a locally-controlled Community Preservation Fund administered by a Community Preservation Committee (CPC). The state provides matching funds depending on what percentage surcharge is adopted and the number of communities participating statewide. The Community Preservation Fund can be used to fund projects related to the acquisition and preservation of open space, the creation and support of affordable housing, and the acquisition and preservation of historic buildings, landscapes and documents. Stow voters accepted the provisions of the CPA in May 2001.

The fiscal year ending June 30, 2016 was the fifteenth year of collections and state matching grants. In November of 2016 Stow was awarded \$158,462 – a 29 percent match. Stow has received over \$3.9 million in matching state funds over the past 15 years. Community Preservation funds are deposited in a locally controlled, interest-bearing account. All projects recommended by the CPC must also be approved by Town Meeting before expenditures can be made from Stow's Community Preservation Fund. The CPC carefully reviews each project before bringing it to Town Meeting to determine whether or not it is eligible for CPA funding, assesses the feasibility of completion, and evaluates whether it might be possible to leverage other funds to make each project the best possible investment of the Town's funds.

At the Annual Town Meeting (5/2/16) and the Special Town Meeting (8/8/16) voters approved Community Preservation warrant articles appropriating additional funds to improve the recreational facilities at Pine Bluffs (\$39,500), more design funds for the Randall Library (\$25,000), extra funding to finish mapping two of the Town cemeteries (\$5,000), additional funds for the acquisition of open space (\$50,000), the purchase of an Agricultural Preservation Restriction on Boon Road (140,000), Community Preservation administrative funds (\$35,000) and allocated for Community Preservation annual reserves required under the Community Preservation Act: Historic Preservation (\$72,000), Open Space and Recreation (\$72,000), and Affordable Housing (\$72,000).

The Community Preservation Committee consists of the following members:

Ernie Dodd	Planning Board	Dorothy Spaulding	Historical Commission
Vin Antil	Open Space Committee	Cortni Frecha, Chair	Conservation Commission
Mike Busch	Recreation Commission	Bob Larkin	Housing Authority
Bill Byron, Vice Chair	Council on Aging	Atli Thorarensen	Finance Committee
Richard Connelly	Assessors' Office		

Krista Bracci, Administrative Assistant

Notes:

Richard Connelly replaced Louise Nejad
(6/16)

Ernie Dodd replaced Kathy Sferra (6/16)

Atli Thorarensen replaced Paul McLaughlin
(11/16)

Approved Stow CPA Projects 2001 to Present	Approved Project Amount	Final Project Cost
Totals for Open Space/Recreation	\$ 2,983,100	\$ 2,343,344
Conservation Comm Acquisition of Open Space	\$ 50,000.00	In progress
Tyler Property Restriction \$21,500, Dunn Appraisal \$2,500, Dunn CR \$23,250		
Con Comm Additional Open Space Funds	\$ 50,000.00	In progress
Hale Woodlands	\$ 35,000.00	\$ 35,000.00
Lake Boon Preservation Project	\$ 77,000.00	\$ 33,299.89
Assabet Rail Trail Easement	\$ 227,000.00	\$ 135,949.50
Moseley APR	\$ 23,600.00	\$ 23,600.00
Maple Street CR for SCT	\$ 80,000.00	\$ 75,000.00
Snow Property Acquisition	\$ 673,000.00	\$ 658,899.46
Stow Community Park Construction	\$ 1,000,000.00	\$ 999,595.93
Design Plan for Track Road Rail Trail	\$ 46,000.00	In progress
Fitzpatrick Property Acquisition	\$ 95,000.00	In progress
Purchase Price \$84,516.19		
Design Funds for Pine Bluffs	\$ 40,000.00	In progress
Funds spent thus far \$30,230.50		
Additional Funds for Pine Bluffs	\$ 39,500.00	In progress
Funds spent thus far \$11,179.30		
Creation of Rec Facilities at Pine Bluffs	\$ 242,000.00	\$ 242,000.00
Tuttle Lane Land Acquisition	\$ 140,000.00	\$ 140,000.00
Invasive Species Mapping and Control	\$ 25,000.00	In progress
Funds spent thus far \$12,000		
Purchase of Boon Road APR	\$ 140,000.00	In progress
Totals for Historical	\$ 407,419	\$ 268,662
West School Parking/Access	\$ 20,000.00	In progress
Funds spent thus far \$6,932.66		
Secure Blacksmith School	\$ 929.00	\$ 745.00
Lower Village Cemetery Wall Restoration	\$ 9,990.00	\$ 9,918.28
Lower Village Cemetery Wall Restoration #2	\$ 19,500.00	\$ 14,199.08
Lower Village Cemetery Wall Restoration #3	\$ 20,000.00	\$ 17,500.00
Rehab Monuments & Headstones	\$ 48,000.00	\$ 46,300.00
Historic Document Preservation Project	\$ 100,000.00	\$ 100,000.00

Town wide Inventory of Historic Properties	\$ 50,000.00	In progress
Funds spent thus far \$38,125		
Brookside / Hillside Cemetery Wall Restoration	\$ 60,000.00	\$ 56,000.00
Design Funds for Randall Library	\$ 25,000.00	In progress
Funds spent thus far \$20,722.02		
Additional Design Funds for the Library	\$ 25,000.00	In progress
Mapping of Lower Village/Hillside Cemeteries	\$ 24,000.00	\$ 24,000.00
Additional Funds for Cemetery Mapping	\$ 5,000.00	In progress
Funds spent thus far \$207.00		
Totals for Affordable Housing	\$ 2,577,200	\$ 356,163
Pilot Grove Perpetual Deed Restrictions	\$ 350,000.00	\$ 350,000.00
Purchase Perpetual Deed Restriction	\$ 250,000.00	In progress
Consultant SMAHT	\$ 7,200.00	\$ 6,163.00
Affordability Safeguard Program	\$ 220,000.00	In progress
Pilot Grove and Plantation Expansions	\$ 1,750,000.00	In progress
Pilot Grove is complete \$825,000 & Spent \$14,678.75 on Plantation		

COMMUNITY SERVICES DIRECTOR

In July 2016 Lauren Abraham, LICSW came on board as the Stow Community Services Coordinator to provide professional social work services to residents of all ages. The Community Services Coordinator offers information, referrals, and supportive counseling to any Stow resident with special focus on residents under age 60. In addition, the Community Services Coordinator works in frequent collaboration with the Council on Aging and Nashoba Public Health Nursing staff to assess the needs of many complex, intergenerational families in town.

The Community Services Coordinator is pleased to join the Council on Aging and Recreation Department at the new Pompositticut Community Center. With regular office hours on Mondays and Wednesdays, residents may now stop in for confidential support at a welcoming multi-service center. Since July 2016 the Community Services Coordinator has provided support to an average of 14 unique households per month and conducted an average of 23 consultations or assessments per month. The Community Services Coordinator also interacts regularly with referral sources including Warm Hearts, St Vincent DePaul, South Middlesex Opportunity Council, Stow Food Pantry, local churches, and Town departments to provide consultation and prevent duplication of services.

Approximately 56% of clients are over age 60 and 44% of clients are under age 60; nearly 30% of client households each month include children or pregnant women. The primary client need is financial assistance including: urgent one-time assistance with bills, referrals for Food Pantry and SNAP services, and support navigating complex state/federal assistance programs. The next most common need is affordable housing; there is a great shortage of affordable rental units in town and waitlists for subsidized housing are years long. Most households served by the Community Services Coordinator are experiencing multifactor stress and many include a behavioral health component; nearly every client encounter requires more than one referral and most benefit from multiple consultations. The Community Services Coordinator is also providing ongoing case management support for 3-4 households that are unable to access state services due to long waitlists.

In the coming year the Community Services Coordinator looks forward to strengthening existing positive relationships with Stow Police & Fire as well as the Nashoba Regional School District to streamline the referral process. Stow residents are also welcome to self-refer by calling 978-897-2638 or emailing townsocialworker@stow-ma.gov.

Thank you for your continued support of this important town resource.

Respectfully submitted,

Lauren Abraham, LICSW, Stow Community Services Coordinator

COUNCIL ON AGING

The Council on Aging (COA) is one of the larger departments in town, serving not only seniors, but those under 60 as well, including low income and/or disabled citizens. The most exciting news for the COA this past year was the move into our new home, the Pompositticut Community Center, in the Fall. Our space was expanded by over 10,000 sq. ft., which allows all of our programs and services to now, be under one roof.

The COA acts as the social services agency for the town, providing a variety of services and assistance to all ages in need. Our Outreach Coordinator and Worker provided numerous hours of assistance such as: housing, homecare, fuel assistance, food stamps, food pantry referrals, meals on wheels, RUOK, Life Line, home and hospital visits. The COA staff work closely with the Community Services Coordinator (formally known as the Town Social Worker) on the more challenging cases. In addition, the COA staff works closely with other town departments such as: Board of Health, Police, Fire, Town Clerk, Treasurer and Assessor's office with assisting Stow citizens.

A variety of **Nutritional Programs** are offered such as: Congregate Meals, Meals on Wheels, Monthly Breakfast, and "Soups On" Program, with all the COA staff officially ServSafe certified. The COA continues the increasingly popular program offering day-old food that Stop & Shop of Wayland & Acton have generously donated. The COA has volunteers picking up food five days a week and distributes to the Stow Food Pantry, Stow low income housing, meal site and Stow's most needy citizens. The remainder of the food is distributed at the COA, available for anyone.

A variety of programs and services are offered through the Council on Aging throughout the year. For example, **Arts & Craft** classes are offered weekly, and a popular Silk Scarf Painting Workshop is offered periodically. In addition, a Boxwood Tree Arranging class was held which everyone enjoyed. **Health and Educational** presentations are offered monthly on a variety of topics. Podiatry Clinics are held monthly. This past year, COA has loaned out over 200 items of Durable Medical Equipment including: wheelchairs, tub transfer benches, shower chairs, commodes, walkers, and other miscellaneous items. Weekly **Exercise Classes** offered include: Aerobics, Arthritis Stretch, Qi Gong, Yoga and Zumba Gold. A new class offered this year was Tai Chi. Vegan and Brain Healthy Cooking classes were well attended. **Outings & Social Programs** such as: Boston Symphony Orchestra Open Rehearsal, Boston Flower Show, New Bedford Whaling Museums, Charles & Essex River Boat Cruises, Laura Orsatti's famous gourmet Spring Tea, many ethnic restaurants & shopping excursions, a variety of holiday parties and intergenerational events. During May and June, the COA participated in a 7 week "Bridges Together" program, matching seniors with students, working together in the classroom on a variety of lesson plans. This continues to be very successful and is mandated that every 4th grade student at Center School participate in this popular program. 45 seniors volunteered in the program last year. **Free Professional Services** offered were: a Repair Café, Reiki Clinic, S.H.I.N.E., Income Tax Preparation, In-Home Computer Repair Service including distributing free refurbished computers and printers to seniors.

The COA 16 page colorful newsletter “The Stow Senior Scoop” continues to be mailed out as an insert in the Action Unlimited to every household in Stow on the last Saturday of every month. Our Transportation Service continues to be our number one service. The COA transported approximately 750 riders totaling 5,842 trips covering 34,222 miles this past year. The van fare income received was over \$5,000. The Council on Aging (COA) billed Montachusett Regional Transit Authority (MART) for transportation services totaling \$43,440 which was turned back to the Town’s General Fund Account.

The COA oversees the Senior Tax Work-Off Program which continues to be very successful; 15 participants worked in various town departments, the library and the schools.

The COA relies heavily on over 100 volunteers who provided approximately 4,856 hours of dedicated service to improving the quality of life for the seniors of Stow this past year. This is a savings of over \$48,000 to taxpayers. Volunteers are assigned to a variety of duties such as: receptionist, data entry, bookkeeping, general office work, bakers, friendly visitors, transportation and a variety of tasks too numerous to list here. The COA would not be able to do all that we do without their help. Thank you all! Susan Rondeau was presented with our “Unsung Hero Award”. Well deserved, she has been a dedicated volunteer, logged in over 225 hours this past year (not counting the endless hours at home) working on projects for the COA. She has done an incredible job transforming the gift shop and always goes above and beyond the call of duty.

Local organizations have offered their help such as the Rotary Club of Nashoba Valley, Stow Garden Club, the Stow Schools, the Scouts, and Stow Lions Club. Local businesses have supported the COA throughout the year such as: Nancy’s Airfield Café, Shaw’s & Stow Farms & Orchards. Special thanks go out to the First Parish, St. Isidore’s, and Union Church for generously allowing the COA to use their space for our programs/classes for all of these years. It was greatly appreciated.

The Stow Friends of the Council on Aging (SFCOA) raise funds to supplement the COA. This past year, the Friends donated over \$20,000. Without their financial support, the COA would not be able to offer such a variety of programs and services. They pay for our monthly newsletter “The Stow Senior Scoop”. Through the years they have purchased and each year maintain all four COA vans. This past year they purchased a beautiful pool/conference table and poker table for use in our new space at the Pompositticut Community Center. SFCOA’s gift shop at the Community Center has beautiful gifts that have been lovingly handmade by Stow seniors and also a variety of products with the Stow logo on them.

Minuteman Senior Services (MSS) provided services valued at \$390,993 to 440 Stow residents this past year in return for Stow’s Local Share contribution of \$1,450. Services include: Information & Referral, Care Management & In-Home Care, Caregiver Support, Protective Services, Meals on Wheels, Senior Dining, Nursing Home Screening, and S.H.I.N.E. Health Benefits Counseling.

COA Funding Sources include: Mass. Executive Office of Elder Affairs, Stow Community Chest, Stow Cultural Council, Stow Friends of the COA, Stow Lions Club and the Stow Women's Club.

We wish to say farewell to long time employee Beverly Lewis Benoit who retired this past June. Many thanks for her dedicated service to our town through hard work as a scout leader, school bus driver and 31 years as our COA van driver.

Sadly noted, our well beloved Outreach/Pet Therapy Golden Retriever "Rocky" passed away in July after many years of dedicated service visiting the seniors of Stow.

Respectfully submitted,

Alyson Toole, Executive Director

Sharon Funkhouser, Outreach & Volunteer Coordinator
Suzanne Howley, Outreach Worker

William Byron, Chair
Newton Wesley, Vice Chair
Ruth Delmonico, Secretary
Ruth Banfield
Stephen Dungan

Susan Matatia
Susan Pauley
Brian Burke, Associate
Rep. Kate Hogan, Associate

CULTURAL COUNCIL

The Stow Cultural Council is dedicated to creating a closer-knit community in Stow by sponsoring and supporting activities in the arts, humanities, and interpretive sciences that bring the diverse elements of our community together for enjoyment and cultural enrichment. The SCC especially seeks to fund projects that bring together parts of the community that do not often interact in their day-to-day lives in order to foster understanding by experiencing events together, working on projects and sharing stories about Stow's history.

The Stow Cultural Council completed a successful year, receiving a total of \$8,500 in grants from the following sources: \$4,500 from the State Legislature through the Massachusetts Cultural Council; \$1,500 from Town Meeting; and \$2,500 from the Fieldstone Foundation.

The Council voted to grant funds to the following projects for 2015/2016 fiscal year:

- Sounds of Stow, Sounds of Stow 2016-17 Concert Season, \$700
- Rosanne Peterson, 2017 Arts Buffet Festival, \$300
- Gregor Trinkaus-Randall, Scottish Country Dancing, \$300
- Lake Boon Association, Lake Boon Water Carnival Music Boat, \$125
- Randall Library, Summer Reading Program and Special Events, \$850
- Fitchburg Art Museum, 82nd Regional Exhibition of Art & Craft, \$100
- Nashoba Friends of Drama c/o Cathleen Thier, Spring Musical, \$700
- The Virginia Thurston Healing Garden, Expressive Arts Therapy Programs, \$300

- Marilyn Zavorski, Spinning History: Heroines on the Home Front, \$500
- The Discovery Museums, Especially for Me, \$250
- Linda Hoffman, Plein Air Poetry Chapbook 2017, \$100
- Jim Manning, Minecraft Madness!, \$499
- Linda Hoffman, An Interactive Sculpture at Old Frog Pond Farm, \$300
- Hudson Area Arts Alliance d/b/a River's Edge Arts Alliance, Community Artistic Engagement, \$300
- Lewis Halprin, SpringFest Silent Movie, \$300
- Acton Community Chorus, 2016/2017 Concert Series, \$100
- Alan Johnson, Concert by the Solstice Sackbuts, \$450
- Melissa Ljosa, Maynard Honeybee Meadow, \$200
- Nashoba Friends of Music, Nashoba Symphonic Band, \$500
- Ed Morgan, The Children's Garden, \$500
- Stow Friends of Music, Hale Middle School 7th and 8th Band Music in the Parks Festival, \$200
- Total awarded: \$7,574

The Stow Cultural Council encourages any Stow resident to apply for a grant for a project of his or her own imagination, or to sponsor an event by an area artist or performer, that will benefit the Stow community. Grant applications may be received at any time, but must be received no later than October 15, 2016 for the next granting cycle. For more information see the Cultural Council page on the Town website, www.stow-ma.gov. Local cultural council's grants are to be considered a temporary aid to encourage groups to find added sources of funding.

Membership currently stands at six (6) members. The Council is required to have 5 members in order to receive and disburse funds. Members are: Angela Santos (Co-Chair), Rick Lent (Co-Chair), Hector Constantzos, Jennifer Edgerton, Alex Rosiewicz, and Amie Shei (Treasurer). We have an open position.

Respectfully submitted,

Rick Lent, Co-chair
Angela Santos, Co-chair
Amie Shei, Treasurer

Hector Constantzos
Jennifer Edgerton
Alex Rosiewicz

ECONOMIC DEVELOPMENT AND INDUSTRIAL COMMISSION (EDIC)

The Economic Development and Industrial Commission, consisting of business owners and interested Stow community residents, is a seven member Commission appointed by the Board of Selectmen in accordance with M.G.L. Chapter 40, Section 8A.

Organization

The Economic Development and Industrial Commission (EDIC) is made up of seven members serving staggered terms, not exceeding 5 years.

Mission Statement

The Stow EDIC will support new and existing businesses, identify needs and action steps to further opportunities throughout Stow and work with residents to better understand the most appropriate types of business development. To accomplish these goals the EDIC will welcome new businesses to Stow by streamlining the understanding of local regulations, act as liaison between business interests and the Town Government and develop baseline information and studies on Stow's evolving economic condition.

Commission Efforts

The Economic Development and Industrial Commission (EDIC) analyzed the results of the 2015 Stow Business Survey throughout the year, discovering a variety of issues facing Stow businesses, from regulatory challenges to a need for promotion and marketing. Of the regulatory issues affecting area businesses, signage was identified as a portion of the Stow Zoning Bylaw that could be updated to provide businesses with more flexibility. The EDIC continues to explore partnership with the Planning Board on potential updates to the Zoning Bylaw.

EDIC members continued to take time to learn about regional economic development opportunities, through joint meetings with the Assabet Valley Chamber of Commerce and Economic Development Commissions in neighboring communities. Based on those discussions the EDIC began the process for creating an updated business directory to showcase Stow area businesses and provide them with further visibility.

The EDIC closed out 2016 with a discussion of its 2017 workplan, with exploration of a Stow area job fair to help match qualified job seekers with area businesses. Together with input from Town residents, the EDIC is looking forward to a productive 2017. This past year's focus on enhancing the economic climate in Stow would not be possible without the dedicated time and effort volunteered by the Stow residents making up the commission.

Respectfully submitted,

Kevin Whalen, Chair
Andrew Bluestein | Vice Chair
Robert Collings

Thomas Farnsworth
Serena Howlett

HIGHWAY DEPARTMENT

The Highway Department had another busy year completing road projects and winter snow and ice operations, along with our regular road maintenance. This includes street sweeping, repairing catch basins, filling potholes, fixing drainage problems and maintaining street signs, among other things.

Our winter was fairly mild, but this department was still dispatched to spread road salt 27 times throughout the course of the winter and we completed 8 separate plowing operations. The total snowfall was about 30 inches of snow. It was certainly a mild winter by New England standards!

Throughout the course of every year we do quite a lot of brush trimming and tree cutting to keep the roads and intersections as safe as possible. This year was no different, and we spent approximately 9 weeks cutting roadside brush and low limbs. We also removed 24 large roadside trees that were dead and had been deemed a hazard by the Tree Warden.

The construction season had us busy resurfacing a few roads around town. We completed road reclamation and resurfacing, which is when the road is ground down back to dirt, re-graded, and repaved, on Wheeler Road, Whitney Road, Carriage Lane and Maura Drive.

All of this work would not be possible without our crew of hardworking employees. I thank them for their dedication to this town and this department throughout the year.

In October we were able to take delivery of our new six-wheel salt/spreader dump truck which was approved at the 2016 Annual Town Meeting. This is a welcome addition to our fleet, and we appreciate the residents understanding the need for new equipment so we can continue to provide the best service possible.

Finally, I would like to mention that, also in October, one of our longtime employees retired. Steve Landry, a lifetime Stow resident, retired after a 26 year career working for the Highway Department. His work ethic and good humor will be missed. Please join me in wishing Steve good luck!

Respectfully submitted,

Michael E. Clayton, Superintendent
of Streets

Scott Morse, Assistant Superintendent of
Streets

Justine St. John, Administrative Assistant
Brian Hatch, Crew Chief
Tim Gray, Crew Chief
Albeo Duguay, Tree Worker
Bruce Fletcher, Tree Warden/Consultant

Scott Landry, Truck Driver/Laborer
Steve Landry, Maintenance Person
Brian Taranto, Driver/Laborer
Josh Cox, Driver/Laborer

STOW HOUSING AUTHORITY

The Stow Housing Authority, founded by town meeting, is authorized by and operates under the provisions of Chapter 121B of the Massachusetts General Laws to manage and administer low rent housing programs, funded by the Massachusetts Department of Housing and Community Development (DHCD) and the U.S. Department of Housing and Community Development. The Stow Housing Authority is governed by a Board of five commissioners, four of whom are locally elected with the fifth member appointed by the Commonwealth. The Board of Commissioners meets as necessary at the Town Building.

Respectfully submitted,

W. Robert Dilling, State appointee
John Kendra
Michael Kopczynski

Robert Larkin, Chair
Cynthia Perkins
Julie M. Torres, Administrator

INFORMATION TECHNOLOGY DEPARTMENT

IT Department update

It's been another busy year for a part-time technology department. The implementation of a Disaster Recovery plan for the Town Building and the Police and Fire services is now active, with a device that takes periodic snapshots of the data from the systems at Town Building and the Police Station 95 times a day and stores them in multiple diverse locations through the Internet. This will protect against Ransom-ware attacks. Rather than paying a foreign hacker thousands to regain control of our services we just restore from a previously "known good" snapshot and we're back in business. Remote desktop support is also available to our Fire and Police PC users making technical problems less troublesome, even at 3:00 AM. A trouble call is placed through an icon on the screen on the Police or Fire computer screen and a chat session is initiated. Or, more traditional telephone support is also available 24 hours a day.

The Pompositticut Community Center and Fire Station was also a challenge. Providing phone services and Internet to the Fire Department and Council on Aging was a very demanding undertaking. I'm glad to say that we are able to provide first-class services to the residents of our town with this newly renovated building. The technology is first rate while also utilizing the most cost effective equipment available.

FY 2016

Additional reorganization of the IT Department's agenda and support structure again became the primary focus with a better understanding of the fiscal challenges. Support for daily desk side issues is now being handled entirely in-house. There has been an emphasis on improving IT

support provided to the users of technology in town departments, and a high degree of professionalism is now the norm.

FY 2017

Backup and Disaster Recovery Planning Initiative is now up and running.

- Enhancing the full backup of all server data with incremental backup occurring every 10-15 minutes daily.
- Use of server/edge device to facilitate data backup and store recent backed up data.
- Ability to recover from a disaster utilizing virtual servers located at a Network Operations Center over the Internet.
- Monthly testing of all Disaster Recovery systems and data backups used by the Town of Stow to verify all systems are ready and fully operational.
- Stow Public Safety (Police and Fire Departments)
- Continuing an enhanced full backup of all server data with incremental backup occurring every 10-15 minutes daily.
- Use of server/edge device to facilitate data backup and store recent backed up data.
- Ability to recover from a disaster utilizing virtual servers located at a Network Operations Center over the Internet.
- Monthly testing of all Disaster Recovery systems and data backups used by the Town of Stow to verify all systems are ready and fully operational.

This Disaster Recovery Plan is now in place and is the insurance that regardless of what happens to the Town Building, the business of the Town will continue. It is also a pathway to Governor Baker's Community Compact Cabinet.

A proposal to the Community Compact Cabinet is being drafted to update the Police and Fire Departments technology needs. Much of the equipment that runs the public safety operation for the Town is outdated and unsupported by the manufacturer. This forces us to rely on third party support for some of the technology we expect to be at the ready.

New Technologies

These are what keep us busy here in the IT Department and we thank our neighbor departments and the residents we serve on a daily basis.

Respectfully submitted,

Ron Eld, Director of Information Technology

Paul Yannoni, IT Volunteer

Det. Sgt. Michael Sallese, Public Safety Technical Assistance

LAKE BOON COMMISSION

The Lake Boon Commission (LBC) was enacted by the Massachusetts legislature as Chapter 712 of the acts of 1941. It is comprised of three members: Two appointed by the Stow Selectmen and one by the Hudson Selectmen. Current serving members are Theresa O’Riorden and Donald Hawkes from Stow and Conray Wharff from Hudson (Chair). The LBC holds publicly posted meetings at the Stow Town Building about once a month.

2016 was a year of transition for the LBC and lake residents on several fronts. State law governing boating safety takes precedence over our long-established rules and enforcement practices. This had two major impacts to our 165-acre lake: 1) The requirement for motor boats under certain circumstances to stay 75 feet from shore, swimmers, other boats, etc. is invalid – the enforceable distance is actually 150 feet per Mass. General Laws. 2) The LBC can no longer perform patrol and rules/law enforcement anywhere on the lake. These functions will now be performed by the Stow Police and the Environmental Police. These changes came to light through a well-attended public information meeting held at Stow’s Hale School in the spring, with presentations by Stow and Mass. Environmental Police officers. Adapting to these changes in the coming boating season will require additional information sharing and patience between residents and public safety officials. Further, as a result of these changes, our long-serving LBC Patrol Officer Lee Heron resigned from Commission membership. Subsequently he was appointed by Stow Selectmen (as a Stow Police officer) as Lake Boon enforcement official under the Town’s police department authority. The LBC expresses its gratitude to Lee for his many years of dedicated service in that capacity, and looks forward to working cooperatively with him in his new role. In July the LBC vacancy was filled by the Stow Selectmen with the appointment of Don Hawkes for a 3-year term. He had previously served in that capacity from 1984 – 1996.

Listed below is a partial list of safety rules and laws of which Lake Boon boaters should be aware. However, the burden is on the operator of power boats to comply with all state and local laws and rules. The Lake Boon police patrol and/or the Mass. Environmental Police may issue citations and fines for violation of any of the above.

Boats are required to maintain headway speed only and use prescribed lights from sunset to sunrise. From sunrise to sunset the lake speed limit is headway speed only. On all Sundays and holidays, “quiet time” is defined as headway speed only from 2 PM to 6 PM.

Boat owners are responsible for any unsafe results of the wakes produced by their boats, regardless of who is driving their boat.

Jet Skis are required by state law to be 150 feet away from everything at any speed other than idle. It means that you have to idle out 150 feet from shore before applying power, and operators must stay 150 feet from shore, other boats and swimmers at any speed other than idle. Jet skis and other personal watercraft are prohibited at all times from towing any device.

Drinking of alcoholic beverages on the waters of Lake Boon is prohibited. Throwing anything into the lake is against the by-laws. That includes leaves and grass as well as the more obvious trash. You can get a ticket just for having alcoholic beverages in your boat or throwing trash overboard.

Any towing activity requires 3 people, one to be towed, one to drive and one to observe. Pulling a person without an observer is a major safety issue. Observers must be at least 12 years of age. Towing of more than one person on a device is not allowed under Lake Boon rules.

Lake Boon is host to non-native invasive weeds exacerbated by increased nutrient loading. The primary way to address this problem is through a comprehensive lake management program. Key features are steps to reduce nutrients reaching the lake and aquatic vegetation management. The latter involves the licensed application of state-approved herbicides in accordance with state permits and Orders of Conditions from the Conservation Commissions of Stow and Hudson. Nutrient management is accomplished by intercepting nutrients before they get to the lake in catch basins and by using lake drawdown, which removes some of the nutrients that otherwise would grow an even more robust weed crop. The Lake Boon Commission works with the Stow and Hudson Boards as well as many interested parties, such as the Lake Boon Association, to effectuate this program. Normally the annual drawdown starts in October. The lake is dropped slowly and steadily until early November, when it reaches 18 inches from the Top of Concrete (TOC) of the spillway structure. Due to a severe drought in 2016, the drawdown began later than usual, and was limited to a nine-inch lowering. The boards are normally put back in the dam in March when the ice begins to recede from the shoreline to minimize damage to docks. The lake level should be restored to normal summer level by April 1, 2017.

Respectfully submitted,

THE LAKE BOON COMMISSION

Conray Wharff, Hudson, Chair

Lee Heron, Stow

Theresa O'Riorden, Stow

Volunteer members

Andy Pollock for weed management

OPEN SPACE COMMITTEE

The purpose of the Open Space Committee is to advise the Town on open space protection priorities and to assist the Conservation Commission in developing and implementing Stow's Open Space and Recreation Plan. Earlier in 2016 the Open Space Committee supported efforts by the Town and Stow Conservation Trust (SCT) to protect the 28-acre Dunn property along Heath Hen Meadow Brook. The committee also supported the State, Town, and SCT's acquisition of an Agricultural Preservation Restriction on the 20-acre Sullivan property on Boon Road. The Open Space Committee participated in Stow's Chapter 61 Quick Response Team, analyzing properties for their conservation value. The committee has consulted with the Conservation Commission regarding plans for developing a town park at the Minister's Pond lot. Finally, with the release of the updated Open Space Plan in 2016, the committee has begun to

identify action items for 2017 including: adding connections along Stow's Emerald Necklace, planning for more open space in the Southwest Quadrant of Stow, and supporting efforts to protect Stow's farms. The committee would also like to thank Chris Rodstrom and Brian Mulcahy who left the committee this year after giving several years of generous service.

Respectfully submitted,

Vincent Antil
Vellyn Antonelli
Eve Donahue

William Maxfield
Robert Wilber

RANDALL LIBRARY

The library continued to uphold its mission to cultivate an efficient and energetic staff, provide high quality and multi-format materials and offer programs of educational and cultural benefit to the community in 2016.

Attendance and Circulation

Randall Library was visited by 45,637 people during the calendar year 2016 to pick up books and materials, browse the collections, attend special events and use the library for meetings and quiet study.

An average of more than 6,200 items circulated from the Randall Library per month in 2016. Total circulation for 2016 was 74,566 items with 67,467 being materials in a print or physical form and 7,099 in an e-format.

Special programs

The Randall Library continued to fulfill its mission to provide informational and educational enrichment to the town of Stow by providing special programs during 2016. Within the year the library staff provided 136 special educational and cultural programs for adults, children and young adults with an attendance of 2,244 participants.

Adult Special Programs:

- Authors appearing at the Randall Library in 2016 were: Kirk Westphal, Edward Lodi, The Plein Air Poets, Peter Zheutlin, Christine Woodside and Diane Sullivan.
- Special programs for adults included: Chinese brush painting workshops with Sharon Wu, a presentation on the women of King Phillip's war, a film screening by Katherine Hamilton, "Edible Plants and Landscaping" with John Root, a presentation by Ed Mason Jr. on the Coast Guard's heroic rescue of the Fort Mercer, "Wild Plants I Have Known...and Eaten" with Russ Cohen, the Randall Library Cookbook Club, a two part series of lectures on the history of American painting with art historian Martha Chiarchiaro, yoga classes, "Haunted New England" with Edward Lodi, telescope night and "Evolution of a Holiday: Christmas in New England from the 17th Century to the 1900's" with historian Ken Turino of Historic New England.
- The library began hosting art exhibits in 2016. These displays included the works of the ceramicist Bill Wickey and the photographs of Fred Levy from his book "The Black Dogs Project".

- Musical performances at the library included the talented musicians of The Ivy Leaf Band, Rhythm Room, Dan Kennedy and the Solstice Sackbutts.
- During the summer of 2016 the library once again held the Summer Reading Bingo event for adults. This special adult summer reading program was conducted to help educate adult library patrons on the various services provided by the Randall Library.
- The library's "Win-Win" program collected 130 personal care items for the Stow Food Pantry.

Young Adult Special Programs:

In order to better serve the needs of all the library's patrons, the staff provided 50 special programs with 510 participants that focused exclusively towards the interests of 'tweens and teens during 2016. These programs included those created and coordinated by our Youth Services Librarian Christine Morrison and Library Director Melissa Fournier, as well as special programs provided by performers from around the New England area. In order to provide young people with the opportunity for community service programs the library provides two special clubs focused exclusively on participation by young adults, the M.U.T.T.S. (Motivated, Understanding, Thoughtful, Teenaged, Students) Club and the STAB (Stow, Teen Advisory Board).

- YA special programs included: Stick Bomb making, Tutoring, STAB meetings, After-school movies, Light-up Valentine making, Teen Tech Week, Homemade Hologram Making, Teen Candy Art, Teen Cupcake Wars, M.U.T.T.S Club meetings, Making Animal Toys for Kibble Kitchen, M.U.T.T.S. Club helping Save a Dog, "Do You Want to be a Veterinarian?", Soft Sword making, Young Adult Yoga, Technology Take-Apart, Swords of Chivalry, After-school Origami, Dream Bottles, Making Bug Bots, Make Your Own Nerf Gun, Make Your Own Gummi Worms, Teen Fear Factor Food, Helping D.A.R.T. Help Others, Dia de los Muertos Sugar Skull Making, Make Your Own Harry Potter Wand, Twinkie Turkeys and Make Your Own Light-up Snowman Ornament.
- STAB (the Randall library's Stow Teen Advisory Board) meetings continued to be held on a monthly basis, spearheaded by local Stow teens and overseen by the Randall Library Youth Services Librarian.
- The Randall Library's M.U.T.T.S Club had a series of different programs and events at the library that enabled young adults to provide help to animals in need. Club activities included working with Kim Kronis of Kibble Kitchen of Worcester and Elaine Sanfilipo of Wiggly Butt Design of Stow to create much needed supplies for Save-a-Dog of Sudbury and offer help to homeless families in the Worcester area. The club helped the D.A.R.T (Disaster, Animal, Rescue, Team) of Stow to update their "pet-friendly" hotels list in order to help provide shelter to families rendered homeless in case of an emergency. The club members had the opportunity to meet up with animal advocate lawyer Diane Sullivan, author of "Please Can We Keep the Donkey: a Collection of Animal Rescue Stories" and founder of the Shadow Fund, and author Peter Zheutlin, who wrote "Rescue Road: One Man, Thirty Thousand Dogs and a Million Miles on the Last Hope Highway", for enjoyable author lectures and book signings. Members of the M.U.T.T.S. Club had the chance to talk to a current student of the Cummings School of Veterinary Medicine of Tufts University as part of the library's "Do You Want to be a

Veterinarian?” program, who enlightened them on all the ways that young people who love animals can find opportunities for employment in animal services worldwide.

Children’s Special Programs:

- The Randall Library had another successful year of summer reading. The “Summer Olympics” reading program, designed by Youth Services Librarian Christine Morrison, provided an additional awareness of world events and a creative way to encourage children to continue reading during the summer. There were 234 children participating in the program, where they received STEM (Science, Technology, Engineering and Math) based incentive prizes as well as special raffle items. The STEM focus of the incentive prizes allowed children to continue to explore both their non-language based and their language based learning during the summer months. The creativity of the program earned Ms. Morrison a special “shout out” by the youth services special interest group of the Minuteman Library Network’s member libraries. Both children and care-givers found this year’s summer reading program highly enjoyable. Participants read more than 2,493 hours and listened to 3,150 books, with a grand total of 9,848 books either listened to or read during the length of the summer program. The winner of the “most hours reading” category read for 300 hours during the summer, and the “most books listened to” was by a pre-reader who listened to 237 books. The program had the children participating in “events” such as High Jump (reading a stack of books more than 3 inches high), Rely (read books in a series), Triathlon (listen/read a biography), Pentathlon (listen/read a book of non-fiction) Weight Lifting (read one book with more than 50 pages) Sprint (read as many pages as you can in 10 minutes), Doubles (read to another person), Freestyle (read a fantasy book), Cross Country (read a book about/set in another country) and the Marathon which awarded a prize to the reader and listeners who read for the most hours or listened to the most books outside of any of the other “events”. The 31 children who chose to compete in the Marathon event read for a total of 2016.25 hours with an average of more than 65 hours read per child.
- Other special programs for children at the library during 2016 included: Lego club, yoga, SAPN playgroups, fairy house making workshop, Audubon Society Kestrel presentation, What’s Up Wednesdays, Music with Ed Morgan, Recycled Book Art, “Turtle’s New Home” puppet show and nature walk with Deborah Costine, author reading with Jonathan Hall and Toto the Tornado Kitten, Tide Pools Alive with the New England Aquarium, the Summer Reading Launch Carnival, Eat Like a Rainbow with Jay Mankita, Science of the Olympics, Super Cool Science, Make Your Own Hex Bug, Balls and Ramps presentation with Steve Lechner, Make Your Own Nerf Shooter, Drawing Olympic Animals with Kristen Donovan, Tom Ricardi’s Birds of Prey, Roald Dahl’s Birthday Celebration, Tommy James’ Halloween Magic Show, Halloween Mask Making, special visits by the kindergarten classes of Center School and Simple Machine Making for the Holidays.

Regularly Scheduled Children's Programs

There were 98 regularly scheduled children's programs at the Randall Library in 2016. These included preschool story-times, bi-lingual preschool story-times, infant programs ("Baby Lapsit") and access to the Randall Library Reading Dogs (special therapy dogs provided by *Pets for People*) with an attendance of 1,897 participants.

The Randall Library hosted representatives, from the Nashoba Regional School District's *Every Child Learn to Read* program each month. This program is part of the school district's "Partnership with Parents" program which encourages early literacy skills in children within the school district and helps prepare children in Stow for entering Center School.

As part of an effort to expose pre-school aged children to different languages and to increase their cognitive skills, the Randall Library staff offered bi-lingual preschool story times in 2016. These special programs were made possible with the services of the Randall Library Director, Melissa Fournier and a host of local volunteers. Bi-lingual volunteers who participated in the programs read in Polish, French, Spanish, Korean, Mandarin Bengali, Hindi and German. The Randall Library continued to provide free tutoring to children as part of the Randall Library Tutoring Center. As part of the Tutoring Center the library provided access to volunteer tutors on-site for homework help in math and English language arts free of charge.

Staff

Library Aide Sally Thurston resigned from her position in order to work at the Maynard Library during 2016. She was a much respected and admired addition to the Randall Library staff over the last few years and has been missed by staff and patrons alike. Her replacement, Olivia Sederlund, is currently studying for her Master's degree in Library Science.

Collection Development

A total of 3,049 new items were added to the collection in 2016. The library continues to provide high demand materials in all genres and formats and added some unique circulating items to the collection this year including 5 Kindles (one of which is loaded with a list of public domain titles that have increased the library's collection by 62 titles without adversely affecting limited shelf space) and a StarBlast 4.5 telescope. The children's "explore the outdoors" backpacks continue to circulate frequently and are enjoyed by Stow residents when they are hiking the many conservation trails around Stow.

Facilities

Thanks to funding provided by the Stow Green Community Grant improvements were made to the lighting on the first floor, reference areas and exterior of the library, which increased the artificial light levels and will reduce the costs of lighting the building moving forward. Help provided by Stow residents Dave Conna and Ernie Epstein was greatly appreciated during the length of the project.

In order to increase the energy efficiency and usable space within the existing footprint of the building the Randall Building Committee for the Restoration of the 2nd Floor Historic Interior was formed. Using funds provided by the CPC (Community Preservation Committee) to formulate a restoration design, the Committee hired the services of McGinley Kalsow and

Associates Inc. (MKA). MKA's work includes the repair and renovation of historic libraries and town halls throughout Massachusetts. Many of these projects have received Massachusetts Historical Commission Awards. The Restoration Committee, MKA, the library staff and the Randall Library Board of Trustees look forward to providing an improved library environment for patrons at the finish of the restoration project.

Much needed improvements were made to the facility during 2016, including installation of new toilets, sinks and countertops in all 4 bathrooms, installation of new carpets on the stairs leading to the second floor and in the reference room. The security systems were updated to provide more emergency support to the library staff and much needed handicapped access features were installed on the front entrance doors.

Plans are continuing forward to improve the air quality of the building. The Stow Building Department is formulating plans in conjunction with McGinley Kalsow and Associates to make improvements in the ductwork currently servicing the first floor of the library.

Acknowledgements

Special thanks to the Stow Cultural Council, the Alice Eaton Fund, Stow Community Chest, Hale Reference Fund, Second Century Fund, Stow Women's Group, Randall Library Friends Association and Randall Library Trust Fund for their financial support during 2016. Additional thanks to Emily Bawn, Emma's Café, Shaws, and Colonial Spirits of Stow for providing special raffle prizes for the summer reading programs.

The library staff would also like to thank all the special volunteers who have supported the library with their time and efforts during 2016. The help of volunteers is critical to continue services at the Randall Library and is deeply appreciated. The Library Director would especially like to thank J.P. Mann and Mary LaPalme for their work as volunteers for the Randall Library Tutoring Center, and Margo Coppes, Ivanna Leonard, Liz Frothingham, Bisanne Nutting and Julianne North for their help with the Bi-Lingual Preschool Story-times. Special thanks to Georgia Dittimore, who helped bring awareness of the M.U.T.T.S Club to the students of Nashoba Regional High School. Thanks also to the volunteers of the Stow Garden Club, who continue to keep the garden at the front of the library beautiful and well cared for.

Respectfully submitted,

Randall Library Trustees:

Maureen Busch
Robert Katz
Richard Lent
Kathleen O' Brien
Timothy H. Reed

Marianne Sharin, Chair
Barbara Wolfenden
Melissa Fournier, Library Director
Christine Morrison, Youth Services
Librarian

RANDALL LIBRARY TRUST FUND

Statement of Sources & Uses of Funds, CY'16:

January 1, 2016 Opening Balance	\$	632,314.34
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Sources of Funds:

Contributions and Donations

Second Century Fund	\$	4,000.00
Randall Library Friends	\$	3,205.00
Hale High School	\$	17,000.00
Stow Cultural Council	\$	2,150.00
Alice Eaton Grant		2,100.00
Other	\$	5,317.86

Net Investment Income	\$	17,925.45
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Capital Gain	\$	19,815.55
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Total	\$	71,513.86
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Uses of Funds:

Conventional Library Materials	\$	28,495.23
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Electronic and Digital Materials		12,039.57
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Programs	\$	3,819.10
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Other		5,368.25
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Total	\$	49,722.15
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December 31, 2016 Ending Balance	\$	654,106.06
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RECREATION COMMISSION

This past year has been exciting and eventful for the Recreation Commission. Our biggest accomplishment in 2016 was the completion of the Pine Bluff Improvement Project. Included in the project were a new picnic pavilion, storage shed, shade structure for the beach, bocce and horseshoe pits, guiderail fence, bathrooms, changing areas and a deck overlooking the lake. This project could not have been done without the help of Stow Community Preservation funds, Stars, the Recreation Department and other local donations and services. Another highlight of 2016 was the opening of the Town's new Community Center. The Recreation Commission is very excited to begin offering year round programs at the Community Center for all ages. Town-wide brochures are distributed throughout the year highlighting the many new and existing programs that have been established. The tenth annual Stow Gobbler road race was once again a huge success with over 1,000 participants walking or running the race on Thanksgiving Day. Many thanks to the Streeter, Conry, and Lemieux families, volunteers, and sponsors for making this race such a success.

I would like to acknowledge the financial support we have received from SMS Youth Hockey, the Alice Eaton Fund, and Warm Hearts of Stow. Your support has allowed us to give out over 30 scholarships to children of Stow in 2016, as well as help maintain the ice rink at Stow Community Park.

The Recreation Commission is dedicated to providing town-wide recreational programming for all ages. During the past year the Recreation Commission has outlined its short- and long-term goals and the steps needed to achieve success. The Commission is excited about the possibilities that can be accomplished in the years ahead to make recreation in Stow an important ingredient towards maintaining and improving the quality of life for all town residents. The Commission would like to encourage others within the community to participate, either as a member or an associate member or to assist in the development and implementation of programs. Also, please feel free to bring any issues or ideas to the Commission. The Recreation Commission always welcomes your input. Thanks to all the workers and volunteers who helped with the programs throughout this last year as well as in the past years.

Respectfully submitted,

Laura Greenough, Recreation Director

Michael Busch, Chair

Samantha Altieri

Eric Bachtell

Dan Nicholson

Kerriane Reese, Associate

SPRINGFEST ORGANIZING COMMITTEE

SpringFest 2016 was a sweet blend of old and new. Longtime organizers Karen Kelleher and Deb Woods handed the reins over to new committee members Samantha Altieri, Heather Chagnon, Sara Salamone and Maureen Trunfio. Karen and Deb were right there assisting the new committee members, and ran the annual duck drop, a favorite of all kids on site. Town Administrator Bill Wrigley appeared as a speck in the sky as he rode the crane high above Center School and handled the task of dropping the ducks toward the miniscule target below to the amusement of a group of eager onlookers.

Samantha and Sara oversaw the craziness of the back field and attempted to corral the hundreds of children into organized chaos.

Although we thought Rachel Belanger and her beloved daughter and granddaughter were only showing up to set up their EZ Up Tent, they stayed on until well after 2 pm and served up hundreds of spools of cotton candy, snow cones and popcorn. The Nashoba Regional High School Honor Society and their advisor, Ms. Rocha, were instrumental in ensuring the free snack tent was well manned...not an easy task with all of the ravenous little ones popping in and out for snacks between jumping sessions and crafting.

The next generation of SpringFest organizers were beginning their apprenticeships. Deb Seith's daughters Brenna and Reilly planned, organized, set up and ran the craft tent for the duration of the event! Elena and Molly Trunfio served as Maureen's right-hand women and took instruction all day including working in the snack tent, serving as sound engineers on the main stage and being sent on an emergency mission to Shaw's to buy additional water for thirsty attendees. Little Bella Altieri helped with set up and modeled the latest SpringFest T-shirt designed by her mom. The Salamone girls helped by testing the bouncy houses for viability and testing the candy supply from their parents' Russell's Convenience Store candy booth out on the back field. Laura Greenough of the Stow Recreation Department was a great help in organizing field games, an old- fashioned happening that all the modern kids still seem to enjoy each year.

We had live music graciously provided by Evan Daisy and Sarah Chase at the front entrance to the school. They seemed to play nonstop and were greatly appreciated by the attendees. The whole event was well documented on video thanks to services donated by Stow TV. Nashoba Sophomores Paul Theriault and Reid Young donated their time and talent to conducting interviews and videotaping the event. The Stow Fire Department and the Stow Police Department thrilled numerous children and adults who appreciated the opportunity to meet a firefighter or police officer. SpringFest was fortunate to have members of the Stow Medical Reserve Corps at the event, as well. The Lego Contest, organized by Jeanne Dolan and the Stow Girl Scouts, was a big hit as always.

Stow resident Jay Solomon was kind enough to set up a state-of-the-art sound system donated by Bose for the day. This set up provided the back field with tunes all day long. Marcia Melone set up her golf equipment and helped curious little would-be golfers take a swing for the first time.

Non-scary clown, Spunky, was on the scene with his stilts, juggling balls, unicycle and ever-beloved balloon animals. The Stow Minute Men were on the march in order to move from their usual encampment on the front knoll of the Center School property to the rear field where young and old alike could enjoy watching their activity.

For many years Honey Pot Hill Orchards has donated all the elements required to provide free hayrides at the SpringFest event. In addition to his regular Selectman duties, Don Hawkes served as the driver of this much-loved attraction for hours at a time. Don also organized a very successful SpringFest Ice Cream Social. All proceeds from that event were donated to the Trooper Thomas Clardy Memorial Fund. Lew Halprin and the Stow Lions Club sponsored Silent Movie Night at Town Hall directly following the Ice Cream Social. Thank you, Don and Lew, for your contributions to SpringFest.

For those visitors seeking something a bit more sedate and out of the warm sun, the main stage was a cornucopia of art with dazzling dance performances from Maynard's Miss Tricia's Dance Studio, home to many Stow students of dance, and Jen McGowan's Creative Dance Center students who have honed their skills at Stow's Town Hall. The Grammy-nominated bluegrass band, Moonshine Falls, from New York City, has ties to Stow and traveled to town for a special performance. The Nashoba High School a capella group, The Chieftones, sang a few songs reminding us why harmonizing is such a pleasure to listen to. A surprise appearance by Center School Fifth Grader Jessica Piotte literally stopped passersby in their tracks. We can only hope that a few of these future stars will not forget their humble roots and come back to entertain us again at SpringFest when they've hit the big time in years to come.

The heavy lifting was done early in the morning by long-time contributors including Steve Quinn of Quinn Electric doing what he does best and wiring the event for 1,000 watts of fun! Nancy Arsenault, Don Hawkes, Bruce Fletcher, and Tom Ryan donated the use of their generators, making the bouncy houses possible. Mike Clayton and many other members of the Highway Department can always be counted upon to set up and remove trash barrels and any other duties the Committee may request of them. The Stow Police helped set up barricades and kept the event running smoothly. The Fire Department graciously welcomed curious children and adults. Sean Kelleher and Astro Crane have kindly donated the "duck drop crane" for many years and this year was no exception. We are fortunate and appreciate them for making the always-popular Duck Drop possible.

Many residents and Town employees pitched in with set-up and were still right there at the end of the very long day to help with clean up. All Town employees, residents and volunteers who pitch-in to make this event possible are greatly appreciated and make a significant contribution to keeping a wonderful Stow tradition alive each year.

Respectfully submitted,

Samantha Altieri
Heather Chagnon
Sara Salamone
Maureen Trunfio

SpringFest Committee
springfest@stow-ma.gov

STOW TV and LOCAL ACCESS CHANNEL ADVISORY COMMITTEE

The Local Access Channel Advisory Committee (LACAC) was created by the Board of Selectmen in 2002. LACAC established and oversees the local cable TV access station for the Town of Stow. This station, known as Stow TV, is intended to provide programming in areas of public affairs, education and town government. Funding for all programming and operations is provided through license agreements negotiated by the Town with Comcast and Verizon.

Stow residents and Nashoba Regional School District members are welcome to participate in Stow TV. The *Stow TV Handbook* provides guidelines for Stow TV operation and participation. Stow TV can be contacted at 978-897-7732 or by email to stowtv@stow-ma.gov. More information about Stow TV and its operations may be found at www.stowtv.org.

Stow TV is available in Stow on Verizon Channels 32 and 33 and Comcast Channels 8 and 9. The even-numbered channels are allocated primarily to Public programming, and the odd-numbered to Government, with Schools and Education across all channels. The Stow TV schedule is published in the local newspaper and on the Stow TV web site at www.stowtv.org.

The Stow TV YouTube Channel (www.YouTube.com/StowTVNow) increased its offerings with a mix of informational and entertaining shows. This channel featured 240 videos in 2016. Stow Selectmen, Tri-Town, and Nashoba Regional School Committee videos were uploaded to YouTube and indexed so viewers could jump directly to a specific agenda item. Town officials and residents found the channel to be a useful resource. The Stow TV Facebook page (www.facebook.com/StowTV/) serves to publicize the videos on the YouTube channel and promotes upcoming shows to people who are interested in local happenings.

Stow TV operates with a small staff and publicly spirited volunteers. Volunteers are always welcome. A volunteer's time commitment can be just occasional or as available. Video expertise is not required. A volunteer may help in diverse ways such as by solving technical problems, documenting a process or scheduling show as well as by operating a camera. Volunteers often work in teams which enable all participants to learn from one another.

Stow residents and NRSD members are invited to submit or request video shows and to use Stow TV equipment for recording and editing shows to submit for cablecast. They may also submit or request video shows produced elsewhere. Residents and NRSD members are encouraged to alert Stow TV to general interest events that they think should be recorded and aired.

Coordinator Anne VanTine managed operation of the station in 2016. Assistant Coordinator Kathy O'Keefe worked with producers to plan program schedules and prepare video. Kathy also managed and populated both the YouTube Channel and the Bulletin Board. Technical Assistant Lew Halprin improved recording arrangements, devised innovative solutions for technical problems, and kept all the video equipment operating properly. Production Assistant Jonathan Daisy led the team to adopt new equipment and production techniques and record more events.

Mike Busch, Jonathan Daisy, Lew Halprin, Mike Jordan, Linda Stokes and Anne VanTine produced shows in 2016. Rebecca Stadolnik, Leslie Miller, and students Nicholas Rocca, Paul Theriault, and Sam Pappas also operated cameras. Linda Stokes and Mike Busch recorded most of the Selectmen meetings. Mike Jordan gave technical guidance. Ralph DeFlorio and Scott Glorioso assisted with sound for some recordings. Ron Eld and Bob Mong provided IT support. Jonathan Daisy, Lee Pappas, and Lew Halprin set up for Town Meeting sound and video.

Stow producers created 168 new shows in 2016. These included 22 Selectmen meetings, three Town Meetings and a variety of town hearings and forums including dedication of the new Community Center. The production team recorded most public events that took place in Stow or the schools. Recordings included concerts at all the schools, SpringFest activities, Sounds of Stow and First Parish Church concerts, the Lake Boon Water Carnival, and events at the Library, Council on Aging, Lions, Stow Historical Society and Stow Conservation Trust.

Also cablecast were 108 shows produced elsewhere, mostly in Bolton and Lancaster. These included 22 School Committee meetings, seven Space Needs Committee meetings, and half a dozen Tri-Towns, as well as other topics of general or local interest. Stow TV cablecast a total of 270 different new shows during the year.

Stow TV has built up an archive of shows covering over a decade of Stow community events. Many shows from previous years were replayed for annual events or special occasions and to provide a historical look back or repeat an entertaining show.

Stow TV encouraged participation in Town government. Video of town and school events informed residents about local issues. Stow TV collaborated with town departments to create public service announcements and bulletin board slides that encouraged civic engagement. Stow TV also partnered with community organizations to make timely announcements of matters of general public interest. Stow TV continued to collaborate and exchange videos with Bolton and Lancaster TV.

The collaborative use of hardware and software tools has notably enhanced production quality. Stow TV now has five High Definition cameras, and producers have become adept at using several cameras to capture multiple views. The Anycast video mixer allows capture of ready-to-cablecast shows. Videos are edited with a variety of software tools including Adobe Premiere and After Effects. Three producers took classes in 2016 to improve their video editing skills.

Several examples illustrate the results of this training, teamwork, and quality equipment. In December, all the producers collaborated to produce a dozen local holiday concerts and presentations. Many programs were recorded with a team of people operating several cameras to provide multiple views. These high-quality shows were quickly edited and processed so as to air during the holidays. Another notable show that has garnered praise is the Stow Historical Society program *1942: How Preparations for WWII Changed Stow* produced by Linda Stokes and Lew Halprin. This was the first major use of the “picture-in-picture” technique. Linda put her class instruction to good use, and spent hours editing to improve both the audio and video.

LACAC met on Jun 7, Sept 7, Nov. 2, and Dec. 7 this year. LACAC members contributed time, advice, and oversight for planning, equipment, and policy decisions. LACAC members Bob Glorioso and Lee Pappas advised on equipment selection.

Respectfully submitted,

Brian Burke
Robert Glorioso
Len Golder

Lisa Lavina
Lee Pappas
Anne VanTine, Stow TV Coordinator

VETERANS' GRAVES COMMITTEE:

The primary responsibility of the Veterans Graves Committee is to ensure the proper marking and identification of Veteran graves in each of the Town's three cemeteries. We are also responsible for annual replacement of all U.S. flags marking a Veteran's grave, and ensuring a proper Veterans marker is available to hold the flag. We always have ample and cheerful help from the Stow Minutemen and local Boy and Girl Scouts for this task. The Committee coordinates all Memorial Day Parade activities, including the NRHS Marching Band, Stow Minutemen, Stow Fire Department Color Guard, Veterans, groups such as Boy and Girl Scouts, Civil Air Patrol, Selectmen and the guest speaker(s). Our thanks to State Rep. Kate Hogan for her sincere recognition of, and support to, our Veterans and their families.

Every year, many of Stow's citizens of all ages volunteer to help prepare for our Memorial Day Parade. Phil and Liz Moseley, George and Joanne Veracka, and Tom and Marilyn Zavorski plant flowers and spruce up the Monuments at Brookside and the Randall Library. The Stow Garden Club donates the wreaths placed on the Monuments, and a few years ago one of the Cub Scout Packs began cleaning the Monuments prior to Memorial Day. For those who must be out of town, our wonderful Stow TV crew records the events for viewing on the Stow TV channel.

The Town of Stow has good reason to be proud of the strong turnout our citizens provide each year for the Memorial Day Parade and Ceremonies. It sends a strong message that our Servicemen and -women who gave their lives for us in battle, as well as all Veterans who served to protect our freedom, are not forgotten. If you are a Veteran, it would be our honor to have you walking (or riding) in the Parade and standing with us for the ceremonies. This year, under the threat of rain, we held our ceremony indoors at the Town Hall. We still had a fantastic turnout and were able to complete all planned activities. Many thanks to all who attended and participated.

Please view our page on the Town website to see photos of past parades and ceremonies. Maybe you'll see yourself in one! A HUGE "Thank You" to all! See you on Memorial Day!

Respectfully submitted,
Jeff Lance, Chairman

Tom Zavorski

2016 MEMORIAL DAY CEREMONIES



VETERANS SERVICES

Director's Report

To the Honorable Board of Selectmen, the Town Administrator, the Citizens, and the Veteran Community of Stow, this report is submitted for the year ending 2016.

Veterans Benefits

Veterans Benefits are governed under Chapter 115 of the Massachusetts General Laws (M.G.L.c.115) and Commonwealth of Massachusetts Regulations 108 (C.M.R.108). Benefits assist qualified needy veterans and their dependents based on income levels and in accordance with the Budget Standards Chart. The Town of Stow is reimbursed 75% by the State for veterans' assistance payments issued by this office.

The Director of Veterans Services is responsible for determining the eligibility of all cases processed through this office. The Director conducts interviews, establishes approvals, and conducts follow-up on veterans receiving assistance. Field investigations within the local community are also performed by this office to determine the recipient's continued eligibility to receive benefits.

Veterans Services also provides assistance to Stow veterans in filing federal forms for benefits, which include service-connected disability claims, non-service-connected claims, VA healthcare, requests for medals, requests for service records, bonus applications, burial assistance and other federal benefits such as counseling in vocational rehabilitation and employment.

Additionally, the Director acts under Power of Attorney for veterans researching and processing cases to the Ratings Review Board (Department of Veterans Services) and prepares appeal cases for the Board of Veterans Appeals on the veteran's behalf. The Director also acts as liaison between State and U.S. Representatives on behalf of veterans and their dependents.

Office

In the year 2016 this department assisted in approximately 45 veterans' and family members' requests for Federal, State, and Local Veterans benefits, some of which include Burial Assistance, Service-Connected Disability, Aid and Attendance, Pension, VA Healthcare, Annuities, and Exemptions, in addition to State Chapter 115 Assistance. This year we have added one new client, who is receiving Chapter 115 benefits. This department is also still participating in the Third Middlesex District's Veterans' Advisory Committee, created and Chaired by Representative Kate Hogan.

Respectfully submitted,

Joseph Jacobs, Director

FINANCIAL REPORTS

FINANCE COMMITTEE

Introduction to the Finance Committee

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

In Stow, the Moderator appoints five voting and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of February 1, 2017 there were five voting members and two associate members on the committee.

Overview of the Town Finances and the Fiscal Year 2016 Budget

The Town balanced the budget for the fiscal year 2016 covering the period July 1, 2015 through June 30, 2016 (“FY16”) without an override. Though no overrides have been required in the past ten budgets, the Center School construction project (“Center School Project”) and the Pompositticut Fire Station/Community Center (“Pompo Renovation Project”) has increased the Real Estate Tax rate by 3.1%. The conversion of the Pompo School Building to the Fire Station and Community Center was completed in October 2016 and an official opening was celebrated in November.

The Finance Committee remains concerned about some long-term trends and needs, as well as more recent cyclical conditions. New construction, which increases our tax base, has been flat, after a precipitous decline during the recession. Local receipt growth has been a bright spot over the last few years and again has increased by approximately 2.2%. After showing a significant decline during the recession, State aid, tied very closely to variable and cyclical state tax revenue, actually saw a very slight increase of 2.1% in FY16. Still, state aid (both municipal and educational aid) may take several years (if ever) to recover back to fiscal year 2009 levels. The long-term constraints on our finances remain unchanged from prior years. Stow has an undiversified tax base, forcing the Town to rely heavily on residential taxation. Beyond that, Stow has large amounts of land exempted or abated from taxes and one of the lowest amounts of state aid per capita in Massachusetts.

The more immediate concern is the backlog of capital projects and the ability of the taxpayer to absorb the corresponding debt service. The backlog had no doubt built up behind the Center School Project and the Pompo Fire Station and Community Center. Though the interest rate environment is currently favorable for financing capital projects, Stow will not see a significant reduction from the debt service for another four to five years. Many Stow residents may see the need for these capital projects, but at the same time may not be able to absorb the possible increases to their property taxes.

Stow's savings decreased slightly by \$24,319 or 1.5% used for Capital Articles, reducing the overall savings to 6.1% of the overall budget.

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

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

Town Meetings

Stow held three Town Meetings in 2016: a Special Town Meeting on February 1, 2016 addressing Amendments to the Regional School District Agreement of the Minuteman Vocational School District; the Annual Town Meeting on May 10, 2016, and another Special Town Meeting held on August 16, 2016 addressing the Minuteman Regional Building Project. The Annual Town Meeting approved the annual budget (largely level services) and various Capital items totaling \$490,500, which included \$220,000 for a Six-Wheel Truck Dump/Spreader Truck for the Highway Department.

Town Revenues

Town Revenues increased by 2.2% in FY16 vs. an increase in FY15 of 6.0%. Table 1 shows a comparison of revenue sources for FY15 and FY16. The largest source of Town revenue was Property Taxes, which increased by 1.9% in FY16 over FY 15 and is the bulk of the total increase. State Aid just slightly increased in FY16 over FY15 with Local receipts increasing by 7.0% as well in FY16 over FY15.

Table 1: Revenue Sources							
		FY15	FY15 % of Total	FY16	FY16 % of Total	\$ Change FY15 FY16	% Change FY15 - FY16
Property Tax		\$ 23,115,073	87.8%	\$23,555,321	87.6%	\$ 440,248	1.9%
Local Receipts		\$ 1,570,000	6.0%	\$ 1,680,000	6.2%	\$ 110,000	7.0%
State Aid		\$ 941,428	3.6%	\$ 960,915	3.6%	\$ 19,487	2.1%
Savings and Other Funds		\$ 691,503	2.6%	\$ 691,057	2.6%	\$ (445)	-0.1%
Override		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Other (CPF)		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
	Total	\$ 26,318,003	100.0%	\$26,887,293	100.0%	\$ 569,290	2.2%

Source: Town Administrator, Budget Report, Annual Town Meeting

Town Expenditures

Total Stow Expenditures increased 2.2% in FY16 after a 5.6% increase in FY15. These expenditures can be divided into three large categories: Education, which increased 4.7%; Municipal Government, which increased 5.4%; and Other, which decreased by 10.2% and was mainly due to reduction in Capital Spending by 40.4%. Table 2 shows a comparison of total expenditures for FY15 and FY16.

The more expensive capital items in 2016 were: Highway Truck \$355,000, Library HVAC \$75,000, Highway Road Improvement \$70,000, Police Cruiser \$27,000, Cemetery Tractor \$25,749, Hale School Improvements \$24,000, Highway Building Office Improvements \$20,000, and Planning Board Sidewalk Project \$10,000.

The Municipal Government Portion of the Budget showed an Increase of 5.4% over FY15 or a total of \$314,818 increase.

Town Expenditures: Education

Nashoba Regional School District ("NRSD") is Stow's largest Expense totaling \$15,774,863 for FY16, an increase of \$780,729 or 5.2% over FY15. Minuteman Regional, however, decreased again for FY16 by 5.9% or \$38,524 from FY15, mainly due to decreased enrollment.

The Minuteman Regional School District's Regional Agreement was revised by a vote during the Special Town Meeting on February 1, 2016. Voters of all 16 member towns approved the revised Regional Agreement, which now includes a process for any member town to leave the District. Also revised were the formulas by which tuition and capital costs are assessed.

Minuteman Regional's new Building Project has been approved by the Massachusetts School Building Authority for some reimbursement. At the present time, the total cost estimate is \$144.9 million. Of the total, the MSBA estimates a 44.75% reimbursement rate for eligible costs. A large percentage of the costs are considered ineligible, and the MSBA has indicated a maximum of \$44,139,113 will be reimbursed. This leaves the member towns responsible for approximately 70% of the total bonding. The Project, however, is not slated to impact the budget until 2020 barring any negative developments.

Table 2: Town Expenditures							
		FY15	FY15 % of Total	FY16	FY16 % of Total	\$ Change FY15 FY16	% Change FY15 - FY16
Municipal Govt.							
General		\$ 1,163,675	4.4%	\$ 1,247,653	4.6%	\$ 83,978	7.2%
Public Safety		\$ 2,188,678	8.3%	\$ 2,257,517	8.4%	\$ 68,839	3.1%
Public Works		\$ 1,047,079	4.0%	\$ 1,089,489	4.1%	\$ 42,410	4.1%
Human Services		\$ 279,267	1.1%	\$ 345,694	1.3%	\$ 66,427	23.8%
Culture/Rec.		\$ 299,739	1.1%	\$ 324,804	1.2%	\$ 25,065	8.4%
Town Wide Expenses		\$ 898,650	3.4%	\$ 926,749	3.4%	\$ 28,099	3.1%
Total Municipal Gvt		\$ 5,877,088	22.3%	\$ 6,191,906	23.0%	\$ 314,818	5.4%
Education							
Nashoba		\$ 14,994,134	57.0%	\$15,774,863	58.7%	\$ 780,729	5.2%
Minuteman		\$ 657,204	2.5%	\$ 618,680	2.3%	\$ (38,524)	-5.9%
Total Education		\$ 15,651,338	59.5%	\$16,393,543	61.0%	\$ 742,205	4.7%
Other							
Debt Service		\$ 2,176,732	8.3%	\$ 2,125,880	7.9%	\$ (50,852)	-2.3%
Special Articles		\$ 613,007	2.3%	\$ 536,608	2.0%	\$ (76,399)	-12.5%
Capital Spending		\$ 1,018,773	3.9%	\$ 606,749	2.3%	\$ (412,024)	-40.4%
Recap Items		\$ 981,066	3.7%	\$ 1,032,607	3.8%	\$ 51,541	5.3%
Total Other		\$ 4,789,578	18.2%	\$ 4,301,844	16.0%	\$ (487,734)	-10.2%
GRAND TOTAL		\$ 26,318,004	100.0%	\$26,887,293	100.0%	\$ 569,289	2.2%

Source: Town Administrator, Budget Report, Annual Town Meeting. Departmental operating budgets include wages and expenses.

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

Table 3: Stow's School Assessment Budgets:							
	FY12	FY13	FY14	FY15	FY16	\$ Change FY15-FY16	% Change
Nashoba	\$14,046,203	\$14,754,744	\$14,195,324	\$14,994,134	\$ 15,774,863	\$ 780,729	5.2%
Minuteman	\$ 746,981	\$ 622,982	\$ 766,081	\$ 657,204	\$ 618,680	\$ (38,524)	-5.9%
Total	\$14,793,184	\$15,377,726	\$14,961,405	\$15,651,338	\$ 16,393,543	\$ 742,205	4.7%

Town Savings

The overall Savings percentage of the Budget in FY16 decreased to -1.5%, mainly due to spending \$606,749 for Capital Articles. Town savings are "rainy day" accounts that are built up during good times and drawn down in bad times. As indicated previously, Town savings is a key determinant of the Town credit rating and the credit rating will affect the interest rate the Town would pay should it decide to borrow money for some future use. There are two major accounts that reflect the Town's savings, or stored assets: Free Cash and Stabilization Fund. Table 4 below shows the status of our stored assets.

Free Cash contains unrestricted funds from operations of the previous Fiscal Years. It is certified by the state before the calendar year end. These funds are a necessity, not a luxury. Although the fund is available for appropriation, its primary purpose is to provide for unforeseen expenditures. Still, at various times in the past five years, including FY16, the Town has used Free Cash to fund certain capital articles.

The Stabilization Fund is designed to accumulate amounts for capital and other future spending purposes. A two-thirds vote of town meeting is required to appropriate funds to deposit into the stabilization fund. The level of the stabilization fund is examined closely by the bond rating agencies when determining the Town's bond rating, as it is not as easily spent as free cash. The Finance Committee would recommend that savings remain in the range of 5% to 10%. To reach 7.5%, we would need an additional amount of \$375,000 in total savings.

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

Table 4: Town Savings							
	FY 12	FY 13	FY 14	FY 15	FY 16	\$ Change FY15-FY16	% Change FY15-FY16
Free Cash	\$ 1,283,016	\$ 1,395,874	\$ 1,395,874	\$ 895,874	\$ 699,874	\$ (196,000)	-21.9%
Stabilization Fund	\$ 700,367	\$ 773,200	\$ 773,200	\$ 773,200	\$ 944,881	\$ 171,681	22.2%
Total	\$ 1,983,383	\$ 2,169,074	\$ 2,169,074	\$ 1,669,074	\$ 1,644,755	\$ (24,319)	-1.5%
% of Budget	5.3%	6.3%	8.7%	8.7%	6.1%		

Source: Town Administrator (approximately at start of Year)

Effect on Property Taxes

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

Table 5: Effect on Property Taxes (based on MA Class 101 properties)							
	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	% Change FY15-FY16
Tax rate (per \$1000)	\$ 17.05	\$ 17.90	\$ 18.37	\$ 19.17	\$ 19.98	\$ 20.59	3.1%
Avg Single Family Valuation	\$ 445,062	\$ 428,744	\$ 424,668	\$ 428,160	\$ 420,236	\$ 424,000	0.9%
Avg Single Family Tax Bill	\$ 7,588	\$ 7,675	\$ 7,801	\$ 8,208	\$ 8,396	\$ 8,730	4.0%

Source: Calculation based on 2016 Board of Assessors assessed values and tax rate using Massachusetts Class 101 properties.

Conclusion

A number of factors indicate that the Town remains in great fiscal shape. There has been no override in recent years, and even though our reserves have decreased to 6.1% of the overall Budget, the Town's property taxes remain well within the levy capacity, and our debt rating remains strong.

However, there are capital projects, both within the town and the school districts, which may be needed in the future. At the same time, the Town will not see a significant decrease in existing debt service until fiscal 2020. Though the cost of borrowing is currently at a low rate, there have been anecdotal indications that construction inflation is beginning to creep higher.

Stow's strong fiscal condition has resulted from years of prudent management by Town officials, and discipline by the Taxpayers. It is essential to our fiscal health that these trends continue.

It is our opinion that this is a fair and accurate picture of the Town's financial state. Whether you are pleased or displeased, we remind taxpayers that Town Meeting directly controls the rate of growth of Town expenses. We encourage your participation.

Respectfully submitted,

Peter McManus, Chair
Richard Eckel
Werner Fritz
Paul McLaughlin

Julianne North
Atli Thorarensen
Arthur Jurczyk

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee is charged by the Town Bylaws to annually study capital outlays proposed for the ensuing five fiscal years that involve the acquisition of land or any expenditure of \$10,000 or more having a useful life of at least three years. The Committee considers the relative need, timing, and cost of these outlays and the effect that each will have on the Town's financial position.

Prior to the Annual Town Meeting, the Committee reviewed and recommended that the Town approve the following capital outlay requests for fiscal year 2017:

- By the Building Department: \$15,000 for improvements to the Town Building's emergency electric generator infrastructure;
- By the Fire Department: \$60,000 to replace Engine 17, \$30,000 to rebuild the firewater delivery pump on Engine 12, and \$30,000 to rebuild the firewater delivery pump on Engine 15;
- By the Highway Department: \$220,000 for a new six-wheel dump/spreader truck, \$30,000 for reconstruction and resurfacing of Maura Drive, \$45,000 for reconstruction and resurfacing of Carriage Lane, and \$10,000 for portable radar-equipped speed limit signs;
- By the Planning Board: \$10,000 for the Town Sidewalk Account;
- By the Police Department: \$37,000 for a new police cruiser;

- By the Randall Library: \$16,000 to replace bathroom sinks, countertops, and plumbing fixtures; and
- By the Community Preservation Committee: \$39,500 to complete the Recreation Complex at Pine Point on Lake Boon, \$25,000 to develop a plan for renovation and improvements to the 1894-era portion of the Randall Library, and \$50,000 to facilitate the acquisition of open space.

The voters approved all of the above-listed outlay requests during the Annual Town Meeting on May 2nd and 3rd.

The Committee also reviewed and recommended that the Town not support a request from the Lake Boon Commission for funds to purchase a boat trailer. Town Meeting voters, however, approved an outlay of \$1,500 for this purpose.

Prior to the Special Town Meeting on August 8, the Committee reviewed and recommended that the Town approve the expenditure of \$140,000 of Community Preservation Act funds to acquire an agricultural deed restriction for property on Boon Road and the expenditure of \$220,000 to acquire Chapter 61 property on Boxboro Road. Voters approved the deed restriction but chose not to support the property acquisition.

Respectfully submitted,

Steve Jelinek, Chair
Dave Arsenault

James Salvie, Selectmen's appointee
Ross Perry, Finance Committee appointee

BOARD OF ASSESSORS

The Stow real estate market has seen a small increase in sale prices during the past year. The final valuations for FY2017, which have an assessment date of January 1, 2016, show a slight turn upward on average. Sales of real estate occurring in 2014 and 2015 were used to determine assessments for the current fiscal year. The new average assessment of a single-family home is \$449,300. For FY2017, the average residential tax bill has increased an average of 4.7% due to a tax rate increase based on approved spending at the Annual Town Meeting.

Fiscal 2017 was an Interim Adjustment year for Stow, and the Assessors' office performed sales analysis to provide the Department of Revenue with data required to certify that property assessments are uniform throughout the town and are representative of the real estate market. The Assessors' office adjusts values every year to reflect the current market, as required by the Department of Revenue.

For FY2017, the residential sector was up an average of 1.7%. The total assessed value for FY2017 increased from \$1,199,502,990 in FY16 to \$1,218,019,110. New Growth decreased this year reflecting the absence of any major construction projects. The commercial/industrial sector,

as well as personal property, increased slightly. Land values varied throughout town: a few neighborhoods saw increases.

Seniors on fixed incomes can be particularly vulnerable in the current economy. A binder at the Assessors' window contains information with details of the various exemptions, deferrals, and other programs designed to help with taxes. The 41C tax exemption of \$1000 is available for those over the age of 65 that qualify with limited income and assets. Other exemptions are also available. In addition, an article was passed at Town Meeting increasing all exemptions by up to 100% in certain circumstances. Lastly, the interest rate on Tax Deferrals is now at 4%. Do not hesitate to check with the Stow Assessor's office to see if you qualify for any of these programs.

The Community Preservation Act (CPA) surcharge system continues to be administered by the Assessors' office. The total CPA surcharge raised during FY2016 was \$538,775 with \$217,676 in matching funds received from the State in the fall. Exemptions from the surcharge are available for certain income brackets. Please check with the Assessors' office for more information.

Dom Pugliese is the current chairman of the Board of Assessors, and has an extensive appraisal background. Jack Smith has been on the Board for over twenty years and offers his experience as a builder. Richard Connelly, Sr., in his first term as a Board member, is a retired Boston firefighter. Kristen Fox, with 15 years plus experience as an assessor, is the Principal Assessor. Deborah George is the Assessors' Clerk. Debbie has been on the Board of Assessors in Harvard for over ten years. Louise Nejad, with fifteen years at the Town, continues to be our Assistant Assessor.

From time to time, you may see the staff or a sub-contractor collecting data on property in Stow. Staff and contractors always carry proper identification. We hope you will allow these representatives of the Assessors' office to do their job. Our property assessments are reliant on accurate data collection.

The Board of Assessors encourages taxpayers to ask any questions or discuss any matter that might help them better understand their assessments. The staff in the Assessors' office is available every day to assist the public.

Respectfully submitted,

Dominick Pugliese, Chairman
John E. Smith
Richard Connelly, Sr.

Kristen Fox, M.A.A., Principal Assessor
Louise A. Nejad, Assistant Assessor
Deborah George, Assessors' Clerk

FISCAL 2017 TAX RATE RECAPITULATION

TAX RATE SUMMARY

A.	Total Amount to be Raised	\$29,068,706.98
B.	Total Estimated Receipts & Other Revenue	\$ 3,989,693.50
C.	Tax Levy	\$25,079,013.48
D.	Distribution of Tax Rates & Levies	

CLASS	LEVY PERCENTAGE	LEVY BY CLASS	VALUATION BY CLASS	TAX RATES
Residential	91.2527%	\$22,885,276.93	\$1,111,475,300	\$20.59
Open Space	-0-	-0-	-0-	-0-
Commercial	4.6629%	1,169,409.32	56,794,950	\$20.59
Industrial	1.8510%	464,212.54	22,545,300	\$20.59
Personal	2.2334%	560,114.69	27,203,560	\$20.59
<hr/>				
TOTAL	100%	\$25,079,013.48	\$1,218,019,110	

TREASURER'S FINANCIAL REPORT

	FY 2015	FY 2016	% Change
BEGINNING CASH BALANCE:	12,121,178	13,076,615	7.9%
<u>RECEIPTS:</u>			
Property Tax	23,178,435	23,748,791	2.5%
Community Preservation Surcharge	516,496	537,963	4.2%
Motor Vehicle Excise Tax	1,117,250	1,112,826	-0.4%
Tax Titles & Deferrals	5,307	44,574	739.9%
Department & Misc Revenue	1,647,756	1,542,588	-6.4%
State Aid & Grants	943,990	962,822	2.0%
Bond/Note Receipts	8,324,000	10,076,000	21.0%
Interest on Investments	90,860	95,970	5.6%
Payroll Deductions	1,434,193	1,530,620	6.7%
TOTAL RECEIPTS:	37,258,287	39,652,154	6.4%
<u>EXPENDITURES:</u>			
Payroll	4,361,529	4,642,434	6.4%
Vendor	5,366,995	10,765,488	100.6%
School District Assessments	15,667,622	16,410,130	4.7%
Retirement Assessment	685,927	702,159	2.4%
Debt Payments	10,220,777	3,934,229	-61.5%
TOTAL EXPENDITURES:	36,302,850	36,454,440	0.4%
ENDING CASH BALANCE:	13,076,615	16,274,329	24.5%

Prepared by Pamela Landry
Treasurer-Collector

TAX COLLECTOR'S REPORT FY 2016

Tax & Levy Year	Tax Outstanding as of 7/1/15	New Commitments	Amount Collected	Exemptions & Abatements	Refunds	Tax Takings & Deferrals	Tax Outstanding as of 6/30/16
2016 Real Estate	\$0.00	\$23,410,088.81	\$23,096,966.31	\$83,429.48	\$34,473.55	\$150,906.95	\$113,259.62
2015 Real Estate	\$167,478.67	\$0.00	\$83,468.58	\$1,112.89	\$1,112.89	\$68,548.37	\$15,461.72
2014 Real Estate	\$34,196.71	\$0.00	\$15,561.83	\$0.00	\$0.00	\$13,357.72	\$5,277.16
2016 Supplemental RE Tax	\$0.00	\$33,215.91	\$26,546.88	\$0.00	\$0.00	\$0.00	\$6,669.03
2015 Supplemental RE Tax	\$13,037.07	\$0.00	\$8,186.47	\$0.00	\$0.00	\$0.00	\$4,850.60
2016 Comm Pres Act	\$0.00	\$549,998.73	\$535,581.24	\$8,897.42	\$580.68	\$3,216.20	\$2,884.55
2015 Comm Pres Act	\$3,691.42	\$0.00	\$2,049.75	\$33.39	\$193.61	\$1,421.66	\$380.23
2014 Comm Pres Act	\$589.35	\$0.00	\$332.10	\$0.00	\$0.00	\$202.49	\$54.76
2016 Personal Property	\$0.00	\$555,980.21	\$550,125.33	\$7,555.41	\$10,430.03	\$0.00	\$8,729.50
2015 Personal Property	\$26,662.80	\$0.00	\$2,668.70	\$7,370.81	\$7,370.81	\$0.00	\$23,994.10
2014 Personal Property	\$20,950.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,950.80
2013 Personal Property	\$20,565.84	\$0.00	\$0.00	\$2,704.06	\$2,704.06	\$0.00	\$20,565.84
2012 Personal Property	\$28,710.12	\$0.00	\$0.00	\$2,554.33	\$2,554.33	\$0.00	\$28,710.12
2011 Personal Property	\$24,288.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,288.90
2010 & Prior Pers Prop	\$14,347.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,347.66
2016 Motor Vehicle	\$0.00	\$1,016,762.71	\$957,639.76	\$13,180.31	\$4,240.68	\$0.00	\$50,183.32
2015 Motor Vehicle	\$61,281.60	\$104,390.76	\$150,408.44	\$14,554.88	\$4,726.87	\$0.00	\$5,435.91
2014 Motor Vehicle	\$4,880.56	\$0.00	\$3,413.14	\$117.17	\$117.17	\$0.00	\$1,467.42
2013 Motor Vehicle	\$3,473.66	\$0.00	\$307.92	\$0.00	\$0.00	\$0.00	\$3,165.74
2012 Motor Vehicle	\$10,794.84	\$0.00	\$430.45	\$0.00	\$0.00	\$0.00	\$10,364.39
2011 Motor Vehicle	\$13,780.43	\$0.00	\$122.30	\$0.00	\$0.00	\$0.00	\$13,658.13
2010 & Prior Motor Vehicle	\$5,844.18	\$141.27	\$503.77	\$90.63	\$21.46	\$0.00	\$5,412.51
Well Betterments	\$314,968.09	\$0.00	\$77,084.34	\$0.00	\$0.00	\$5,817.05	\$232,066.70
Well Betterments Interest	\$585.18	\$5,846.87	\$5,522.48	\$0.00	\$0.00	\$786.33	\$123.24
Totals:	\$770,127.88	\$25,676,425.27	\$25,516,919.79	\$141,600.78	\$68,526.14	\$244,256.77	\$612,301.95

Interest & Fees Collected: \$58,786.95
Total Collected: \$25,575,706.74

Prepared by: Pamela Landry, Treasurer-Collector

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2016

	Governmental Funds			Fiduciary Funds		General		Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds		Long-Term Debt Account Group		
Assets								
Cash and Interest Bearing Deposits	\$ 4,371,759	\$ 7,681,737	\$ 2,627,187	\$	1,724,476	\$	-	\$ 16,405,159
Cash and Investments Held by Trustees					1,319,502			1,319,502
Receivables:								
Real Estate Taxes	133,999							133,999
Personal Property Taxes	141,587							141,587
Less Allowance for Abatements and Exemptions	(357,495)							(357,495)
Motor Vehicle Excise Taxes	89,687							89,687
Tax Liens	448,873	19,256						468,129
Deferred Real Estate Taxes	4,891							4,891
Supplemental Taxes	11,520							11,520
Tax Foreclosures	105,477							105,477
Ambulance	27,235							27,235
Well Betterment		1,027						1,027
Committed Interest		123						123
CPA Surcharge		3,320						3,320
Other		231,040						231,040
Due From Other Governments			799,600					799,600
Amount to be Provided for Notes and Bonds Payable							17,808,005	17,808,005
Total Assets	\$ 4,977,533	\$ 7,936,503	\$ 3,426,787	\$	3,043,978	\$	17,808,005	\$ 37,192,806

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2016

	Governmental Funds			Fiduciary Funds		General		Totals (Memorandum Only)					
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds	Debt Account Group								
Liabilities and Fund Equity													
Liabilities													
Warrants Payable	\$	72,983	\$	15,014	\$	567,851	\$	12	\$	-	\$	655,860	
Retainage Payable			\$	328,558								\$	328,558
Accrued Payroll		84,485		10,772		736		1,250					97,243
Amounts Withheld from Employees and Other Liabilities		75,542						73,201					148,743
Deferred Revenue:													
Personal Property and Real Estate Taxes		(70,390)											(70,390)
Motor Vehicle Excise Taxes		89,687											89,687
Tax Liens		448,873		19,256									468,129
Deferred Real Estate Taxes		4,891											4,891
Tax Foreclosures		105,477											105,477
Ambulance		27,235											27,235
Well Betterment				1,027									1,027
Committed Interest				123									123
CPA Surcharge				3,320									3,320
Other				231,040									231,040
Notes Payable						10,076,000							10,076,000
Bonds Payable										17,808,005			17,808,005
Total Liabilities	838,783		280,552		10,973,145			74,463		17,808,005			29,974,948

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2016

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
Fund Equity							
Reserved for Expenditure	286,500	1,750,612	(7,546,358)				(5,509,246)
Reserved for Encumbrances	4,221	12,500					16,721
Reserved for Appropriation	875,052	1,049,875					1,924,927
Reserved for Reduction of Future Excluded Debt	301,862			146,045			301,862
Reserved for Endowment		93,719					146,045
Designated for Revolving Funds		4,749,245		2,823,470			93,719
Undesignated	2,671,115						10,243,830
Total Fund Equity	4,138,750	7,655,951	(7,546,358)	2,969,515			7,217,858
Total Liabilities and Fund Equity	\$ 4,977,533	\$ 7,936,503	\$ 3,426,787	\$ 3,043,978	\$ 17,808,005	\$ 37,192,806	

Prepared by: Julie Costello
Town Accountant

TOWN OF STOW
SCHEDULE OF CHANGES IN FUND EQUITY
STATE GRANTS & REVOLVING FUNDS
June 30, 2016

	Beginning Fund Equity	Revenues	Expenditures	Ending Fund Equity
STATE GRANTS:				
Public Safety	\$ 113	\$ 25,451	\$ 14,689	\$ 10,875
Education Grant	2,469	-	2,469	-
Culture & Recreation	1,287	4,502	1,700	4,089
Council on Aging	-	11,538	11,538	-
Library	19,646	7,975	12,484	15,137
Other Grants	2,741	38,978	39,097	2,622
TOTAL STATE GRANTS:	<u>\$ 26,256</u>	<u>\$ 88,444</u>	<u>\$ 81,976</u>	<u>\$ 32,723</u>
REVOLVING FUNDS:				
Recreation	\$ 47,462	\$ 237,664	\$ 257,782	\$ 27,343
Inspectors	48,524	48,447	35,354	61,617
Ambulances Services	-	420	420	-
TOTAL REVOLVING FUNDS:	<u>\$ 95,986</u>	<u>\$ 286,531</u>	<u>\$ 293,556</u>	<u>\$ 88,960</u>

Prepared by:
Julie Costello
Town Accountant

TRUST FUND FINANCIAL REPORT - FY 2016

The following Town trust funds are managed by Abbey Capital LLC and as of 6/30/16 were invested as follows:
Government Money Market Fund (5%), Certificates of Deposit (75%), and Equities (20%).

Stabilization Fund	Beginning Balance 7/1/2015	\$852,618.99	
	Disbursements	\$0.00	
	Receipts	\$0.00	
	Investment Earnings	\$12,912.16	
	Ending Balance 6/30/14		\$865,531.15
Affordable Housing Fund	Beginning Balance 7/1/2015	\$192,188.81	
	Disbursements	(\$14,047.50)	
	Investment Earnings	\$2,870.84	
	Ending Balance 6/30/2016		\$181,012.15
Cemetery Perpetual Care Non-Expendable	Beginning Balance 7/1/2015	\$150,850.00	
	Receipts	\$8,200.00	
	Ending Balance 6/30/2016		\$159,050.00
Expendable	Beginning Balance 7/1/2015	\$27,343.15	
	Disbursements	(\$8,904.87)	
	Investment Earnings	\$2,718.59	
	Ending Balance 6/30/2016		\$21,156.87
Conservation Fund	Beginning Balance 7/1/2015	\$37,839.86	
	Disbursements	(\$18,829.14)	
	Receipts	\$11,417.50	
	Investment Earnings	\$543.74	
	Ending Balance 6/30/2016		\$30,971.96

Mabel Hale Fund	Unexpendable Bequest		\$35,000.00
	Beginning Expendable Balance 7/1/2015	\$8,453.55	
	Disbursements	\$0.00	
	Investment Earnings	\$658.07	
	Ending Expendable Balance 6/30/2016		\$9,111.62
Mabel Hallock - Brookside Cemetery	Unexpendable Bequest		\$2,000.00
	Beginning Expendable Balance 7/1/2015	\$5,856.33	
	Disbursements	(\$91.21)	
	Investment Earnings	\$119.07	
	Ending Expendable Balance 6/30/2016		\$5,884.19
Mabel Hallock - Common Memorial & Flag	Unexpendable Bequest		\$1,000.00
	Beginning Expendable Balance 7/1/2015	\$423.24	
	Disbursements	(\$165.00)	
	Investment Earnings	\$21.57	
	Ending Expendable Balance 6/30/2016		\$279.81
Other Post Employment Benefits (OPEB)	Beginning Balance 7/1/2015	\$52,554.83	
	Disbursements	\$0.00	
	Receipts	\$50,000.00	
	Investment Earnings	\$2,269.45	
	Ending Balance 6/30/2016		\$104,824.28
Otto & Aina Stein Fund	Unexpendable Bequest		\$18,810.00
	Beginning Expendable Balance 7/1/2015	\$23,705.95	
	Disbursements	\$0.00	
	Investment Earnings	\$643.87	
	Ending Expendable Balance 6/30/2016		\$24,349.82

Town Farm Fund	Unexpendable Original Deposit	\$8,751.96
	Beginning Expendable Balance 7/1/2015	\$41,460.21
	Disbursements	\$0.00
	Investment Earnings	\$760.40
	Ending Expendable Balance 6/30/2016	\$42,220.61
Cyrus H. Whitney Central Common Fund	Unexpendable Bequest	\$1,000.00
	Beginning Expendable Balance 7/1/2015	\$693.64
	Disbursements	\$0.00
	Investment Earnings	\$25.67
	Ending Expendable Balance 6/30/2016	\$719.31
James F. Whitney Central Common Fund	Unexpendable Bequest	\$2,000.00
	Beginning Expendable Balance 7/1/2015	\$1,441.44
	Disbursements	\$0.00
	Investment Earnings	\$52.12
	Ending Expendable Balance 6/30/2016	\$1,493.56
Martha G. Whitney Street Light Fund	Unexpendable Bequest	\$1,000.00
	Beginning Expendable Balance 7/1/2015	\$4,770.70
	Disbursements	(\$167.09)
	Investment Earnings	\$98.92
	Ending Expendable Balance 6/30/2016	\$4,702.53
TOTAL TRUST FUND BALANCE:		\$1,520,869.82

Prepared by: Pamela Landry
Treasurer-Collector

RANDALL RELIEF FUND

Balance January 1, 2016	\$42,389.44
Interest received	8.30
Contributions received	0.00
Repayments received	0.00
Payments	(4,221.75)
Balance December 31, 2016	\$38,175.99

Citizens Bank Insured Money Market Account

RANDALL TOWN FUND

Balance January 1, 2016	\$20,000.00
Previous accumulated CD interest earned	107.02
Paid to Town Treasurer	(20,107.02)
Current interest earned	0
Payable to Town Treasurer	0
Balance December 31, 2016	\$0

Citizens Bank 1-yr. Certificate of Deposit

Louise E. Peacock
 Jeffrey D. Smith
 Dorothy G. Sonnichsen, Treasurer
 Trustees

**HALE HIGH SCHOOL FUND
INCOME/EXPENSE
7/1/2015 - 6/30/2016**

INCOME

Dividends	\$8,893.77
Bond Interest	\$ 5,892.60
Mutual Fund Income	<u>\$1,074.97</u>
Total Income	\$15,861.34

EXPENSE

Greenfield Savings Bank – Management Services	\$ 6,877.49
Total Expense	\$ 6,877.49

Trustees of the Hale High School Fund

Jeffrey D. Smith
Robert F. Derby
Linda Hathaway

EDUCATION

NASHOBA REGIONAL SCHOOL DISTRICT

The annual report presents an opportunity to reflect on our goals, accomplishments, and work in progress as a school district. Our current student population is 3460 served in the three communities of Bolton, Stow, and Lancaster.

This year there have been a number of changes within the school district at the Central Office level. We have welcomed Ann Marie Stoica (Director of Human Resources), Jeff Converse (Director of Facilities), Joan DeAngelis (Director of Pupil and Personnel Services), and Pat Marone (Interim Business Manager). The collective goal of this leadership team has been to continue to provide excellent support to our schools and district.

The School Committee is an active partner in the district and takes a lead role on multiple levels. They continue to have three active subcommittees that establish policy, provide support in the area of personnel, regularly review expenditures and oversee the budget process. They established several key overarching goals early in the school year. These goals are multifaceted and create a continuum of support for the district as it moves forward. They include goals to establish ongoing reporting mechanisms to monitor budget and operations, develop school committee agreed-upon norms, revise district policies, continue to have transparency in the budget process, and continue to engage our school and resident communities in its vision for student achievement.

The Center School

The Center School has had an exciting 2016-2017 school year so far! In January, Dr. Mitchell D. Chester, Commissioner of Elementary and Secondary Education, visited The Center School to recognize our achievement as a Commendation School for High Progress. As defined by DESE, “High Progress” Commendation Schools *are those with the highest relative performance on the PPI (Progress and Performance Index) growth/improvement indicators in both ELA (English Language Arts) and Mathematics for students in the aggregate*. Other criteria that the school met included accountability status as a Level I school, and demonstrated improvements in the aggregate and subgroup scores over four years. In his opening remarks, the Commissioner pointed out that we were 1 of 51 schools being recognized as a Commendation School this year and that while the scores are strong, the importance lies in what students can do that result in those scores. After the visit, he remarked about the sense of community in our school and the connection between staff and students. The Commissioner spent a great deal of time in each room we visited, and asked students about their learning and how they felt about school.

The adoption of the new math program, *enVisions*, has gone very well at our school. Teaching staff have participated in Professional Development sessions focused on the program, standards, and a math workshop model to support the needs of different learners. In the areas of Reading and Writing, we have strong teacher participation on the Elementary Literacy Leadership Committee that is creating a purposeful roadmap for literacy instruction within the district. Newly purchased hands-on learning kits are supporting instruction and student learning within the newly adopted Science standards. Increased opportunities for students to extend their

learning beyond the classroom continue to be a priority. We have well established extra-curricular exercise programs, and teachers are developing science and coding programs that have more and more participants at each offered session. In December, we were fortunate enough to have several technology professionals, including parents who work for Microsoft and Google, demonstrate and teach students about coding during the *Hour of Code* week.

The parent support for The Center School is second to none. We have a steady presence of parent volunteers in our hallways and classrooms. The Stow PTO is an organization that the school would not function without. They bring in numerous curriculum-themed presenters, showcase our students through the Arts Buffet and Lip Sync Performance, and hold our annual Center Picnic to celebrate the school year. As supporters of the arts, parents are treated to student concerts in the upper grades with the 5th Grade setting a high benchmark this year with their performance of *Pirates! The Musical*, and the 4th Grade taught us all that *Grammar Rocks!*

While the recognition from DESE and Commissioner Chester were met with pride and honor, we take greater pride and honor in our understanding that our jobs as educators are never done. The course of consistent improvement and learning is the focus within our building and we strive to give each child our very best each day.

Hale Middle School

Hale Middle School, home to 284 students, continues to be a great place to teach and learn. Teachers and staff are highly qualified and extremely dedicated professionals. Students at this school are enthusiastic learners and push themselves to reach their full academic potential. This statement is supported by the fact that in 2016, and for the fifth consecutive year, based on MCAS data, Hale Middle School has earned an accountability rating of **Level 1**; the highest rating a public school in Massachusetts may earn.

Hale Middle School provides many opportunities for students to learn and grow beyond the traditional classroom setting. For example, the Hale Reservation Field trip provides a unique team building experience for sixth grade students as they encounter various rope climbing challenges. While students have a great time and push themselves physically and emotionally to reach new heights, they are also gaining significant, transferable skills for the classroom and for life in general. The same strategies that students use to overcome fears when climbing can help alleviate the stress of a difficult test or a social situation. Moreover, students feel a real sense of shared success as they support and encourage each other to reach new heights, or accomplish a challenge as a group. Hale continues to have a very active drama club. Their latest production, *"Beauty and the Beast"*, had two performances completely sold out! The school's band also provides additional opportunities for students to achieve. This past year, the band competed in the *Music in the Parks Festival* and performed at the *Holiday Recital* and the *March Arts Buffet*. The interscholastic sports program at Hale is also very strong with many students participating in the cross country, basketball, softball, baseball and track programs. It should be noted that the 2016 boys' cross country team had an undefeated season and won a State Championship!

Hale Middle School designs instructional experiences and extra-curricular activities that help students to reach their full academic, emotional, and social potential. Thank you for your continued support.

Nashoba Regional High School

2016 was an exciting year at Nashoba Regional High School! In the Winter we had 80 students compete in the state DECA competition, and 11 students compete in the national competition (DECA is an after-school program that helps students build business and entrepreneurship skills). Our Robotics team built a robot that placed 2nd in state competition and 10th in New England, and qualified to compete at the national level.

In the Spring we held our annual After Prom party at the high school, with over 170 students attending. A committed group of parents organized and collected money for the event, giving students a safe, substance-free environment to eat S'mores, get hypnotized, play ping pong, compete in laser tag, and play Twister on a giant, inflatable game board. Our Drama Program put on a standing-room-only musical adaptation of "The Addams Family". The Senior Class won our first-ever Nashoba Cup competition, which rewards students for exhibiting our core values: integrity, communicate, achieve, relate, and engage. And in June, the Class of 2016 held its graduation ceremony at the DCU Center, with 262 students receiving their diplomas. From the Class of 2016, 87% of our graduates went on to study at four-year colleges and universities, 12% went on to study at a two-year college or university, and the final 1% went into the military or transitioned into the job force.

Over the summer we held our third annual New Chieftain Day for rising freshmen, and the school year opened smoothly in late August as we officially welcomed the new NRHS Class of 2020. The highlights of the fall were our Fall Play, "The Matchmaker", along with our November Lip Dub and Pep Rally, which were both a testament to Chieftain Pride. Finally, to help continue our efforts to address teen substance use and abuse, focusing especially on the opioid crisis, a local business anonymously donated \$10,000 to the high school. That money has helped to fund a number of different activities, including a schoolwide assembly by the Improbable Players in December.

Athletics

Nashoba athletics enjoyed an exciting 2016. Participation increased with over 500 student-athletes participating in high school athletics (28 sports at the varsity level and a total of 50 teams on an annual basis).

The year started out great with our hockey team winning a back-to-back Division 3A Sectional Championship and State Championship! Charlie Lamplough, a Stow resident, who was the goalie on the hockey team, was awarded the Boston Bruins/MIAA Sportsmanship Award. The wrestling team continued its success as the team was D2 sectional finalists with numerous members winning sectional titles. The boys' basketball team earned a playoff berth for the fourth consecutive year and won the large-school Clark Tournament championship for the first time in thirty-five years!

The success continued into the spring as the girls' tennis team posted a 19-2 record and were the Division 1 Central Mass Champions and MIAA State Finalists. The track teams did well with the girls' winning the league championship and the unified track team becoming D2 State Finalists.

The fall of 2016 was another successful season for the Chieftains. Volleyball had a remarkable season, earning the best overall record since the program began and won the league championship. The field hockey team continued their success making it to the district finals for the third consecutive year. The field hockey team and football team were both district finalists. The fall season was highlighted by the girls' soccer team's league championship, Central Mass District championship, and a trip to the Division 1 State Finals!

Overall, Nashoba's sports teams saw another historic year in 2016! Eighty percent of our varsity teams qualified for post-season playoffs, we won nine league titles, four sportsmanship awards, three district championships, three district finalists, three state finalists, and one state championship.

English Language Arts

Recognizing the need to align literacy practices across the District, the Nashoba Regional School District has launched a new initiative, *Elementary Literacy Leadership Committee (ELLC)*. In recent years, elementary schools had varying levels of professional development. Through the collaborative efforts of the ELLC, a multi-year K-5 literacy plan was developed to ensure equity and continuity across the District. The plan lays the foundation for professional development training and adopts best practices. The work will begin with a close look at our current reading and writing assessments as well as the adoption of the Benchmark Assessment System (BAS).

The BAS assessment is a reliable and valid instrument that measures decoding, fluency, vocabulary, and comprehension skills for students in Kindergarten through 8th grade. The adoption of this assessment will help to ensure vertical alignment K-8 and will be used to understand and interpret student reading behaviors in order to design explicit and meaningful instruction.

This past year, educators were offered many professional development choices. Many selected literacy-based opportunities. The following were some of the offerings: learning to confer with students; using annotations to understand student thinking and plan instruction; studying content and pedagogy from reading guru, Nancie Atwell; unpacking the English Language Arts standards and developing standards-based lessons. In addition, there were several book studies including: *Make It Stick* by Peter C. Brown and Henry L. Roediger III ; *Dreamland* by Sam Quinones; *The Reading Zone* by Nancie Atwell; *Project-based Learning* by Buck Institute for Education and John Larmer. Providing staff multiple professional development options has increased teacher collaboration to strengthen practices, which contributes to a greater impact on student achievement.

Science Technology Engineering and Math (STEM)

This is an exciting time for STEM at Nashoba. In recent years, the state has updated both the math and science, technology and engineering frameworks. This has allowed us to incorporate curriculum materials that support our students as they pursue learning through exploration and problem solving.

In our elementary schools, this is the first full year of implementation of the enVisionmath2.0 program. This program was selected based on data from a district-wide pilot, which compared enVisionmath with Everyday Math in terms of mathematical content and practice, program structure, student experience and supports, teacher supports and resources, assessment and quality of digital resources. Our educators and students have been working hard to implement a new program that emphasizes problem-based learning and mathematical discourse. We continue to make progress with learning how to best use the various online and hands-on resources that the program offers. Teachers are also participating in learning opportunities with both the program and math content during our early release time for professional development. The feedback from these sessions has been positive overall.

In science, technology and engineering, we are beginning to move toward updating our curriculum to reflect the new expectations. As we move further into a time where a wealth of information is at our fingertips, our new curricula supports students to engage in science and engineering practices such as developing and investigating their own scientific questions, analyzing and communicating about data that they collect or find and designing solutions to engaging engineering problems. In our elementary schools, we refreshed our Earth and Space Science units through the district-wide incorporation of Foss units, which provide inquiry-based and hands-on science and engineering opportunities. At the middle schools, we are designing units that follow a set of yearlong questions that we hope will be interesting and thought-provoking for our students. At the high school, we are further refining our classroom experiences to support students in using the science and engineering practices at all levels.

Health and Wellness

Nashoba's health and wellness team has been busy with annual programs and new initiatives, including performing annual mandated screenings, administering suicide prevention, mental health awareness, substance use prevention education and stress reduction programming in the school community, as well as teaching CPR to HS students and district staff. The district's Emergency Response Task Force (a committee consisting of local public safety officials, school personnel, parents and students) researched and developed four school building safety and security upgrade recommendations and presented them to the School Committee in December. Members are currently working on reviewing the district's Crisis and Emergency Response Plan.

The Emerson Hospital Youth Risk Behavior Survey (YRBS) was administered to our 6th, 8th and 9th through 12th grade students in March of 2016. Numerous district groups and committees are analyzing the results and planning interventions to address some of the concerns that were revealed. The YRBS Report and Appendix Graphs are available at www.nrsd.net (choose Health Services from the District drop-down, then click the Resources tab). The NRSD School Health Advisory and NRHS Student Voices Committees have been exploring how anxiety and stress reported by students affects their health and school performance. The Botvin Life Skills Training (LST) Program has been adopted and is being taught in the 3rd through 7th grades, with plans to include 8th and 10th grades starting next year. Using a social-emotional learning model, LST teaches students behavioral competency, coping mechanisms, relationship and communication skills that improve self-esteem and confidence, and have been shown to reduce the risks of tobacco, alcohol, drug abuse and violence.

The NRHS Substance Abuse Awareness Task Force is working to provide targeted education and programming to reduce the incidence of alcohol and drug use by our students. Middle- and high-school nursing and guidance staff are currently receiving training in SBIRT (Screening, Brief Intervention, Referral for Treatment), a universal verbal substance abuse prevention screening program that will be administered annually with each student in one middle and one high school grade as mandated by the new Massachusetts Opioid Law. SBIRT will be piloted with a small number of students this year before full implementation during the 2017-2018 school year.

Technology

Last June Nashoba posted its updated Technology / Digital Learning Plan. The overarching vision of the plan states: *“The effective use of technology at Nashoba transforms learning. Learning is self-directed, personalized, differentiated, collaborative and creative. Students have opportunities to make global connections and deepen their understandings and perspectives.”*

Visions often contain broad, lofty statements. This vision statement could leave one asking, “What does it mean to *transform learning* through the effective use of technology?” Embedded in the Massachusetts Common Core frameworks are expectations for the use of technology by students in content areas to better prepare them for college and career. In addition, the new Massachusetts Digital Learning Computer Science (DLCS) frameworks clearly outline the need for students to graduate with the skills needed to be successful in a world that constantly seeks advancements through the use of technology. The Massachusetts Next Generation Assessments require students to think critically, make inferences and solve problems, and when taken online, it requires the adept use of digital writing and math tools.

What does it mean to transform learning through the use of technology so that we are preparing Nashoba students for their future? It means making changes in instructional design and practice, supported with professional development, reliable and consistent access to digital tools, and a supporting physical infrastructure. When these supports are in place, a transformation in learning occurs as a teacher progresses from using technology only for delivering instruction and providing access to information, to consistently designing learning activities and assessments that require students to use technology ethically and safely when making inquiries with a critical eye, selecting and organizing relevant information, demonstrating skills and knowledge using a variety of digital modalities, discovering their own depth of interests, determining the best tool for each task, and working with others to creatively produce and solve-problems. At the end of this continuum, teachers are confidently planning for the use of digital tools and resources in ways that leverage instruction and maximize student achievement.

With the 1:1 Chromebook initiative in its second year, more consistent access to mobile devices for all students, a strengthened infrastructure in all buildings, and progressive teachers who participate in technology-focused professional development, Nashoba is witnessing a transformation of learning taking place at varying stages. This year all grade 4 and 8 students at Nashoba will take the MCAS Next Generation Assessments online using district-issued Chromebooks. We feel very prepared and are grateful to the Nashoba communities for making possible the needed resources that support our teachers in being able to design and implement 21st century learning strategies.

Extended Learning Program



**Susan Ormond
helping a
reluctant reader**

The Extended Learning Program provides a vital component to the Nashoba Regional School District. The program provides a safe and enriching place for the children to grow socially, emotionally, academically, artistically, and physically through carefully designed programs. These programs treat “social-emotional learning as an essential component of student success” (EdSource, 2016). The ELP staff continuously seeks out professional development opportunities that support their quest to expand existing programs and create new programs that include “skills like the ability to manage stress, to empathize with people from diverse backgrounds and perspectives, and to engage successfully in the small-group work required for deeper learning” (Peck & Plank). Research from EdSource confirms that students cannot be successful without these skills.

The rapid growth of the Extended Learning Program and the programs that are housed under its umbrella, such as the Before School Program and district enrichment opportunities, are a clear indicator of the program’s success. We are currently exploring creative options for meeting the needs of our growing population. Please visit our website, www.nrsd.net for full details about our programs.

Respectfully submitted,

Dr. Brooke Clenchy, Superintendent of Schools
Lynn Colletti, Stow representative
Mark Jones, Stow representative
Nicole Odekirk, Stow representative

NASHOBA REGIONAL HIGH SCHOOL CLASS OF 2016

Class Officers

President	Michael Thomas Czekanski §
Vice President	John Alexander Czekanski
Secretary	Ana Madeleine Martinez Reynolds
Treasurer	Nathaniel Tho Campbell
Historian	Jackson Joseph Werner §
Valedictorian	Hannah Stevenson
Salutatorian	Jessica Duggan

Emily Catherine Adams
 Arushi Asia Ahmed * §
 Scott Tait Airey
 Julian Samir Allaf-Lynch
 Mark Francis Allaire *** §
 Matthew Timothy Allaire * §
 Caitlynn Rose Almy §
 Erin Joan Alzapiedi * §
 Jennifer Lynne Anderson
 Lukas Ricardo Anderson
 Tess Elizabeth Anderson * §
 Harrison Kim Ashline *
 Robert William Atwood
 Courtney Annalise Aylaian ** §
 Egan Kieffer Bachtell
 Kelly Ann Bagdonas §
 Devyn James Barrett
 Julia Reanne Barshak
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 Jacob Alexander Benjamin
 Camila Bernasconi Fernandez * §
 Emilia Bernasconi Fernandez ** §
 Abigail Lee Bernklow *
 Douglas Borden Bianco
 Andrew Richard Bilodeau
 Jacob K Bliudnikas
 Wyatt Kingma Boelens
 Andrew Carson Bond *
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 Allison Margaret Boyle
 Robert Victor Braceland III
 Jordan Delaine Brady *
 Nolan James Brassard
 Marcus Albert Braudis **
 Shane Vaughn Brogan
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 Cara Anne Cantwell
 Sydney Ann Caputo
 Nicolas Lawrence Carlucci
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 William Benjamin Clark *** §
 Brianna Lynn Coggins * §
 Avery Winslow Colby
 Cassandra Madeline Cole* §
 Charles Edwin Collett
 Bradley Christopher Colvin
 Allyson Grace Conlin **
 Jill Elizabeth Conry ** §
 Kali Helga Cook ** §
 Monique Mary Cormier €
 William Gerard Cubero
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 Michael Joseph Curtin * §
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 Brooke Ann Diefenbach * §
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 Natalie Keir Dimitriou
 Monica Julianna Doerr *
 Christopher Henry Doiron
 Nicholas Robert Doiron
 Nicholas Paul Don
 Cameron Charles Donahue *** §
 Emily Marie Doran *
 Haley Theresa Doyle*
 Jasmine Marie Doyle
 Jessica Liu Duggan *** §
 Hanna Rose Drugge §
 Max William Drugge * §
 Michael Allen Dube
 Devon Quinn Duggan *
 Holly Victoria Elworthy
 Johanna Elizabeth Enzmann
 Rachel Rose Estabrook
 Caroline Elizabeth Estey ** §
 Lucas Joseph Evangelous
 Colin Michael Everton
 Eric Emil Fahim
 Rachel Ann Farley * §
 Kevin Truman Farmer
 Kyra Lee Fasano ** §
 Anna Rose Fateiger * §
 Emily Ania Fleming
 Emily Alice Floyd *
 Jacob Richard Ford
 Lisa Evelyn Fossa

Michael Francis Fulciniti
 Kayla Mari Gaidos §
 Cassidy Ann Gardner
 Austin James Gauthier
 Daniel Antonio Gesualdi * §
 Briahna Marie Gilchrest
 Rylee Nicole Gillen * §
 Jonathan Paul Gjeltrema
 Kathryn Jean Glauner * §
 Lauren Elizabeth Goad
 Hannah Kristine Goddard *** §
 Kevyn Lesleigh Green
 Shannon Kathleen Griffin
 Sara Nicole Grube * §
 Casey Helen Hallberg
 Katherine Anne Hamilton * §
 Katherine Grace Harrington
 John Daniel Heeren
 Sydney Lauren Henderson
 James Patrick Henry
 Jacob William Hicks
 Zachary Samuel Hill **
 Nina Michele Hoag
 Joshua Kinnear Hogan ** §
 Tyler Mark Hopkins
 George Liam Hurley
 Courtney Lucille Jacaruso
 Devon Richard Jackson
 Elyssa Anne Jewett
 Daniel Rhys Johns
 Andrew William Jowett * §
 David Edward Jowett
 Marissa Beth Kelberman ** §
 Madison Grace Kelly
 Anthony Matthew Kennon **
 Madeline Rose Keough
 James William Kilgo * ** §
 Daniel Gardiner Kilkenny
 Daniel Richard Kline
 Elise Victoria Kline *
 Leanna Rose Kline **
 Nathan Alexander Kovacs
 Peter Wingate Wing Ching Lam * §
 Charles Philip Lamplough §
 Jackalyne Tina-Renee Laquidara
 Kayla Madison Lawlor * §

Timothy Robert Leach
 Matthew Louis LeBlanc
 Victor Hugo Lemus
 Shane Thomas LeRoy
 Joshua Michael Lieb
 Marco Sarel Locarno
 Sidney Marie Lowe §
 Alicia Fedulo Lucena
 Kristina Marie MacLure §
 Mary Katherine Magliozzi
 Olivia Marie Magliozzi §
 John James Mannion §
 Jade Ann Marcotte
 Jasmine Daisy Marcotte
 Patrick Devon McCarter
 Colin John McCormack §
 Meagan Kate McMaster
 Brenden James McMullen
 Jordan Fowler McNeill
 Andrew Sagar McNeish
 Matthew Moly Medcraft
 Annie Norton Mehigan
 Amanda Lynn Melanson
 William Gregory Michaud
 Alexander John Mills ** §
 April Guo Dongni Mishley *** §
 Hope Noel Miyata
 Taylor Jeanne Morash
 Chandler Chase Mosteck
 John William Mpelkas
 Brianna Ashley Murphy * §
 Cayla Ann Murphy ** §
 Patrick Mukundan Nair
 Kristen Anderson Nash §
 Meredith Mills Nash * §
 Stephanie Jane Nelson * §
 Kevin Michael Noonan *
 Daniel Evan Oldham
 Brian Walter Olson
 Justin Luke Olson
 Molly Murphy Owen **
 Stephanie Michelle Palis *** §
 Jake Thomas Parquet
 Daniel Arun Paschke
 Derek Anthony Pasquale
 Matthew Ryan Pelland *** §

Brooke Elizabeth Perisho ** §
 Olivia Rianne Perkins
 William Joseph Phaneuf
 Emma Mackenzie Picaro* §
 Christopher Michael Pokorney
 James Robert Potter
 Alison Ley Quill ** §
 Maggie Quinn * §
 Adam Maurice Read
 Emily Nicole Recko **§
 Gavin Edward Reilly
 David Richard Renwick
 Andrew James Ricci
 Daniel McKenna Richards
 Paige Susan Ripa * §
 Tyler Scott Roberts
 Drishti Rohatgi
 Mary Margaret Sabourin *§
 Kayla Jean Santella
 Nicolas Cristofer Santos
 Marianna Katherine Sardella §
 James Rocky Sargent
 Lillian Rose Sartorius
 Spencer Douglas Schryver
 Jennifer Lee Schwenk ** §
 Jessica Anne Sheppple
 Trevor Joseph Sicard
 Kristina Marie Sidopoulos *
 Lauren Elizabeth Silver *
 Joseph Anthony Spallone
 Ashley Nicole Spellman
 Ethan John Sprague
 Julian Philip Stacy
 Hannah Marie Stevenson ***
 Camden Roberts Storey
 Devon James McLendon Storm
 Emily Catherine Suleski * §
 Isabella Rose Susi ** §
 Caroline Sophia Szcseuil §
 Erica Lynn Taft * §

Taylor Ann Tambolleo
 Isabela Browne Tanashian
 Joseph Raymond Tavis
 Cassidy Rose Taylor
 Nicolas Raymond Tesini
 Zachery David Tine
 Alice Virginia Torres **
 Taylor Rose Tower
 Jordan Nicole Tracey
 Alexandra Marie Traverse * §
 Casey Marie Trefry*
 Kyle Windsor Tremblay * §
 Clarissa Helon Tucker
 Kassidy Leigh Valliere
 Alexis Taylor Ventura
 Andrew Brown Vittorioso
 Jordan Donald-Malia Vyas §
 Cameron Luke Walbridge * §
 Claire Elizabeth Wanamaker *
 Natalie Lanier Wannamaker **
 Jake Thomas Watkins
 Elizabeth Anne Wilder **
 Kristen Ann Williams *
 Jillian Ashley Winer *** §
 Gregory Michael Woelki *** §
 Travis Lee Wold *
 Luke Anders Worthington
 Zachary John Wright
 Danielle Rae Yannoni
 Daniel Ronald Yapp *
 Brittney Alexis Yates
 Brett Steven Young
 Paul Ryan Zayka*** §
 Katherine Marie Zeliff

€ Certificate of Completion
 § NHS Senior Project
 ***Summa Cum Laude
 ** Magna Cum Laude
 * Cum Laude

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Calendar year 2016 was historic for Minuteman High School.

The school secured voter approval of its long-planned and long-awaited building project, secured a major state grant to launch a new Advanced Manufacturing program, saw continued improvement in student test scores, regained its Level 1 Accountability Rating from the state, adopted a budget that was smaller than the previous year's, won more accolades for its Girls in STEM program, helped launch a new statewide Girls in Trades initiative, and earned a spotless bill of health from its auditors for the second year in a row.

Voters Approve Funding for New School

Minuteman High School really made history on September 20.

In a special district-wide election, voters in the Minuteman Regional School District approved funding for a new \$144.9 million Minuteman High School. The project was approved in a landslide.

Superintendent Edward A. Bouquillon thanked voters for supporting the project. "The level of support was simply overwhelming," said Bouquillon, "I'm so grateful to the voters and to everyone who worked so hard to make this happen. This is a major milestone in Minuteman's history."

The final, certified tally was 12,160 in favor (69.47%) and 5,321 opposed (30.4%). There were 24 blanks (0.14%) Voter turnout was 9.78%.

The September 20 district-wide referendum only required a simple majority of those voting in the District to approve the project. They did, with nearly seven out of 10 voting in favor.

"What this mean is that we're going to build a brand new school for future generations," he said. "And we're going to do it with solid support from the voters in the vast majority of our towns."

Voters in 12 of the 16 member towns voted in favor of building the new school by wide margins. In Stow, the margin was 78.8%-21.2%.

The MSBA has committed roughly \$44 million in state money to help finance the project. The District will pay for the rest through borrowing and through revenue generated by a new capital fee to be imposed on non-member communities that send students to Minuteman.

Building Project Advances

Here are some of the major milestones for the construction project during 2016:

- January 27, 2016 – The MSBA voted unanimously to pay up to \$44,139,213 for a new school.
- March 11, 2016 – The Commissioner of Elementary and Secondary Education approved a revised Minuteman Regional Agreement that had been previously approved by all 16 member towns.
- March 15, 2016 – The Minuteman School Committee voted to approve \$144.9 million in bonding for a new school under M.G.L. Chapter 71, Section 16(d). This method requires all member towns to either approve the bonding (or not disapprove it) at Town Meetings.
- April-May 2016 – Fifteen of the District's 16 member towns voted to approve the bonding or take no action, a decision which is deemed approval. All votes were by overwhelming margins, several of them unanimous. Five towns made their Town Meeting approval contingent on a later debt exclusion vote by their town. All five of the debt exclusion votes later passed by wide margins.
- May 4, 2016 – Belmont rejected bonding for the Minuteman project, effectively blocking the project. It was the only town to vote against. (Later in the year, Belmont voted to withdraw from the District, a step that will not actually occur until July 1, 2020.)
- June 27, 2016 – The Minuteman School Committee voted 12-1 to issue \$144.9 million in debt for construction of a new school pursuant to M.G.L Chapter 71, Section 16(n), which requires approval at a district-wide referendum.
- September 20, 2016 – District voters approved funding for a new school in a district-wide referendum. The vote was overwhelming.
- December 13, 2016 – The District School Committee voted 14-0 to enter into a Project Funding Agreement with the Massachusetts School Building Authority (MSBA) and to approve the sale of \$8 million in bond anticipation notes (BANs) for the project.

State Approves Changes in Governing Agreement

In the spring of 2016, the state's Commissioner of Elementary and Secondary Education approved revisions in the Regional Agreement that governs the operations of the Minuteman District. Many town leaders had said that approval of a new Regional Agreement was critical to the ultimate success of the Minuteman building project.

The new Minuteman Regional Agreement creates a four-year rolling average for the assessment of operating costs, gives larger towns more of a say in some school committee decisions, eliminates the five-student minimum charged to member towns for capital costs, and requires out-of-district communities to help pay for their share of capital costs of a new building.

The new Regional Agreement also allowed several towns, most of which send few students to Minuteman, an option to withdraw from the District. Town Meetings in Boxborough, Carlisle, Lincoln, Sudbury, Wayland, and Weston voted to exercise that option. Voters in Dover rejected the idea by a better than 2-1 margin. The departing towns will leave June 30, 2017.

Minuteman Secures \$500,000 State Grant for Advanced Manufacturing

With the help of a \$500,000 state grant, Minuteman High School will launch a new Advanced Manufacturing & Metal Fabrication program to train high school students and adults for high-wage, high-demand jobs in the field of advanced manufacturing.

The competitive grant was announced by Governor Charles Baker during ceremonies at the State House on February 24, 2016. The Governor announced grants totaling \$9.3 million from the new Massachusetts Skills Capital Grant Program. He was joined at the event by Lt. Governor Karyn Polito, Labor and Workforce Development Secretary Ronald Walker II, Education Secretary James Peyser, and Housing and Economic Development Secretary Jay Ash.

Some 68 schools and training programs applied for grants. Only 35 were successful. Minuteman received \$500,000, the largest grant possible under the program.

Minuteman Lands Competitive Grants for Biotechnology and Expanding Access

In August, the Department of Elementary and Secondary Education (DESE) awarded the school a \$10,000 planning grant to expand student access to career and technical education programs. It was one of only 12 institutions in Massachusetts to receive a Competitive Career and Technical Education Partnership Planning Grant.

In December, the Massachusetts Life Sciences Center announced that it had approved Minuteman's application for a STEM Equipment and Supplies Grant to assist the school's Biotechnology program. The grant will provide \$100,000 for equipment and supplies and another \$8,172 for professional development. The equipment will include a water purification system, vacuum pumps, biological safety cabinets, and two 3-D printers. The Massachusetts Life Sciences Center received 105 applications. It approved 49.

Minuteman Sees Improved MCAS Performance, Regains Level 1 Accountability Rating

Minuteman High School improved its performance on state MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported in October by the Massachusetts Department of Elementary and Secondary Education (DESE).

As a result of the continued MCAS improvement, Minuteman regained its Level 1 Accountability Rating from the state. Each year, DESE rates all schools and school districts in Massachusetts from Level 1 to Level 5, with Level 1 being the best.

“In most cases, the improvement was consistent with the strides we made last year,” said William J. Blake, Jr., Minuteman’s Director of Curriculum, Instruction and Assessment. “As a result, we have reestablished our Level 1 Accountability Rating.”

Improvement continues to be particularly significant for students with disabilities, Blake said.

Minuteman has the highest percentage of students receiving Special Education services of any public high school in Massachusetts. Approximately 47% of the students at Minuteman are classified as Students with Disabilities. The state average is about 17%.

School Committee Approves Smaller District Budget

The Minuteman School Committee adopted a budget for the new fiscal year that was slightly smaller than the previous one. The Committee voted to approve a \$19.7 million budget for the fiscal year ending June 30, 2017. The budget was \$103,000 or 0.52% lower than the prior year’s budget of \$19.8 million.

The FY 2017 budget continues a multi-year transition to a school with a smaller, 628-student enrollment. The new budget continues to phase-out two vocational-technical education programs, merge two programs, and phase-in two new programs.

Minuteman Secures Highest Bond Rating and Exemplary Annual Audit

The Minuteman Regional Vocational Technical School District got some excellent financial news.

First, it received the highest short-term bond rating possible from rating agency Standard and Poor’s. Second, for the second year in a row, the District received a spotless bill of health from its auditing firm, Melanson & Heath.

In a letter to the school, S&P Global Ratings assigned the Minuteman District an “SP-1+” rating, the highest short-term municipal bond rating possible. It assigned the rating for an \$8 million general obligation bond anticipation note for Minuteman’s high school construction project.

The school also learned that its auditing firm would be making no audit findings for fiscal year 2016 – the second year in a row that that has happened. Observers say that public agencies such as the Minuteman School District rarely receive audits in which the auditors make no findings.

Girls in STEM Program Receives National Recognition

For the second year in a row, Minuteman’s chapter of SkillsUSA was awarded the Grand Prize in the Student2Student Recognition Program for its Girls in STEM (Science, Technology, Engineering and Mathematics) outreach to middle-school girls. The Minuteman students also earned this honor because of a successful paper recycling program they launched at the school.

SkillsUSA is a national organization that runs trade and leadership competitions for students in career and technical schools.

Minuteman Leads Girls in Trades Initiative

Minuteman joined with leaders in business, trade unions, and education in launching a new organization: to increase awareness and participation in the construction trades by young women: the Massachusetts Girls in Trades Advisory Group. The group held multiple planning meetings at Minuteman. These efforts culminated in the first-ever Massachusetts Girls in Trades Conference and Career Fair held at IBEW Local 103 in Dorchester on March 30, 2016.

The initiative was jointly originated and spearheaded by Minuteman and Wynn Boston Harbor.

Electrical Union Launches Partnership with Minuteman

The International Brotherhood of Electrical Workers (IBEW) Local 103 launched a partnership with Minuteman High School aimed at giving students a head start on high-paying careers in the electrical field. Officials from IBEW Local 103 visited the school to announce the initiative.

“This is the real deal,” said Richard Antonellis, Jr., the Business Agent for IBEW Local 103 who will oversee the Pre-Apprentice Partnership with Minuteman. “This partnership will give two Minuteman students, one male and one female, the opportunity to join our five-year training program.”

Antonellis said getting into the IBEW’s training program is “highly competitive.” Each year, he said the union has only 100-150 training slots and around 1,400 applications for the training. Antonellis and Business Manager John Dumas said the two Minuteman students would be selected by Minuteman teachers based on the students’ overall attitude, attendance and grades. Nominees also need to pass an aptitude test.

Upon their graduation from Minuteman, the two students selected for the training would go into a five-year, union-paid apprenticeship program. Students work for an electrical contractor for four days per week and attend school one day per week. Students aren’t paid for class time and need to pay for their books.

Minuteman Partnership Results in New Computer Lab in Bolton

Students at the Florence Sawyer Middle School in Bolton now have a brand new computer lab, thanks to a unique partnership with Minuteman High School. Officials from the two schools cut a ceremonial ribbon to mark the opening of the new lab, which is part of Minuteman’s Middle School Technology Outreach Program.

“We’re very grateful to the partnership with Minuteman,” said Sawyer School Principal Joel Bates. “This new lab gives students a practical experience that is engaging. It brings the 21st century into the classroom in a middle school.”

As part of its effort to reach out to middle school students in its district, Minuteman committed more than \$30,000 to provide Florence Sawyer with 24 computers, a 3D printer, a laptop computer, and week-long teacher training. The lab itself is operated by Minuteman Middle School Outreach teacher Mary Mullahy and serves students in grades 5-8. The students are taught using curriculum provided by Project Lead the Way, a national organization that promotes learning in applied design and engineering.

Minuteman Featured in Boston Globe Magazine

Minuteman High School was prominently mentioned in a feature story in The Boston Globe Magazine on October 2, 2016. In bold, capital letters, the front page of the Magazine stated: “Vocational Education is Crucial to Our Economy. It’s About Time It Gets Some Respect.”

Inside, a 7-page article featuring students from Minuteman, Madison Park High School, and Greater Lowell Tech touted the success of vocational education in Massachusetts.

Among other things, the story quoted Minuteman Superintendent Dr. Edward A. Bouquillon as well as Brendan O’Rourke, a Minuteman graduate now attending UMass Lowell.

Minuteman in the National Spotlight In January, the school announced that Superintendent Edward Bouquillon had been elected to the board of trustees of a national organization that is the leading provider of competency-based career and technical assessments in the country. Dr. Bouquillon will serve on the 11-member board of NOCTI based in Michigan. Dr. Bouquillon is the only person from New England to serve on the volunteer board.

On March 1, Minuteman played host to an international delegation from Thailand. Led by the nation’s Minister of Science and Technology, a five-member delegation from Thailand visited Minuteman on March 1. The delegation was hoping to learn about Minuteman’s STEM initiatives and innovative vocational-technical education programs.

District Enrollment

As of October 3, 2016, Minuteman had an enrollment of 623 students.

Some 592 students were enrolled in high school day programs, including the “Minuteman in the Morning” program. Of these, 67% lived in one of the district towns and 34% lived outside the district.

Some 31 students were enrolled in Minuteman post-graduate programs. Of these, 32% lived in one of the 16 district towns and 68% lived outside the district.

Minuteman School Committee

A 16-member School Committee, comprised of volunteers appointed by each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

School Committee officers include Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary). Other members included Pam Nourse of Acton, Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Vincent Amoroso of Boxborough, Judith Taylor of Carlisle, Ford Spalding of Dover, Jennifer Leone of Lancaster, Sharon Antia of Lincoln, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas Gillespie of Weston.

Mr. Weis resigned from the Committee in November and was replaced in December by James Gammill. Ms. Taylor moved away from the District and was succeeded in September by Christine Lear.

Respectfully submitted,

Edward Bouquillon, Superintendent-
Director

MINUTEMAN HIGH SCHOOL 2016 STOW GRADUATES

David Aarons – Automotive Technology
Michaela Ganimian – Environmental Science and Technology
Nicholas Merriam – Metal Fabrication and Welding
Allison Tobey - Cosmetology

PUBLIC SAFETY

POLICE DEPARTMENT

2016 began with a new and challenging change, a one lane travel restriction and temporary traffic lights were put in place by MASS DOT at the Gleasondale Rd. Bridge, which will be under construction for the next several years. In response to this change the Police and Fire Departments have equipped emergency response vehicles with “opticons” which allow emergency vehicles to control the traffic lights when approaching the bridge to assist in a timely response and help ensure public safety. The Police Department has also made efforts to try to educate the public about this new traffic pattern, assist the residents of this area with their issues and concerns, and increase traffic enforcement in this area.

The Police Department received approval from the Massachusetts Executive Office of Public Safety to begin with the implementation of Stow Police Officers carrying Electronic Control Devices (Tasers). Our policy, procedures, and training were approved by the Executive Office of Public Safety and officers began carrying these devices in January.

The past year the Department continued being proactive and responsive in the area of police officer training, and the entire department completed EVOC training (emergency vehicle operation course). The EVOC program offered by MIIA insurance company provides officers with training to handle scenarios they encounter every day, whether responding to an emergency or just patrolling the community. The Town also received an insurance reduction for participation in this program.

The Department conducted extensive training at Ft. Devens with our new Colt M4 patrol rifles; we also conducted low light firearms trainings, along with our regular firearms training and qualifications. The Department Firearms Instructors also completed additional firearms training in the areas of Civilian Response, Active Shooter Events, Train the Trainer, Active Shooter Preparedness/Homeland Security and ALICE training.

This past year the Department also conducted re-certification in boater safety conducted by the Massachusetts Environmental Police, and this past boating season the Police Department began more involvement in Lake Boon boat patrols. I would like to acknowledge the efforts of Sergeant Mike Sallese and Special Officer Lee Heron, along with the Lake Boon Commission and the Mass. Environmental Police for the training, education, public forums, enforcement, and efforts that provided a vast majority of lake residents an enjoyable and safe summer on the lake.

Other areas of police officer specialized training conducted this year were: Supervisor training, NE School Safety Conference, missing and exploited children, autism speaks, internet threats, detective training, crime scene video and photography.

An Emergency Database Program was implemented this past year, which is a voluntary information sharing program conducted with residents in town. It allows us to enter a person's personal information and emergency contact information into our in-house computer system in case of emergencies. This program has been well-received and helpful to the community and public safety departments, particularly with our senior citizens.

Officer Chris Kusz was promoted to the position of Safety Officer this past year. Chris has worked with Detective Sergeant Salles in the implementation of public safety plans for various road races, bike rides, walks, school and other community events around town; they have also done extensive traffic data collection and presentation. Their efforts have been instrumental in the safety of participants and the community.

Dispatcher Samantha Howard, who had been with the Department since January 2011, left in October to take a position as a full-time police officer with the Marlboro Police Department. Samantha is currently in the police academy in Springfield, and we all wish her the best of luck with her future career as a police officer. In her absence we have been running short-handed for several months in the dispatch center. I appreciate the efforts of dispatchers John Fantasia, Jon Butler, and Darlene Trefry for going above and beyond in the last several months to fill this shortfall and to keep things running smoothly in the dispatch center.

This past year we have updated our 911 system to NEXGEN 911, the latest state of the art technology in 911. All dispatchers and police officers were trained and certified in NEXGEN, and extensive equipment updates were conducted within the police station to accommodate these changes.

The Police Department continued our successful partnerships with DVSN- Domestic Violence Services Network, C4RJ- Communities for Restorative Justice, CMPP- Central Middlesex Police Partnership, and with Alia Toran-Burrell, our new regional Clinical Coordinator from Eliot Community Services. Alia assists the Police Department and the community by providing assistance and a diversion strategy for those suffering from mental health and substance abuse in our community. Alia also assists the police departments in Maynard, Acton, Lincoln, Concord, Bedford, Carlisle, Lexington, and Hanscom AFB, with funds obtained from a grant from the Mass. Executive Office of Health and Human Services' Department of Mental Health.

The Stow Police Department Facebook page continues to be a popular social media outlet and source of information-sharing with over 2,300 followers. The prescription drug take back box in the lobby of the police station is also used on a regular basis and is a great resource to our community, as well as the Internet Exchange Zone in the police station parking lot, which provides a safe, secure, light, security videoed "safe zone" for citizens to conduct and complete online transactions.

As Chief of Police, in an attempt to serve to the best of my capabilities, I have continued my involvement in the Massachusetts Chiefs of Police Association, the Middlesex County Chiefs of Police Association, the International Chiefs of Police Association, and the Massachusetts Police Association and affiliated Legal Defense Fund. I also serve as Police Chief Representative on the Board of Directors for Domestic Violence Services Network, Police Chief Council Representative for Communities for Restorative Justice, and I am a member of the Nashoba Valley Rotary Club. The information sharing, professional relationships and networking developed from these partnerships are invaluable.

In January, along with the Chiefs of Police from Acton, Maynard, Littleton and Boxboro, I participated in a public safety forum sponsored by the Acton League of Woman Voters. This event was well attended and informative, with involvement and participation from residents from all five communities.

I again remind residents that Stow is a beautiful safe community, but we are not exempt from crime or criminal activity. I suggest that all citizens lock their homes and vehicles, keep an eye out for suspicious activity, and “if you see something, say something.” Please call the Police Department for anything that appears suspicious or out of place; you are not bothering us and this is what we are here for.

I would like to thank the local media outlets, particularly the Stow Independent and the Maynard Beacon Villager, for their cooperation and fairness on reporting Police Department related news, information, and stories.

I have continued to keep an open line of communication with both State Senator James Eldridge and State Representative Kate Hogan. I appreciate their willingness and efforts to assist us with various ongoing public safety issues and concerns. They are both available and willing to meet and listen to the concerns of our community.

I would like to thank all the members of the Stow Police Department for their daily efforts to help make Stow the wonderful safe community that it is. I would also like to thank the other departments and employees in Town that assist us on a regular basis, with a special thank you to the Fire and Highway Departments who we work with on a daily basis, often in extreme or difficult situations.

Congratulations to all that were involved in the development and building of the new Pompositticut Fire Station Community Center. This is a state of the art facility that all can be proud of. It is a perfect example of the Town’s “can do” attitude, turning an unused empty school into a modern multi-use community center and public safety facility.

In closing I would also like to thank the majority of residents in town who support us, and a special thank you to the Town Administrator and the Honorable Board of Selectmen for their continued support throughout the year.

Respectfully submitted,

William Bosworth
Chief of Police

Police Department Administrative Assistant

Darlene Trefry

Police Officers - Full time

William L. Bosworth, Chief

Ralph Marino, Lieutenant

Darren Thraen, Sgt.

Michael Sallese, Det/Sgt.

Sean M. Collins

Luke A. DeZago

Cassandra M. Ela, Det.

David J. Goguen

Christopher Kusz

Gary P. Murphy, Prosecutor

Robert J. Nelson

Police Officers – Special

Robert E. Blanton

Jonathan D. Butler

John T. Connors

John E. Fantasia

Christopher P. Harrington

Lee D. Heron

Samantha E. Howard, Resigned

Richard D. Manley

Michael A. Smith

Steven B. Sturtevant

Darlene D. Trefry

Mark H. Trefry

Police Matrons/Prisoner Watch

Deborah L. Richardson

Phyllis Tower

Richard Tower

Darlene D. Trefry

Public Safety Dispatchers

Jonathan D. Butler

John E. Fantasia, Dispatch Supervisor

Samantha E. Howard, Resigned

Darlene D. Trefry

Police Department Statistics

Call Reason Breakdown

Call Reason Self Disp Total % Avg. Arrive Avg. Time @ Scene

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911 ABANDONED/ERROR 0 38 38 < 1 3.46 4.69
ALARM, HOLD-UP 0 1 1 < 1 3.00 2.00
ALARM, BURGLAR 3 181 184 1.2 3.86 4.86
ANIMAL 12 283 295 1.9 3.09 7.36
AIRPORT SECURITY 312 0 312 2.0 0 1.33
ASSAULT 0 3 3 < 1 1.39 25.61
ASSIST CITIZEN 95 542 637 4.1 2.12 11.04
ASSIST OTHER AGENCY 43 174 217 1.4 3.15 19.25
Boat Patrol 39 1 40 < 1 0.56 132.11
BURGLARY (B & E) PAST 0 18 18 < 1 4.33 37.22
Boat Violation/Stop 10 2 12 < 1 0 3.00
BYLAW VIOLATION 4 1 5 < 1 18.00 6.60
BUILDING CHECK 4902 7 4909 31.9 2.57 0.82
COMPLAINT 5 173 178 1.2 4.29 7.26
COURT 131 5 136 < 1 0.61 159.06
Detail 19 2 21 < 1 0.47 326.73
DIRECTIONS 1 3 4 < 1 0 0
DISTURBANCE 1 32 33 < 1 3.66 27.20
DISABLED MV 45 59 104 < 1 4.97 12.53
DOMESTIC DISTURBANCE 0 26 26 < 1 2.56 45.21
ESCORT/TRANSPORT 45 6 51 < 1 12.00 27.08
FIRE, ALARM BOX DETAIL 0 3 3 < 1 1.40 9.63
FIRE , BRUSH 0 10 10 < 1 2.85 22.16
FIRE, CARBON MONOXIDE 0 12 12 < 1 5.75 9.43
FIRE, INVESTIGATIONS 4 206 210 1.4 3.98 12.01
FIRE, AUTO 0 2 2 < 1 2.17 30.67
FIRE, STRUCTURE 0 1 1 < 1 2.67 5.00
FIRE, OTHER 1 26 27 < 1 3.83 13.91
Firearms Licensing 132 15 147 < 1 2.53 55.05
FIRE, BOX RECEIVED 1 16 17 < 1 3.34 8.24
FIRE, MUTUAL AID 0 33 33 < 1 10.77 93.98
FIRE, SPECIAL SERVICE 0 37 37 < 1 3.25 68.85
Fire, Station Coverage 0 6 6 < 1 6.33 89.25
FOLLOW-UP INVEST. 224 59 283 1.8 4.94 23.15
GENERAL INFO 0 17 17 < 1 0 0
HOUSE CHECK 157 3 160 1.0 2.17 2.00
LARCENY /FORGERY/ FRAUD 6 45 51 < 1 2.81 14.04
Lake Boon Complaint 1 20 21 < 1 6.48 16.64
LOCKOUT 2 47 49 < 1 4.73 8.46
MEDICAL EMERGENCY 4 445 449 2.9 4.41 12.98
MEDICAL, MUTUAL AID 0 69 69 < 1 7.66 9.63
MISSING PERSON 0 7 7 < 1 4.97 20.60
MOTOR VEHICLE ACCIDENT 6 128 134 < 1 3.17 22.27
MOTOR VEHICLE STOP 1431 15 1446 9.4 2.46 5.48
OPEN DOOR 3 3 6 < 1 2.00 8.25
Personnel Assignments 52 0 52 < 1 0.88 34.15
ANNOYING PHONE CALLS 0 1 1 < 1 6.00 40.00
FOUND/LOST PROPERTY 5 51 56 < 1 1.96 8.62
RADAR 629 1 630 4.1 0.61 20.88
Recreation/Boat Accident 1 1 2 < 1 3.00 17.08
SERVE RESTRAINING ORDER 16 11 27 < 1 3.65 7.37
Road Safety Complaint 30 352 382 2.5 3.81 7.25
REPORT WRITING 232 3 235 1.5 0.94 62.43
SPECIAL ASSIGNMENT 199 22 221 1.4 1.62 74.96
Stow Community Park Check 453 0 453 2.9 0 0.53
SICK DAY 0 18 18 < 1 0 0
Secondary Dissemination 5 29 34 < 1 0.50 2.27
SUDDEN DEATH 1 3 4 < 1 3.79 46.82
SEX OFFENSES 0 3 3 < 1 0.50 41.00
SERVE PUBLIC 1380 6 1386 9.0 2.38 1.12
SYSTEM TROUBLE 4 1 5 < 1 0.50 1.20
SERVE SUMMONS/ NOTICE 49 19 68 < 1 4.38 7.34
SUSPICIOUS ACTIVITY 141 228 369 2.4 3.30 7.18
Town Beach Check 461 1 462 3.0 2.71 1.61
THREATS 0 2 2 < 1 0.50 10.50
TRAFFIC CONTROL 443 4 447 2.9 0.76 26.72
VANDALISM 2 16 18 < 1 7.00 11.82
SERVE WARRANT 15 7 22 < 1 3.52 16.68
WELL BEING CHECK 4 84 88 < 1 3.90 9.74
TOTAL 11761 3645 15406 100 3.37 11.22

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FIRE DEPARTMENT

Our Mission

It is the mission of the Stow Fire Department to provide the finest possible fire, rescue and emergency medical services to all those that reside in, work in or visit the Town of Stow. To meet our mission, we strive to achieve the highest level of preparedness, prevention and community involvement. Our department is founded upon the core values of mutual trust, pride in service, integrity and diversity.

On October 12, 2016 the Fire Department entered into another chapter in the Town of Stow history books with the move to our new facility at 511 Great Road. The need for a new fire station was recognized a number of years ago with countless hours of dedication by department and committee members. A number of Chiefs prior to my tenure laid down the foundation and expressed the need as well as exploring a number of options, leading us to the final project at the vacant Pompositticut School.

The Stow Fire Department would like to express our deepest gratitude to the taxpayers. Not only the project supporters but also the residents who challenged the Committee to look outside of the box, resulting in the final product named the Fire Station/Community Center. The Committee invited these members of the community into the process, which reinforced the validity of this project from both a fiscal and functional point of view. I would like to thank all committee members, past and present, for their countless hours given for meetings and tours. Your hard work and dedication has brought the Stow Fire Department to its well-deserved new home.

This year was the Stow Fire Department's busiest year on record, with a total of 987 calls for service. Consistent with previous years, Emergency Medical Services continued to have the majority of the calls, totaling 516 this year with 81 of those calls being the result of a motor vehicle accident. There were many non-medical calls for service, including 6 structure fires, 8 chimney fires and 9 brush fires. We responded to 141 false or unintentional alarms as well as a number of others ranging from a natural gas incident to public service calls.

S.A.F.E. Program

Fire and Life Safety Education is a priority in Massachusetts as well as across the country. For the past 20 years the Stow Fire Department has been conducting Fire Safety education through the Student Awareness Fire Education program (S.A.F.E). The SAFE funding targets Pre-Kindergarten through first grade children in Stow. Through a grant from the Department of Fire Services we have been able to provide the materials and staffing to teach home and fire safety education.

Now with the introduction of the Senior S.A.F.E, we have the ability to expand the program to the Stow Senior population with public forums, smoke detector battery change programs and home safety visits.

With the new station and community center, plans are underway to expand the S.A.F.E. and Senior S.A.F.E. program through the use of the new facility.

As the S.A.F.E. Coordinator I would like to thank the Center School Staff, the Council on Aging, and the members of the Stow Fire Department and Chief Landry for the support of this Life Saving Program.

S.A.F.E. Coordinator
Captain Benoit

Training

A great deal of time and effort goes into training of our firefighters. As the scope of our job changes, it is imperative that our members be highly trained in all aspects of fire and emergency medical services in order to serve the residents of Stow. Members of the department spend countless hours each year training in fire suppression, fire prevention, hazardous materials, confined space, high-angle rescue, auto extrication and firefighter safety and survival. Members also commit their own time to attend classes at the Massachusetts and National Firefighting Academy. Regularly, new members are added to the department and take part in an intense recruit training program designed and conducted in-house by our Stow firefighters.

With the opening of our new facility as well as the implementation of a designated Training Lieutenant, the members can expect more frequent and higher quality training. The Training Officer will ensure that members are trained to the highest proficiency standards by evaluating department training needs, developing long range training plans as well as maintaining accurate and comprehensive records. The results will be higher quality in-house training with the addition of multiple external training opportunities.

Training Officer
Lieutenant Evers

Apparatus Maintenance

The Stow Fire Department apparatus is a critical component of our operation. These vehicles are not only used to transport our Firefighters and Emergency Medical Technicians to calls, they are an important tool utilized on all responses. Over the years, as our calls for service have continually risen, this increase requires a stringent and comprehensive maintenance program to ensure the fleet is ready for service. The department mechanic, Greg Vogel, has adapted to this change over the years and the results of his hard work and dedication are evident in our fleet. With the exception of a few issues with the aging ambulance, the fleet is strong and will serve the Town for years to come.

The cost of fire apparatus has risen dramatically over the years. Any steps taken to reduce the need for vehicle replacement make good fiscal sense. This past year the Fire Department received funds to rebuild the pumps on both Engine 12 and Engine 15. The work conducted on these fire trucks has extended their service life to the Town. In addition to the pump rebuilds, you supported the replacement of Engine 17, which was a 24-year-old Ford F-350 Forestry truck. This truck was replaced by a 2017 F-350 with a Forestry Body. In contrast to the prior Engine 17 this Forestry body is removable, allowing the vehicle to be more versatile outside of the Brush Fire season. The new engine is also equipped with a plow to assist in snow removal during winter months. The truck has already proven to be a valuable addition to our fleet.

This coming year the Fire Department will be requesting the funds to purchase a new ambulance. As previously mentioned, Emergency Medical Services (EMS) generate more than 50% of our calls. Due to changes in state protocols, the Stow ambulance has been transporting patients outside of the Emerson and Marlborough Hospital districts more than ever. The combination of increased call volumes and longer transport distances are taking their toll on the current Rescue 16. Although the unit is in reasonable shape for its age we recognize the need for a more dependable EMS transport vehicle.

Emergency Medical Service

In May of 2014 the Stow Fire Department entered into an agreement with the Central Middlesex Emergency Response Association (CMERA). This agreement linked the Stow Fire Department with our current Paramedic provider Pro-EMS. Over the last 2 years this partnership with Pro-EMS has proven to be extremely successful. In addition to enhanced and comprehensive medical services this partnership includes a high level of oversight and quality control. A constant evaluation of our service to the public will ensure that we deliver the highest level of medical care possible. We look forward to the future with Pro-EMS and the CMERA group.

Thanks from the Chief

I would like to take this opportunity to thank all the Officers and Firefighters of the Stow Fire Department for their help and support throughout the year. Your assistance, dedication, commitment and professionalism make a department that we can all be proud of.

I would also like to thank all of the citizens of Stow, the business community, the Town Administrator, the Board of Selectmen, Building Department, IT Director, Board of Health, Planning Board, Council on Aging and all other Town departments for their support of the Fire Department. I would especially like to thank the Police Department, Communications Center and the Highway Department for all your help and support during the year. State Fire Marshal, Peter Ostroskey also deserves thanks for his continued help and support.

A special thanks to the Medical Reserve Corps (MRC) and the Local Emergency Planning Committee (LEPC) for all their ongoing support especially with emergency shelter operations.

Thank you all! I look forward to another year of progress and teamwork in the Town of Stow.

Respectfully submitted,

Joseph Landry
Fire Chief

2016 Permits Issued

Blasting	1
Fire Alarm Permits	21
Fire Suppression	5
Open Burning Permits	675
Oil Burner Permits	34
Black Powder	0
Propane	24
Sprinkler	5
Tank Removal	10
Fuel Truck	8
Underground Storage	0



Fire Prevention / Inspections

2016	297
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2016 Incident Responses 987

Building fire	6	HazMat release investigation w/no HazMat	2
Brush or Forest, woods or wildland fire	1	Power line down	6
Fuel burner/boiler malfunction, fire confined	3	Public service	16
brush-and-grass mixture fire	8	Service Call, other	10
Chimney or flue fire, confined to chimney or flue	8	Aircraft standby	2
Cooking fire, confined to container	1	Animal rescue	1
Fires in structure other than in a building	1	Assist invalid	13
Mobile property (vehicle) fire, other	1	Assist police or other governmental agency	2
Natural vegetation fire, other	1	Attempt to burn	1
Outside rubbish, trash or waste fire	1	Attempted burning, illegal action, other	1
Smoke from barbecue, tar kettle	1	Authorized controlled burning	2
Unauthorized burning	6	Chemical reaction rupture of process vessel	1
Smoke detector activation due to malfunction	10	Citizen complaint	4
Alarm system activation, no fire - unintentional	49	Cover assignment, standby, moveup	12
Alarm system sounded due to malfunction	50	Detector activation, no fire - unintentional	3
Carbon monoxide detector activation, no CO	5	Dispatched & canceled en route	24
Carbon monoxide incident	4	Electrical wiring/equipment problem, other	15
CO detector activation due to malfunction	10	Excessive heat, scorch burns with no ignition	1
False alarm or false call, other	3	Gas leak (natural gas or LPG)	7
Heat detector activation due to malfunction	1	Gasoline or other flammable liquid spill	3
Smoke detector activation, no fire - unintentional	5	Good intent call, other	11
Sprinkler activation due to malfunction	1	Hazardous condition, Other	3
Sprinkler activation, no fire - unintentional	1	Lock-out	6
System malfunction, other	2	No incident found on arrival at dispatch address	1
Unintentional transmission of alarm, other	2	Public service assistance, other	12
Emergency medical service incident, other	7	Search for lost person, other	1
EMS call, excluding vehicle accident with injury	477	Search for person on land	1
Medical assist, assist EMS crew	5	Smoke or odor removal	1
Motor vehicle accident with injuries	27	Smoke scare, odor of smoke	6
Motor vehicle accident with no injuries.	54	Special type of incident, other	4
Motor vehicle/pedestrian accident (MV Ped)	1	Vehicle accident, general cleanup	1
Rescue, EMS incident, other	3	Water problem, other	9

FULL TIME STAFF

Chief	Landry, Joseph
Captain	Benoit, John P
FF/EMT	Evers, Barry *
FF/EMT	Guerin, Mark *
FF/EMT/Admin	Swinimer, Judson *
FF/EMT	Vogel, Greg



Per Diem /Call Firefighter/EMTs

Benoit, Erick
Dudley, Paul
Fiorvanti, Jeremy
Lazuka, Chris
Lyons, Jeffrey*
Swinimer, Judson *
Trioli, Mike
Villa, Keith
Scimeca, Michael*
Olsen, Matthew
Bolton, Andrew
Fortin, James
Jakubek, Todd
Bertonassi, Jack
Stafford, Jack
Trioli, Nick

Call Officers

Lieutenant	Guerin, Mark *
Lieutenant	Evers, Barry *
Lieutenant	Lyons, Jeffrey*
Lieutenant	Scimeca, Michael*

Call Firefighter/EMTs

Siewierski, Sue
Ellis, Kristina
Murphy, Jonathan
Gray, Timothy
Galofaro, Jason
Kelley, James

Apprentice Firefighters

Call Firefighters

Honorary Firefighters

Landry, Steve
Warren, Ed

Benoit, Kevin
Dilling, Barrett
Dwinells, Scott
Herlihy, Camden
Nunez, George
Santiago, Carlos
Silverio, Gregg
Stafford, Larry
Stupak, Jeffrey

FOREST WARDEN

The Stow Fire Department responded to a number of Brush Fires and investigations of outdoor smoke calls in the year 2016.

The open burning season was once again very busy for the Fire Department. From January 15 until April 30, 2016, 675 Open Burning permits were issued. We allow burning between 10:00 am and 4:00 pm with permission from the Fire Department depending on staffing and weather conditions.

Many burning days are declined by the Department of Environmental Protection due to atmospheric conditions. The State Forest Warden may also cancel burning due to unfavorable weather conditions. Extreme conditions are reported as “Red Flag Days” on local weather reports.

Through the Statewide Mobilization Plan, the Stow Fire Department was activated and responded to Nobscot Hill in Framingham for a multiple day, large area brush fire. Although the Mobilization plan is not frequently activated, it is comforting to know that we have statewide resources available in the event of a situation here in Stow.

I would like to thank the State Forest Fire Division and the Sudbury Fire Tower for all their help in locating and extinguishing fires.

Respectfully submitted,

Joseph Landry
Forest Warden

EMERGENCY MANAGEMENT

We are the point of contact for the Local Emergency Planning Committee (LEPC). The LEPC is comprised of a number of many cross-functional departments that have demonstrated the ability to professionally manage emergency incidents in Stow. We are extremely fortunate to have such a talented group of volunteers. They have handled everything from desktop exercises to real life emergencies, opening and managing emergency shelters.

In recent years, the Town of Stow has not experienced a major event requiring Emergency Management activation. Even so, the planning process has remained active. Over the past two years the LEPC has been updating and refining the Emergency Shelter plan as well as incorporating pet sheltering as a resource. This process is very time consuming and labor intensive. I would like to thank all of the members who have contributed to this process to date; you should be proud of your accomplishment.

When activated for manmade or natural disasters, Stow Emergency Management works closely with the Highway, Fire and Police Departments to mitigate and manage the Town's recovery efforts. In addition we continuously work alongside MEMA following large scale events to secure funding. This financial recovery has proven to be very successful in returning thousands of dollars to the Town of Stow's out-of-pocket disaster expenditures back to the general fund.

I would like to recognize the working partnership between the Medical Reserve Corp (MRC), the Local Emergency Planning Committee and the Stow Board of Health. This cohesive working group has proven to be very successful over the years. The spirit of volunteerism is still alive and strong in the community. We all look forward to serving the citizens of Stow for many years to come.

Respectfully submitted,

Joseph Landry
Emergency Management Director

Local Emergency Planning Committee (LEPC)

1	Arsenault, Nancy	Stow Independent
2	Baranofsky, Ann-Marie	Nashoba Regional School District
3	Blake, Vicki	Plantation Apartments
4	Brownfield, Sharon	Medical Reserve Corp (MRC)
5	Bosworth, Bill	Stow Police Chief
6	Clayton, Michael	Stow Highway Superintendent
7	Converse, Jeffery	Director Facilities Nashoba (NRSD)
8	Donovan, Kristen	Neighborhood Watch
9	Fantasia, John	Stow Communications Center
10	Funkhouser, Sharon	Stow Council on Aging
11	Glorioso, Robert	Ham Radio Operators
12	Greenough, Laura	Stow Recreation Committee
13	Hathaway, Linda	Stow Town Clerk
14	Heffernan, Al	Meeting House
15	Holbrook, Jack	Arbor Glen
16	Clenchy, Brooke	Nashoba Regional School District
17	King, George	Nashoba Regional School District
18	Martin, Craig	Building Inspector
19	Landry, Joseph	Stow Fire Chief
20	Trunfio, Maureen	Office of the Board of Selectmen
21	Norton, Bob	Stow Wiring Inspector
22	Sferra, Kathy	Stow Conservation Commission
23	Perry, Ross	Medical Reserve Corp (MRC)
24	Rising, Marcia	Board of Health/MRC
25	Robart, Sarah	Medical Reserve Corp (MRC)
26	Ryan, Tom	Board of Selectmen
27	Sallese, Michael	Detective Stow Police Dept.
28	Stadolnik, Rebecca	Medical Reserve Corp (MRC)
29	Swinimer, Judson	Stow Fire Dept.
30	Eld, Ronald	Stow Information Technology
31	Toole, Alyson	Stow Council on Aging
32	Trahman, Patricia	Nashoba Regional School District
33	Gigliotti, Ronald	Emerson Hospital
34	Colosi, Cyndie	Stow Board of Health
35	Wrigley, William	Stow Town Administrator
36	Abraham, Lauren	Council on Aging

SPECIAL COMMITTEES

ELEMENTARY SCHOOL BUILDING COMMITTEE

The Elementary School Building Committee was formed following the 2007 Annual Town Meeting, to direct and oversee the renovation and addition to the Center School.

On July 20, 2016, over nine years later, and four years after the building opened, the Mass School Building Association (MSBA) voted to close out the Center School project! On August 15, the ESBC voted to disband. This is our final report.

As has been reported in our previous annual reports, it has been a long road, complicated by the eleventh hour bankruptcy of our general contractor. We were approved for funding by the MSBA in 2009, broke ground in 2010, and welcomed all Stow school children, grades K-5, to the new Center School in September 2012. The delay in closeout has largely been caused by the bankruptcy and resulting complications of correcting construction errors.

The Town Meeting vote authorized a budget of \$37,829,870 for the cost of the school over two Town Meetings in 2007 and 2009, for the feasibility study and eventual construction. Below is a summary of the final numbers:

Initial Estimate	<u>\$37,829,870</u>	This included the feasibility study & Initial vote from 2009
Final Cost	\$30,786,703	under budget by \$7.04 million
MSBA excluded from reimbursement	<u>(3,245,680)</u>	incl legal, site expenses
Basis for MSBA reimbursement	\$27,541,023	
Reimbursement rate	50.85%	
Funds rec'd from MSBA	\$14,004,610	fully paid to Stow as of 8/10/16
Balance of project costs	16,782,093	
Fundraising by private citizens	<u>(352,643)</u>	
Total Cost to Stow taxpayers	\$16,429,450	TM estimated \$20,288,240 a reduction of over \$3.8 million

Given the bankruptcy, legal costs were higher than anticipated, but in spite of that, the whole project still came in under budget by close to \$7 million. The biggest savings was in the timing: at the time we went out to bid, we were in the first round of new MSBA funding and the economy was at a low point, so there were many firms in need of work. We still had to take the low bid in construction, which didn't work out well, but we benefited from one of the best architects for school projects in New England, and had a dedicated project management team.

We had initiated private fundraising, led by RECESS (Raising Extra Capital for the Elementary School in Stow) and organized by Greta Morgan, with the understanding, from its initial legislation, that the MSBA would reward us an additional ½ % for these funds. At the closeout, however, we learned that this was no longer part of their program, and the cost to push back on this was not worth the expected gain. We are still very grateful to RECESS and all those who contributed to offsetting the taxpayers' bill by over \$350,000.

In its first four years of operation, the new Center School is the pride of the community and is a perfect complement to the dedicated professional and support staff that work there. The test of an innovative building is in the operation, and we are happy to report it has worked out very well.

This process has encompassed not only the nine years of the ESBC, but the intensive work of the School Building Task Force, and several committees before that. We appreciate the support of the entire community in coming to agreement and supporting the creation of a tremendous school. A final thanks to the Brait Builders for stepping in at the 11th hour to ensure an on-time opening and quality workmanship, to CMS our project managers, and to Symmes Maini McKee Architects, for being great partners.

Respectfully submitted,

Ellen S. Sturgis, Co-Chair
Amy Finkel Hastings, Co-Chair;
Architect
Stephen Quinn, Contractor; Planning
Board

Craig Martin, Building Inspector
Gary Bernklow, (former) Selectman (rep
for Finance Committee)
Brooke Clenchy, NRSD Superintendent
Lynn Colletti, NRSD School Committee

Past members
Michael Wood, (Former NRSD)
Superintendent
Charlie Kern, (Former Stow) Selectman
David Korn, Associate Member
Lisa D'Alessio, Associate Member

Kevin LaCoste, (Former) Principal,
Center School
Greg Irvine, (Former) Principal, Center
School

STOW MUNICIPAL AFFORDABLE HOUSING TRUST

The Affordable Housing Trust completed a busy and productive 2016.

The Trust realized two major accomplishments. The first was the Commonwealth's Department of Housing and Community Development (DHCD) approval of Stow's Housing Production Plan in November following nearly a year of work. To ensure that this plan represents the entire town, the Trust solicited input from Town Boards and Committees, mailed a survey on housing to all homes, posted the survey online, and distributed hard copies at key public locations in town. The link to the plan is available on SMAHT's page on the Town's website.

Second, SMAHT published and awarded a Request for Proposal for the development of Town-owned land under its care, custody, and control: the so-called "Pine Point" parcel. Habitat for Humanity of Central Massachusetts was chosen as the developer and the Trust is very eager to work with this group to produce lovely homes in that location. Further agreements and specific development plans will be forthcoming during 2017, and the usual required permitting process and hearings will take place. This work was completed very smoothly and almost exclusively through the efforts of SMAHT's Housing Specialist, Leonardi Aray, gaining the gratitude of the Trustees.

Other milestones for the year included:

- The execution of an Intra-Municipal agreement between SMAHT and Stow's Community Preservation Committee on how the funds allocated for the Affordability Safeguard Program will be managed by SMAHT in preserving existing affordable units threatened by foreclosure.
- SMAHT funds were used to pay for the Shared Housing Services agreement with the Towns of Hudson, Bolton, Boxborough, and Littleton.
- A Request for Qualifications was published and awarded for Housing Specialist services to SMAHT. Leonardi Aray was chosen to continue in this role in accordance with state procurement rules.
- In response to the withdrawal of some residential parcels on Boxborough Road from the Chapter 61 program, SMAHT participated in the Town's rapid response process and proposed exercise of the Town's option to purchase the land with the intention of creating affordable homes. Since the Town has only 120 days to respond to this type of offer, a lot of engineering work, working group meetings, lively public hearings, and conceptual planning was required in a short time window. While the purchase was not completed, it was an opportunity for public education about the need for affordable community housing in Stow and how the Chapter 61 Program works. The response process, drafted by the Town a few years ago, worked well and provided the Town with the necessary information to make informed choices at Special Town Meeting held in August.

Respectfully submitted,

Michael Kopczynski, Chair
Quince Papanastassiou
Cynthia Perkins

James Salvie, Selectman
Trish Settles
Laura Spear, Vice Chair

OUR HERITAGE

ANCIENT DOCUMENTS COMMITTEE

It is with great sadness that the Ancient Documents Committee reports the death of long time member and chairman, Barbara Sipler. Barbara was appointed to the committee in 1985. She served as chairman beginning in 1989 until her death in May 2016. Barbara loved history, especially Stow's history. She will be missed by all of us on the Ancient Documents Committee.

The Ancient Documents Committee was established by Town Meeting vote, March 8, 1973. "On motion of Town Clerk Francis Warren, it was unanimously voted to establish the Ancient Documents Committee of five persons, one of whom shall be the Town Clerk, to assist the Town Clerk in the acquisition, preservation, indexing and care of all Town records, both current and ancient, such members to be appointed by the Moderator, with the approval of the Town Clerk, for terms of one, two, three, four and five years, and thereafter for terms of five years respectively."

In 2016, a major preservation project was completed using Community Preservation Act funds. The annual reports from 1846 to 2005, vital record ledgers from 1843 to 1950 and Board of Selectmen minutes from 1915 to 1995 were conserved, rebound, digitized and microfilmed.

The committee's ongoing project is inventorying the vault and preparing documents for the next preservation project which we hope to begin in 2017. This is truly a labor of love and it is done by dedicated volunteers Bob Walrath, Dot Spaulding, Bill Byron, Liz Moseley, Marilyn Zavorski, Rosemary Bawn, and Lew Halprin. Thank you to all of you for your dedication to the preservation of Stow's history.

Respectfully submitted,

Linda Hathaway, Town Clerk

HISTORICAL COMMISSION

The Stow Historical Commission's endeavor to update the Stow Historic House Inventory is almost at its end with many thanks to Community Preservation funds, the expertise of the Public Archaeology Survey Team (P.A.S.T), and the longtime diligence and thoroughness of Commission members. With new color pictures and detailed historical and genealogical facts, the inventory pages will soon be delivered to the Commission and presented to the public. The Ground Penetration Radar and Mapping prepared by Bob Perry of Topographic, LLC, along with his son's help, is close to completion, and the Commission is making corrections to the final maps of Hillside Cemetery and Lower Village Cemetery. Most of the unmarked burial site markers have been placed in the ground, but one more walk-through of the cemeteries will be made in the spring of 2017. This project was also thanks to Community Preservation funds and the hard work of Commission members, Dot Spaulding and Marilyn Zavorski. The Commission,

in consultation with the Cemetery Commission, will begin work on designing and erecting new weather-safe kiosks to showcase the new cemetery maps.

Commission members attended the March 29, 2016 Planning Board meeting to see if Wedgewood Pines would be allowed to blast away ledge for the construction of a caretaker's cottage, which the townspeople had voted-in affirmatively in 2015. Previous to the meeting the Planning Board had asked the SHC for input because the 1825 West School sits on the same ledge. With methodical detail in a letter to the Planning Board, Marilyn Zavorski, along with the backing of Stow Historical Commission members, reiterated the statement that the owner had previously made that there would be no blasting at the site, and laid out all the potential disasters and pitfalls for the brick 1825 schoolhouse. The owner withdrew his petition to blast and stood by his statement at the meeting.

The Commission members voted in March to release ownership of the First Parish Church old wooden steeple, which had been stored in a Town building for years, and voted to give it to the Town of Stow.

The Stow Historical Commission, along with the Stow Historical Society, co-hosted a Stow Town Hall program by Sharon Kennedy, portraying an 1860s Lowell Mill girl, on Sunday, May 1, 2016. These two organizations also hosted an exhibit featuring Stow's 1800s schools at Springfest on Saturday, May 14, 2016. The Stow Historical Commission, the Stow Historical Society, and Freedom's Way National Heritage Area hosted a Hidden Treasures Open House at the 1825 West School on May 22, 2016. Then, on June 2, SHC member Marilyn Zavorski donned a reproduction 1860s dress and taught old-time lessons to the Center School third graders at the 1825 West School.

At the June 2, 2016 meeting a moment of silence was observed for Barbara Sipler, longtime president of the Stow Historical Society, who died at age 84 on May 26, 2016.

Commission members appeared before the Stow Selectmen on June 14th urging them to consider including the historic name "Pompositticut" when planning the new community center sign. It was noted that, with the closing of Pompositticut elementary school, the school children of Stow were losing all connection with the word "Pompo" and Stow's original Pompositticut Plantation history. The Pompositticut Community Center/ Stow Fire Station was dedicated on October 27, 2016.

In November of 2016 the Commission agreed to accept a donation of historical Union Church records and documents dating from 1830. The Union Church had recently merged with Highrock of Acton.

Respectfully submitted,
Dorothy Spaulding, Chair
Rosemary Bawn, Secretary
Vellyn Antonelli
Patrick Hopkins
Marilyn Zavorski

Lew Halprin, Associate, Treasurer
Margaret Barry, Associate
Barbara Clancy, Associate
Andy Crosby, Associate

TOWN CLERK

2016 was a very busy year in the town clerk's office. Stow held three town meetings and five elections over the course of the year, beginning February 1st and ending on November 8th. This is the most town meetings and elections in one year during my 16 years as town clerk and chief election officer.

To make the November 8th State Election even more exciting and interesting, Massachusetts held Early Voting sessions for two weeks prior to Election Day. Early voting is basically 'no excuse absentee voting.' In Massachusetts, a voter may vote an absentee ballot if the voter is not in town during the hours the polls are open, has a disability that prevents the voter from going to the polls on Election Day or religious beliefs. Early voting doesn't have any restrictions.

During the early voting session, voters check-in at the early voting location (Town Building) just like one does on Election Day. The voter receives a ballot, marks it, puts the early vote ballot in a ballot envelope and deposits the ballot envelope in a box. The early voting workers sort the envelopes by precinct and in alpha order at the end of each day of early voting and the information is logged electronically with the state. On Election Day, the early vote ballots are taken to the polls along with the absentee ballots. At the polls, both the early vote ballots and the absentee ballots are taken through the check-in and check-out process by election workers then the workers cast the ballots into the ballot box for the voter. In Stow, 1,854 registered voters voted early, 36%. It was convenient for the voters but a lot of work for the clerk's office. We are looking forward to working with other clerks, the Elections Division and our state legislators to make improvements in the early voting and absentee voting process.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the town clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, fuel storage tank registrations, annual town census, collection of fines (parking, dog, and marijuana violations), preservation of permanent records, town meeting setup, recording town meeting minutes, scheduling the use of the town common sign and town hall. The town clerk is also a member of the Board of Registrars of Voters.

The town clerk interacts with all of Stow's town boards, as well as, several state agencies on a regular basis. Since 2010, the clerks have been responsible for implementing the Open Meeting Law and the Ethics Law requirements. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the town clerk. All of this paper work is retained for a minimum of six years.

There are actually 73 chapters and 451 statutes of the Massachusetts General Laws that direct the town clerk's duties. The town clerk also follows the town's bylaws and the Town Charter.

Volunteers are an integral part of the office. Several volunteers assist with census preparations, mailings and document filing. Several others help prepare and break down for elections and town meetings. I am extremely grateful for the work all of these volunteers do!

Finally, I want to thank the dedicated town clerk's office staff, assistant town clerks Kay Desmond and Debbie Seith. Debbie was promoted to assistant town clerk in July and works 30 hour/week. Congratulations to Kay on being the assistant town clerk for 46 years. My grandfather, Town Clerk Frannie Warren appointed Kay in 1970.

2016 VITAL RECORDS	
BIRTHS	68
MARRIAGES	9
DEATHS	45

**Individual vital record listings are omitted as a security precaution to deter identity theft.*

TOWN CLERK 2016 FINANCIAL TRANSACTIONS	
FEES COLLECTED	
Vital record copies, bylaws, maps, etc	3,522.45
Fines, bylaw violations, late fees	1,250.00
Business Certificate filings	480.00
Raffle permit	30.00
Dog Licenses	11,307.04
Kennel Licenses	765.00
TOTAL FEES COLLECTED	17,354.49

SPECIAL TOWN MEETING FEBRUARY 1, 2016

Pursuant to the Selectmen's warrant of January 5, 2016, posted by the Constable on January 15, 2016, the special town meeting opened at 7:05 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

Moderator Walrath noted the presence of various town officials and Deputy Moderator Laura Spear. Several non-voters that may be heard were approved.

On motion of Selectman Brian Burke, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

Article 1. Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District

On motion of Selectman Donald Hawkes, it was voted clearly a majority in favor of the motion as declared by Moderator David Walrath, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated "Regional Agreement" bearing the date of December 21, 2015 to the Board of Selectmen of each member town, and as appears in this warrant.

Amended 1973, 1979, 1980, 2013 REGIONAL AGREEMENT

DRAFT 12/21/15

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, Weston, Bolton, Dover, Lancaster, and Needham,

hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as “the Committee,” shall consist of one member from each member city or town (the term “city” and the term “town” will hereinafter be referred to jointly as “community”). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community’s member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three-year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, rounded to the nearest hundredth of a percent, which will be calculated and established as of July 1 of each year as follows. The first half of the weighted vote for all of the member communities will be the same. (For example, if hypothetically there were 16 member communities, then the first half of each member's weighted vote will be 1/16 of 50%, which would be 3.125%). The second half of each member community's weighted vote will be computed as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as the second half of that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, the second half of that member community's weighted vote would be 8.67% of 50%, which would be 4.335%). The two halves will then be added together, and rounded to the nearest hundredth of a percent, to establish that community's total weighted vote. (For example, using the hypotheticals expressed above in this paragraph, the hypothetical community's total weighted vote as of the July 1 in question would be 3.125% plus 4.335%, which would add to 7.46%). Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, or within a radius of 5 miles from the intersection of Route 2 and Bedford Road, which intersection is in the town of Lincoln, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, 2016: After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the towns which were members of the District as of June 30, 2016 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be included.

2. The following method will be used for apportioning capital costs incurred on or after July 1, 2016: After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs which are incurred on or after July 1, 2016 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than one (1) pupil from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of one (1) pupil in the regional district school on said date.

b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

c. The balance of these costs will be apportioned by applying DESE's combined effort yield (a measure of a community's ability to pay for education using property values and household incomes) to the percentage of each community's students (as defined by foundation enrollment) that are enrolled at Minuteman. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the one (1) pupil minimum spoken of in 2,a above, will be identified.
- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.
- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".
- The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.
- Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor – Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those

described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community's share of such special operating costs shall be apportioned by identifying each member community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1 25%

December 1 60%

March 1 75%

May 1 100%

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters voting on the question from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX, or even if the withdrawal of said community is disapproved by the Commissioner. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by all of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and after approval by the Commissioner.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July 1 following the adoption by the District of such an amendment, the acceptance by all of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received.

Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).
2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.
3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee with full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:
 - a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,
 - b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with this Section will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

(E) Initial Procedure for Withdrawal

Consistent with 603 CMR 41.03(2), the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston may withdraw from the District effective on the first July 1 after the first December 1 following the Commissioner of Education's approval of the 2016 Amended Regional Agreement, all of the following requirements having been met by each departing member:

(a) On or before March 1, 2016, voted by simple majority of its legislative body to confirm its commitment to withdraw from the District;

(b) On or before March 1, 2016, voted to approve the 2016 Amended Regional Agreement;

(c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute approval of the withdrawal of any or all of the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston from the District pursuant to the Initial Procedure for Withdrawal.

The terms of School Committee members representing communities which withdraw under this Initial Procedure for Withdrawal shall end on the withdrawal date of the community which the member represents. No such community shall have any right or claim onto the assets of the District. Such communities shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no community withdrawing under this Initial Procedure for Withdrawal shall be responsible for District debt incurred after December 10, 2015.

SECTION X TUITION STUDENTS**(A)**

The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

(B)

Subject to state law, and applicable regulations, effective June 30, 2018, it shall be the policy of the District to admit out-of-district students only based on tuitions and charges equal or greater than the District's similarly-calculated average per pupil cost for in-district communities as determined by the Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the Committee. The provisions of this paragraph (B) shall not apply to incoming school choice students under M.G.L. c. 76, § 12B.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

SECTION XII SUBMISSION FOR APPROVAL

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

The Finance Committee recommended approval of the article.

ARTICLE 2. Complete Streets

On motion of Selectman James Salvie, it was voted clearly a majority in favor of the motion, as declared by Moderator David Walrath to accept Chapter 90L, Section 1 of the General Laws and authorize the Town of Stow to participate in the Complete Streets certification program administered by Massachusetts Department of Transportation to encourage municipalities to include complete streets design elements and infrastructure on locally-funded roads; and to apply for and receive funding from said program.

The Finance Committee recommended approval of the article.

On motion of Selectman Thomas Ryan, it was voted unanimously to dissolve this meeting. The meeting was adjourned at 8:27 p.m.

Checkers at the Door: Donna Bonczek, Joan Burns, Josephine Crowell, Elizabeth MacGilvra, Kathleen O'Brien, Betty Sauta

Tellers: Ann Deluty, Stephen Dungan, Steve Jelinek, Gregory Jones, William Maxfield, Kathleen O'Keefe, Edward R. Perry, Jr., Laura Reiner, Marcia Rising, Dwight Sipler, Ellen Sturgis, Gregor Trinkaus-Randall, Maureen Trunfio, Robert Walrath

Number of Voters Checked: 144 Total Voters: 4937 Turnout: 2.9%

PRESIDENTIAL PRIMARY MARCH 1, 2016

Pursuant to the Board of Selectmen's warrant of January 5, 2016, posted by the Constable January 15, 2016 the Presidential Primary was held in The Center School and was called to order at 7 a.m.

After examining the ballot box in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of one hundred fifty-two absentee ballots were opened, recorded and cast into the ballot box (ninety-one Democratic, sixty-one Republican). There were fourteen spoiled ballots. There were no provisional ballots.

The polls were declared closed at 8 p.m.

Total Registered Voters: 5021 Turnout = 56.1%

PRIMARY RESULTS	Precinct 1	Precinct 2	Total Ballots Cast
Democrat	872	866	1738
Republican	575	497	1072
Green-Rainbow	3	0	3
United Independent Party	2	2	4
Total Ballots Cast	1,452	1,365	2,817

DEMOCRATIC PARTY	Precinct 1	Precinct 2	TOTAL
PRESIDENTIAL PREFERENCE			
Bernie Sanders	432	415	847
Marin O'Malley	1	4	5
Hillary Clinton	436	443	879
Roque "Rocky" De La Fuente	0	1	1
No Preference	1	2	3
Scatterings	2	1	3
STATE COMMITTEE MAN			
Alexander D. Pratt	574	602	1,176
Blanks	289	257	546
Scatterings	9	7	16
STATE COMMITTEE WOMAN			
Rebecca V. Deans-Rowe	590	601	1,191
Blanks	279	260	539
Scatterings	3	5	8
DEMOCRATIC TOWN COMMITTEE			
GROUP	0	0	0
Allan R. Fierce	430	476	906
Eleanore R. Recko	451	465	916
Gregory D. Jones	478	479	957
Mary R. LaPalme	418	439	857
James P. Cohen	416	433	849
Stephen M. Dungan	459	493	952
Patricia A. Walrath	567	578	1,145
Pamela J. Weathers	429	459	888
Beatrice E. Manning	401	433	834
Teresa L. Marshall	404	426	830
Julie A. Lynch	431	437	868
John F. Zettler	425	440	865

DEMOCRATIC TOWN COMMITTEE (CONT)	Precinct 1	Precinct 2	TOTAL
Kate Hogan	587	614	1,201
Robert M. Glorioso	456	464	920
Susan Vick	409	430	839
Blanks	0	0	0
Write-ins			
Don Hawkes	18	14	32
Lenny Golder	3	1	4
Scatterings	5	12	17

REPUBLICAN PARTY	Precinct 1	Precinct 2	TOTAL
PRESIDENTIAL PREFERENCE			
Jim Gilmore	1	0	1
Donald J. Trump	205	172	377
Ted Cruz	54	50	104
George Pataki	0	0	0
Ben Carson	11	15	26
Mike Huckabee	0	1	1
Rand Paul	0	0	0
Carly Fiorina	4	2	6
Rick Santorum	0	0	0
Chris Christie	4	3	7
Marco Rubio	113	120	233
Jeb Bush	3	3	6
John R. Kasich	171	128	299
No preference	3	1	4
Blanks	2	1	3
Scatterings	4	1	5
STATE COMMITTEE MAN			
Brian P. Burke	463	349	812
Paul R. Ferro	54	80	134
Blanks	58	67	125
Scatterings	0	1	1
STATE COMMITTEE WOMAN			
Jeanne Kangas	234	241	475
Ann M. Barndt	237	146	383
Blanks	102	109	211
Scatterings	2	1	3

REPUBLICAN TOWN COMMITTEE	Precinct 1	Precinct 2	TOTAL
Bernard C. Sellier	230	220	450
Artur J. Jurczyk	223	218	441
Brian P. Burke	353	279	632
Philip J. Detsch	232	226	458
Robert Zelle	263	227	490
Daniel P. Olsen	237	235	472
Walter Robert Dilling, Jr	231	218	449
Kristine M. Martin	285	252	537
Andrew S. Martin	285	254	539
Angela J. Olsen	244	230	474
Faith E. Piotte	247	237	484
Edward R. Perry, Jr.	270	254	524
Stephen P. Piotte	255	235	490
Blanks			
Write-in			
Michael Matatia	4	4	8
John Mileski	2	2	4
Scatterings	2	4	6
GREEN RAINBOW PARTY	Precinct 1	Precinct 2	TOTAL
PRESIDENTIAL PREFERENCE			
Sedinam Kinamo Christin Moyowasifza Curry	1	0	1
Jill Stein	2	0	2
William P. Kreml	0	0	0
Kent Mesplay	0	0	0
Darryl Cherney	0	0	0
No Preference	0	0	0
STATE COMMITTEE MAN			
Daniel L. Factor	3	0	3
STATE COMMITTEE WOMAN			
Blanks	2	0	2
Write-ins	1	0	1
GREEN RAINBOW TOWN COMMITTEE			
Blanks	3	0	3

UNITED INDEPENDENT PARTY	Precinct 1	Precinct 2	TOTAL
PRESIDENTIAL PREFERENCE			
No Preference	0	1	1
Blanks	0	1	1
Scatterings	2	0	2
STATE COMMITTEE MAN			
Blanks	2	2	4
STATE COMMITTEE WOMAN			
Blanks	1	1	2
Scatterings	1	1	2
UNITED INDEPN'T TOWN COMMITTEE			
Blanks	2	2	4

ELECTION WORKERS

<u>Warden</u> Philip T. Detsch	<u>Checkers, Ballot</u> Marjorie Alessio Josephine Crowell Alice Cushing Ruth Delmonico Ann Deluty Anne Draudt Pamela Gjestebj Joan Johnson Lisa Lavina	<u>Box & Counters</u> Janet Levey Cathy Lord Elizabeth MacGilvra Kathleen O'Brien Susan Pauley Nancy Plumhoff Ruby Ramsland Laura Reiner Betty Sauta	Ellen Sturgis Barbara Wolfenden Marilyn Zavorski
<u>Assistant Warden</u> Claire Lavina Edward R. Perry, Jr.			<u>Student Volunteers</u> Riley Seith Gwen Burke Lydia Hogan Maggie O'Keefe
<u>Clerk</u> Judith Scraggs			

**ANNUAL TOWN MEETING
MAY 2 & 3, 2016
(First Session)**

Pursuant to the Selectmen's warrant of April 12, 2016, posted by the Constable on April 22, 2016, the annual town meeting opened on May 2nd at 7:05 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose to recite the *Pledge of Allegiance to the Flag* led by Mr. Walrath. Town officials were introduced: Selectmen, Town Clerk, Assistant Clerk, Town Counsel, Town Administrator, Finance Committee, Capital Planning Committee and others. Non-voters who may be heard were approved. At the request of Mr. Walrath, Laura Spear was unanimously approved as Deputy Moderator. Mr. Walrath remembered several persons who served the Town in various capacities and who passed away in 2015.

On motion of Selectman Donald Hawkes, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Reports of the Selectmen and Other Officers and Committees

On motion of Selectman James Salvie, it was voted unanimously that the reports of the Selectmen and other Officers and Committees of the Town be accepted as printed in the 2015 Annual Town Report.

ARTICLE 2. Reports of Special Committees

On motion of Selectman Brian Burke, it was voted unanimously that the reports of special committees be accepted as written in the 2015 Annual Town Report.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2017

On motion of Selectman Charles Kern, it was voted unanimously to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D and E, and inserting in place thereof new Schedules A, B, C, D, E, F and G as printed in the warrant.

The Finance Committee recommended approval.

**TOWN OF STOW
WAGE & SALARY SCHEDULES
*Effective July 1, 2016 (2%)***

**SCHEDULE A
ANNUAL RATE POSITIONS**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Asst. Assessor	43,387	45,964	48,667	51,368	54,072
Asst. Treasurer- Collector	43,387	45,964	48,667	51,368	54,072
Building Inspector	57,746	61,353	64,962	68,572	72,183

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

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

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

GROUP B

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

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Accountant's Clerk	15.30	16.72	18.01	19.40	20.74
Assessors' Clerk	15.30	16.72	18.01	19.40	20.74
Asst. Cemetery Superintendent	15.30	16.72	18.01	19.40	20.74
Asst. Librarian	15.30	16.72	18.01	19.40	20.74
Bd. of Appeals Secretary	19.46	21.22	22.87	24.63	26.31
Board of Health Office Assistant	15.30	16.72	18.01	19.40	20.74
Community Preservation Comm. Secretary	15.30	16.72	18.01	19.40	20.74
Conservation Comm. Secretary	15.30	16.72	18.01	19.40	20.74
Council on Aging Outreach Coordinator	18.44	20.08	21.67	23.84	24.93
Council on Aging Outreach Worker	17.09	18.60	20.07	21.62	23.09
Finance Committee Secretary	15.30	16.72	18.01	19.40	20.74
Financial Clerk II	15.30	16.72	18.01	19.40	20.74
Highway Dept. Secretary	18.38	20.03	21.62	23.27	24.86
Highway/Tree/ Grounds Worker	15.30	16.72	18.01	19.40	20.74
ITAC Committee Secretary	15.30	16.72	18.01	19.40	20.74
Office Assistant	15.30	16.72	18.01	19.40	20.74
Payroll Coordinator	22.16	23.48	24.86	26.24	27.62
Planning Board Secretary	15.30	16.72	18.01	19.40	20.74
Selectmen/Town Admin. Secretary	18.50	19.93	21.41	23.21	24.92
Town Secretary	15.30	16.72	18.01	19.40	20.74

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Building Dept. Admin. Assistant	18.99	20.19	21.37	22.52	23.69
Council on Aging Front Desk Coord.	18.99	20.19	21.37	22.52	23.69

Financial Assistant	18.99	20.19	21.37	22.52	23.69
Fire Department Administrative Asst	18.99	20.19	21.37	22.52	23.69
Highway/Tree/ Grounds Driver- Laborer	18.99	20.19	21.37	22.52	23.69
Planning Dept. Administrative Asst	18.99	20.19	21.37	22.52	23.69
Police Chief Secretary	18.99	20.19	21.37	22.52	23.69

GROUP E

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

GROUP F

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

GROUP G

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

SCHEDULE C
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,500.00
Assistant Registrar of Voters	296.00
Registrar of Voters	148.00
Tree Warden	6,294.00
Veterans' Service Officer	2,047.00

SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY

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

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,070.00
EMS Assistant Coordinator	358.00
EMS Quartermaster	287.00
EMS Records Coordinator	427.00
EMS Schedule Coordinator	215.00
Fire Captain (call)	712.00
Fire Engineer	927.00
Fire Lieutenant (call)	571.00
Fire Medical Officer	427.00

SCHEDULE F
FEE RATE POSITIONS

<u>Position Title</u>	<u>Salary</u>
Wire Inspector	90% of fees collected
Deputy Wire Inspector	90% of fees collected
Gas Inspector	90% of fees collected
Assistant Gas Inspector	90% of fees collected
Animal Disposal Officer	\$10 per animal
Sealer of Weights & Measures	Total fees collected

At this point in the meeting, Finance Committee chair Peter McManus presented an overview of the Town's financial situation. For the eleventh consecutive year, there will be no Proposition 2-1/2 override on the election ballot. There were fewer capital expenditure requests, all proposed to be financed within the levy limit. Mr. McManus noted future projected expenditures. The proposed Minuteman High School building project, if approved, will add \$62 annually to the average home property tax bill. He reminded that 90% of revenue is derived from the property tax.

ARTICLE 4. General Budget for Fiscal Year 2017

Selectman Thomas Ryan moved to raise and appropriate the sum of \$25,896,272, as recommended by the Town Administrator and Selectmen for Items 1 through 78 inclusive, as printed in the warrant under the column entitled "*FY2017 Budget Town Admin/Selectmen Recommended*", each item to be considered a separate appropriation for the purposes designated and the same to be expended only for such purposes.

Moderator Walrath read off each group of line items. Several items were held for questions and/or clarification.

Line item 23: Conservation Coordinator – Question of approximately \$4,000 increase over FY2016 was explained as a step wage increase. When put to a vote, the sum of \$67,382.00 was unanimously approved.

Line item 31: Municipal Building & Property Wages – Question of a substantial increase over FY 2016. Town Administrator William Wrigley explained that the position of Facility Manager has been created as well as two part-time custodial positions. The opening of the former Pompositticut School as a community center and fire station will require regular maintenance and custodial attention, additional to the Town Building and Randall Library. The Building Inspector currently oversees maintenance. The sum of \$92,925.00 was unanimously approved.

Line item 32: Municipal Building & Property Expenses – Same question as for Item 31. There will be an increase in expenses related to the new building. The sum of \$129,014.00 was unanimously approved.

Line item 49: Cemetery Superintendent – The position will become full-time in FY2017. It is proposed the Superintendent will assist with maintenance in other areas for greater efficiency. The sum of \$60,818.00 was unanimously approved.

Line items 66 and 67: Lake Boon Commission Wages and Expenses – Several questions were asked and answered. The sums of \$3,000.00 for Item 66 and \$4,390.00 for Item 67 were voted by majority.

Line item 74: Nashoba Regional School District Assessment – Following discussion, the sum of \$16,491,359.00 was voted by majority.

Line item 75: Minuteman Vocational-Technical Assessment – Supt. Edward Bouquillon explained that assessments are based on the new regional agreement. Transportation and special education services have impact on district expenses. Six towns have indicated they will withdraw from the regional district after next year. The sum of \$577,577.00 was voted by majority.

The Finance Committee recommended approval.

The FY2017 general budget totaling \$25,896,272.00 was unanimously approved.

General Government

1	Moderator Salary	\$ 43.00
2	Moderator Expenses	45.00
3	Selectmen Office Wages	70,057.00
4	Selectmen Office Expenses	9,857.00
5	Town Administrator Salary	130,598.00
6	Town Administrator Expenses	500.00
7	Finance Committee Wages	4,314.00
8	Finance Committee Expenses	550.00
9	Town Accountant Salary	53,157.00
10	Town Accountant Clerk Salary	1,764.00
11	Town Accountant Expenses	1,625.00
12	Principal Assessor Salary	64,718.00
13	Assessors' Clerical Wages	72,703.00
14	Assessors' Expenses	9,900.00
15	Treasurer-Collector Salary	73,737.00
16	Treasurer-Collector Clerical Wages	76,370.00

17	Treasurer-Collector Expenses	38,900.00
18	Information Technology Clerical Wages	37,885.00
19	Information Technology Expenses	130,080.00
20	Town Clerk Salary	69,189.00
21	Town Clerk Other Wages	52,489.00
22	Town Clerk Expenses	16,731.00
23	Conservation Coordinator	67,382.00
24	Conservation Commission Clerical Wages	28,195.00
25	Conservation Commission Expenses	4,950.00
26	Town Planner	73,294.00
27	Planning Board Clerical Wages	68,124.00
28	Planning Board Expenses	6,530.00
29	Board of Appeals Clerical Wages	7,867.00
30	Board of Appeals Expenses	2,890.00
31	Municipal Buildings & Property Wages	92,925.00
32	Municipal Buildings & Property Expenses	129,014.00
33	Town Reports Expenses	<u>8,000.00</u>
	General Government Total	\$1,412,383.00

Public Safety

34	Police Chief Salary	\$ 116,477.00
35	Police & Dispatch Wages	1,255,398.00
36	Police & Dispatch Expenses	101,550.00
37	Fire Chief Salary	91,608.00
38	Fire and EMS Wages	560,937.00
39	Fire and EMS Expenses	81,900.00
40	Building Inspector Salary	72,183.00
41	Building Department Clerical Wages	40,062.00
42	Building Department Expenses	<u>5,575.00</u>
	Public Safety Total	\$ 2,325,690.00

Public Works and Facilities

43	Supt. of Streets Salary	\$ 93,455.00
44	Highway & Grounds Wages	535,462.00
45	Highway & Grounds Expenses	127,750.00
46	Snow & Ice Removal Expense	165,000.00
47	Municipal Lighting	9,000.00
48	Gasoline & Diesel Fuel Expense	95,000.00
49	Cemetery Superintendent Salary	60,818.00
50	Cemetery Salary & Wages	35,120.00
51	Cemetery Expenses	9,000.00
	Public Works and Facilities Total	\$ 1,130,605.00

Human Services

52	Health Administrative Assistant	\$ 54,072.00
53	Health Department Wages	51,407.00
54	Health Department Expenses	7,805.00
55	Council on Aging Executive Director Salary	68,542.00
56	Council on Aging Wages	144,779.00
57	Council on Aging Expenses	13,525.00
58	Veterans' Service Officer Salary	2,047.00
59	Veterans' Service Officer Expenses	300.00
	Human Services Total	\$ 342,477.00

Culture and Recreation

60	Library Director Salary	\$ 63,190.00
61	Library Wages	114,022.00
62	Library Expenses	66,350.00
63	Recreation Director Wages	54,072.00
64	Recreation Wages	9,910.00
65	Recreation Expenses	23,550.00
66	Lake Boon Commission Wages	3,000.00
67	Lake Boon Commission Expenses	4,390.00
68	Historical Commission Expenses	1,200.00
69	Memorial Day Expenses	900.00
70	Lighting of Clock Expenses	100.00
	Culture and Recreation Total	\$ 340,684.00

Town-Wide Expenses

71	Group Insurance	\$ 762,800.00
72	Insurance and Bonds	172,917.00
73	Telephone	32,000.00
	Town-Wide Expenses Total	\$ 967,717.00

Education

74	Nashoba Regional School District Assessment	\$16,491,359.00
75	Minuteman Voc-Tech Assessment	577,577.00
	Education Total	\$17,068,936.00

Debt Service

76	Maturing Principal – Long-Term Debt	\$ 1,495,000.00
77	Interest, Long-Term Debt - Bonds	812,180.00
78	Interest, Temporary Loans - Revenue	600.00
	Debt Service Total	\$ 2,307,780.00

TOTAL GENERAL BUDGET.....\$25,896,272.00

ARTICLE 5. Minuteman High School Building Project – Vote to Bond

On motion of Selectmen Donald Hawkes, it was voted by majority to approve \$144,922,478.00 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall not exceed the lesser of (i) forty-four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA; and that an affirmative vote on this article shall be null and void and of no further force and effect unless the Town approves by affirmative vote a ballot question to exempt the amount required to pay for the bonds to be issued hereunder from the provisions of proposition two and one-half.

Superintendent Bouquillon spoke to the article at length. The new school will be constructed on land in the town of Lincoln adjacent to the current building. It will be designed to meet current and anticipated future needs.

A voter questioned tuition costs and suggested there were alternatives to Minuteman. Another suggested withdrawal from the District, as have six member towns. Mr. Bouquillon explained that opportunity has passed and would now require a two-thirds town meeting approval vote and a three-year notice to the District, followed by its approval of the request.

The Finance Committee advised there was a divided vote among its members, therefore there was no recommendation. The Board of Selectmen had voted four to one in support. Delay of the project will only increase costs for future construction. The Capital Planning Committee was in favor of the article.

CONSENT CALENDAR

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

Articles 17, 18, 22, 23, 27 and 28 were dropped from the Consent Calendar at the request of voters. The Finance Committee recommended approval of the articles within the Consent Calendar.

ARTICLE 6. Reserve Fund

Voted to raise and appropriate the sum of \$70,000 for a Reserve Fund for the fiscal year beginning July 1, 2016.

ARTICLE 7. Audit of Financial Records

Voted to raise and appropriate the sum of \$11,900 for a Town financial audit.

ARTICLE 8. Revolving Fund for Inspection Fees

Voted to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2017, to which shall be credited all permitting fees received for wire, gas, plumbing and fire alarm permits and for weights and measures sealing, to a limit of \$40,000 for FY2017, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursements of expenses incurred on behalf of the Town.

ARTICLE 9. Revolving Fund for Advanced Life Support Services

Voted to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2017, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of \$100,000 for FY2017, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

ARTICLE 10. SwiftReach 911 Notification System

Voted to raise and appropriate the sum of \$3,600, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic notification system known as SwiftReach Networks.

ARTICLE 11. Weights and Measures Testing

Voted to raise and appropriate the sum of \$1,000 for the purpose of funding the Town's weights and measures testing.

ARTICLE 12. Transfer to Conservation Fund

Voted to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of \$2,387 to be expended by the Conservation Commission.

ARTICLE 13. Transfer from Wetlands Protection Fund

Voted to appropriate and transfer from the Wetlands Protection Fund the sum of \$4,310 as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

ARTICLE 14. Addition to Conservation Fund

Voted to raise and appropriate the sum of \$10,000 to be added to the balance remaining in the Conservation Fund.

ARTICLE 15. Update of Property Valuations

Voted to raise and appropriate the sum of \$27,795, to be added to the balance previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

ARTICLE 16. Senior Tax Relief

Voted to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemptions granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5 of Chapter 59 of the Mass. General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2017.

ARTICLE 19. Highway Road Construction

Voted to appropriate and borrow the sums of \$283,592 from the FY15 Apportionment, \$284,835 from the FY16 Apportionment and \$286,943 from the FY17 Apportionment, or any other sums, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

ARTICLE 20. Municipal Solid Waste Disposal

Voted to raise and appropriate the sum of \$1,000, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health, for the purpose of renting a container and disposing of solid waste, which has been dumped on town land and roadsides.

ARTICLE 21. Stow Cultural Council

Voted to raise and appropriate the sum of \$3,500, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including \$2,000 of these funds to be used to support Springfest activities

ARTICLE 24. Legal Services

Voted to raise and appropriate the sum of \$30,000, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general legal account.

ARTICLE 25. OPEB (Other Post Employment Benefits) Account

Voted to appropriate and transfer from the Overlay Surplus account to the OPEB account \$50,000, for the purpose of accruing reserve funds to reduce the Town's unfunded liability in meeting its financial obligations in providing health care benefits to its retirees.

ARTICLE 26. Transfer from Harvard Acres Well Loan Receipts

Voted to appropriate and transfer from MWPAT (Harvard Acres Wells) Receipts \$55,707, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector, for the purpose of repayment of the MWPAT loan.

ARTICLE 29. Veterans' Benefits

Voted to raise and appropriate the sum of \$28,000, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Veterans' Service Officer to provide services for Stow veterans.

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

Voted to raise and appropriate the sum of \$10,000, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and Master Plan expenses.

ARTICLE 31. Community Preservation Expenses

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

ARTICLE 32. Community Preservation Reserves

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

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

=====End of Consent Calendar=====

ARTICLE 17. Town Records Binding and Repair

On motion of Selectman James Salvie, it was voted unanimously to raise and appropriate the sum of \$200, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with M.G.L. Chapter 66, Section 9; to be expended by the Town Clerk.

The Finance Committee recommended approval.

ARTICLE 18 Highway Road Machinery and Private Ways

On motion of Selectman James Salvie, it was voted by majority to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below:

- | | |
|-----------------------------------|-------------|
| 1. For the Road Machinery Account | \$43,072.00 |
| 2. For Repairs on Private Ways | \$15,000.00 |

The Finance Committee recommended approval.

ARTICLE 22. Holiday Decorations and Lighting Fund

On motion of Selectman Salvie, it was voted by majority to raise and appropriate the sum of \$4,000 to be expended by the Highway Department for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

The Finance Committee recommended approval.

ARTICLE 23. Employee Educational Incentive Program

On motion of Selectman Salvie, it was voted unanimously to raise and appropriate the sum of \$113,000, to be added to any balance remaining from any previous appropriation, to be expended under the direction of the Town Administrator, for funding the Town's employee educational incentive program.

The Finance Committee recommended approval.

ARTICLE 27. Water System Expenses

On motion of Selectman Salvie, it was voted unanimously to raise and appropriate the sum of \$10,000, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water system.

The Finance Committee recommended approval.

ARTICLE 28. Lake Boon Water Quality Remediation

On motion of Selectman Donald Hawkes, it was voted by majority to appropriate and transfer from Free Cash the sum of \$15,000, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

The Finance Committee recommended approval.

ARTICLE 33. Capital Requests

On motion of Selectman Brian Burke, it was voted by majority to discuss the items of this article individually and vote upon each separately as to the amount to be appropriated for each item, as set forth in separate motions proposed.

ARTICLE 33-1. Replace Fire Engine 17

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$60,000 to replace Fire Engine Number 17.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-2. Rebuild Fire Engine 12 Pump

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$30,000 to rebuild fire pump number 12.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-3. Rebuild Fire Engine 15 Pump

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$30,000 to rebuild fire pump number 15.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-4. Purchase of Six-Wheel Dump/Spreader Truck

On motion of Selectman Burke, it was voted unanimously to appropriate and transfer from Free Cash the sum of \$220,000 to purchase one six-wheel dump/spreader truck.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-5. Maura Drive Reconstruction

On motion of Selectman Burke, it was voted by majority to raise and appropriate the sum of \$30,000 for the reconstruction of Maura Drive by the Highway Department.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-6. Carriage Lane Reconstruction

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$45,000 for the reconstruction of Carriage Lane by the Highway Department.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-7. Purchase of Two Radar Speed Limit Signs

On motion of Selectman Burke, it was voted by majority to raise and appropriate the sum of \$10,000 to purchase two Radar Speed Limit signs.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-8. Town Building Exterior Emergency Generator Electrical Panel

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$35,000 to install an exterior emergency generator electrical panel at Town Building.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-9. Boat Trailer and Outboard Motor

Selectman Donald Hawkes moved to appropriate and transfer from Free Cash the sum of \$1,500 to purchase a boat trailer for the Lake Boon Commission.

The Lake Boon Commission wished to forgo purchase of an outboard motor and request funds only for a used trailer. Discussion ensued. A motion to increase the sum to \$3,000 failed to carry. When the original motion was put to a vote, the article to appropriate and transfer \$1,500 from Free Cash was voted by majority.

The Finance Committee recommended approval.

ARTICLE 33-10. Sidewalk Account Appropriation

On motion of Selectman Brian Burke, it was voted by majority to raise and appropriate the sum of \$10,000 to be added to any balance remaining from previous appropriations to the Sidewalk Account.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-11. Police Cruiser

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$37,000 to purchase a new cruiser for the Police Department.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 33-12. Randall Library Bathroom Repairs

On motion of Selectman Burke, it was voted unanimously to raise and appropriate the sum of \$16,000 for the replacement of four bathroom sinks, countertops, valves, plumbing and faucets at the Randall Library.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 34. Elections Ballot Tabulator

On motion of Selectman Donald Hawkes, it was voted unanimously to raise and appropriate the sum of \$3,500 to be expended by the Town Clerk to purchase an Accu-Vote Ballot Tabulator for elections.

The Finance Committee recommended approval.

ARTICLE 35. Laserfiche Software

On motion of Selectman James Salvie, it was voted by majority to raise and appropriate the sum of \$10,000 to be expended by the Town Clerk to purchase Laserfiche records management software.

The Finance Committee recommended approval.

ARTICLE 36. Household Hazardous Waste Collection

On motion of Selectman Brian Burke, it was voted unanimously to raise and appropriate the sum of \$12,000, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for household hazardous waste collection.

The Finance Committee recommended approval.

ARTICLE 37. Assabet Regional Technical School Assessment for Fiscal 2017

On motion of Selectman Charles Kern, it was voted by majority to raise and appropriate the sum of \$32,840 for the purpose of paying the FY2017 Assabet Regional Technical School assessment for the attendance of two Stow students.

The Finance Committee recommended approval.

At this point, Selectman James Salvie moved that the meeting be adjourned to Tuesday, May 3, 2016 to reconvene at 7:00 p.m. in Hugh Mill Auditorium of Hale School. The vote was unanimous in favor. The meeting was adjourned at 10:58 p.m. to reconvene Tuesday, May 3, 2016 at 7:00 p.m.

**ANNUAL TOWN MEETING
MAY 3, 2016
Second Session**

The second session of the Annual Town Meeting was called to order by Moderator David Walrath at 7:02 p.m.

ARTICLE 38. Construction & Maintenance of Water Holes for Firefighting

On motion of Selectman James Salvie, it was voted unanimously to raise and appropriate the sum of \$5,000 to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, to be expended under the direction of the Fire Chief for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations.

The Finance Committee recommended approval.

ARTICLE 39. Police Station Repairs

On motion of Selectman Donald Hawkes, it was voted unanimously to transfer remaining funds from the Police Station Entrance Sidewalk available funds, Article 44 of the FY16 May 2015 town meeting warrant, the sum of \$4,738 to use for repairs at the Police Station, parking lot and facility.

The Finance Committee recommended approval.

ARTICLE 40. Economic Development & Industrial Commission (EDIC)

On motion of Selectman James Salvie, it was voted unanimously to raise and appropriate the sum of \$1,500 for the purpose of creating an expense account for use by Stow's recently reactivated Economic Development and Industrial Commission.

The Finance Committee recommended approval.

ARTICLE 41. Pine Bluff Recreational Area Improvements

On motion of Selectman Donald Hawkes, it was voted by majority to appropriate and transfer the sum of \$39,500, or any lesser sum, from the Community Preservation Unreserved Fund balance in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the further development of facilities at the Pine Bluff Recreational Area including construction, legal, appraisal, engineering and other costs or fees incidental thereto and apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 42. Design Funds for Historic Randall Library Building

On motion of Selectman James Salvie, it was voted unanimously to appropriate and transfer the sum of \$25,000 from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Community Preservation Committee for the purpose of developing an expanded comprehensive plan to include improvements for energy efficiency and for the restoration of the Historic Randall Library Building.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 43. Mapping of Lower Village and Hillside Cemeteries

On motion of Selectman Donald Hawkes, it was voted unanimously to appropriate and transfer the sum of \$5,000 from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Historical Commission, in consultation with the Cemetery Commission and Community Preservation Committee, for the purpose of completing the ground penetrating radar, mapping and purchase of markers for Lower Village and Hillside Cemeteries.

The Finance Committee recommended approval.

ARTICLE 44. Acquisition of Open Space

On motion of Selectman James Salvie, it was voted by majority to appropriate and transfer the sum of \$50,000 from the Community Preservation Fund Reserve for Open Space Preservation purposes, to be expended under the direction of the Community Preservation Committee in the form of specific grants consistent with the guidelines set forth in the Stow Community Preservation Plan for the Stow Conservation Commission in consultation with the Stow Open Space Committee, for the purpose of the acquisition of land or rights therein, or full or partial interest(s) in land by gift, purchase, charitable donation, eminent domain or otherwise, and to take all other actions relating thereto, including, without limitation, engaging counsel, obtaining or preparing plans, surveys, studies, assessments, title reports, or other instruments or documents, obtaining appraisals conducting tests and studies, including environmental and feasibility studies and funding all such fees and costs arising therefrom.

The Finance Committee and Capital Planning Committee recommended approval.

ARTICLE 45. Acceptance of Adams Drive Sidewalk Easement

On motion of Selectman Donald Hawkes, it was voted unanimously to authorize the Board of Selectmen to accept without charge or cost from Crown Castle Properties, LLC, a Massachusetts limited liability company, or its successors or assigns, the perpetual right and easement over and under a certain portion of the land of the Grantor in Stow, situated on the southerly side of Adams Drive shown as "Lot 3" on a plan entitled "PLAN OF LAND IN STOW, MA" dated June 4, 2014 (revised through July 14, 2014) prepared for John Anderson by Hancock Associates and recorded with the Middlesex South

District Registry of Deeds as Plan No. 606 of 2014 (the "Plan") for sidewalk purposes ("Sidewalk Easement") as described hereinafter:

The portion of said Lot 3 subject to this Sidewalk Easement is bounded and described as follows: Beginning at a point along the northwesterly side of Lot 3 which shares a boundary with Adams Drive and Lot 1 as shown on said Plan, running N81°48'31"E along a line having a distance of 60.00 feet along the southerly side of Adams Drive to a point at the northeasterly corner of Lot 3 and the common boundary with Lot 2 and Adams Drive, hence turning and running S08°11'29"E, a distance of 10.00 feet to a point, thence turning and running in a southwesterly direction and parallel to common boundary of Lot 3 and Adams Drive, a distance of 60.00 feet, more or less, to the common boundary of Lot 3 and Lot 1, then turning and running N08°11'29"W along said common boundary of Lot 3 and Lot 1, a distance of 10 feet, more or less, to the point of the beginning ("Sidewalk Easement Area").

The Finance Committee recommended approval.

ARTICLE 46. Acceptance of Wheeler Road Sidewalk Easement

On motion of Selectman James Salvie, it was voted unanimously to authorize the Board of Selectmen to accept without charge or cost from James P. Lipcon and Meghan Lipcon, husband and wife as tenants by the entirety, a Massachusetts liability company, or its successors or assigns, the perpetual right and easement over and under a certain portion of the land of the Grantor in Stow, situated on a strip of land on Lot 2C identified as a "15-FT. WIDE SIDEWALK EASEMENT" as shown on the plan entitled "Plan of Land on Wheeler Road in Stow, Massachusetts" prepared for James P. & Meghan Lipcon by Foresite Engineering dated August 26, 2013, revised December 9, 2013, recorded with the Middlesex South County Registry of Deeds as Plan No. 730 of 2015.

The Finance Committee recommended approval.

ARTICLE 47. Zoning Bylaw Amendment: Planned Conservation Development

On motion of Selectman Donald Hawkes, it was voted unanimously to amend the Zoning Bylaw by amending Sections 8.5 (Planned Conservation Development) and 1.3 (Definitions) to read in their entirety as stated in subsection (A) and (B) of this article and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommended approval.

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

8.5	PLANNED CONSERVATION DEVELOPMENT (PCD)
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8.5.1	Purpose – The purpose of the PCD is to allow context sensitive design of residential development that:
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| | <ul style="list-style-type: none">a) Provides for compact development of land in a manner that protects Stow's rural character and scenic vistas, including but not limited to viewscales dominated by natural, agricultural, cultural or historic landmarks and features;b) Mitigates disturbance of natural hydrologic flows through reduced grading and road construction;c) Creates a detailed design process for the Town to provide early input into priority preservation and development areas;d) Encourages the permanent preservation of OPEN LAND, agricultural land, forestry land, wildlife habitat, other natural resources including aquifers, water bodies and wetlands, recreation, historical and archaeological resources; |
|--|--|

- e) Provides more energy-efficient and cost-effective residential development; and
- f) Reduces costs of providing municipal services.

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

- 8.5.2 Special Permit – PCD as set forth in this section is authorized by the Zoning Act, G.L. c.40A, s.9, and is based on the general concept of "cluster development" described therein. As the Special Permit Granting Authority, the Planning Board may grant a Special Permit for the development and construction of a PCD on all land and parcels in the Residential District subject to the following requirements:
- 8.5.3 Procedural Requirements – If the PCD requires approval under the Subdivision Control Law, G.L. c.41, the "PCD Site Plan" shall contain a plan in the form and with the contents required of a Definitive Subdivision by the Rules and Regulations Governing the Subdivision of Land in Stow. The application for a PCD Special Permit and for approval of a Definitive Subdivision plan shall be filed concurrently. To the extent permitted by law, the Planning Board shall consider both applications at the same time.
 - 8.5.3.1 In order to streamline the permitting process, if the proposed PCD involves any other use that requires a Special Permit or Site Plan Approval by the Planning Board, the proceedings for all such Special Permit and the Site Plan review shall occur in one consolidated Special Permit and/or Site Plan Approval proceeding. If the proposed PCD requires a permit from two different permit granting authorities, the Planning Board or other Permit Granting Authority may request that a joint public hearing be held and shall conduct reviews simultaneously, to the extent possible.
- 8.5.4 Application for a PCD Special Permit – Any person who desires a PCD Special Permit shall submit an application in writing which meets the requirements set forth herein and all other information which may be required by the Planning Board under its Rules and Regulations for PCDs.
 - 8.5.4.1 Submission Requirements – In order to enable the Planning Board to determine whether or not a proposed PCD satisfies the purposes and standards of the PCD section of the Zoning Bylaw an applicant must present sufficient information on the environmental and OPEN LAND resources for the Board to make such a determination. The required information shall be provided in the form of the PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS described in Section 8.5.5 (Design Process) of this Bylaw.
 - 8.5.4.2 Contents of an Application for a PCD Special Permit – The application for a PCD Special Permit shall be accompanied by:
 - A "PCD Site Plan" demonstrating adherence to the Design Process outlined in Section 8.5.5 (Design Process) of this Bylaw, as well as any other information required by the Rules and Regulations for a PCD and this bylaw.
- 8.5.5 Design Process
The application for a PCD shall demonstrate to the Planning Board that the following design process was performed, in the order prescribed below. The design process shall be undertaken by an interdisciplinary team of qualified professionals, including but not limited

to landscape architects, engineers or environmental professionals, and in conformance with the Rules and Regulations for Planned Conservation Development Special Permits, to determine the layout of proposed streets, parcel boundaries, building envelopes, easements and locations of all common areas and open land.

1. Calculate the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of this Bylaw.
2. Calculate the size of the OPEN LAND to be preserved by multiplying the PCD locus by 60%.
3. Prepare a PROOF PLAN to determine the LOT YIELD in accordance with Section 8.5.6.2 (YIELD) of this Bylaw.
4. Identification of Conservation Resources – The Applicant shall identify and show the location of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES. The potentially developable area of the site will consist of land outside identified PRIMARY CONSERVATION RESOURCES to the extent described in Section 8.5.1 (PCD Purpose) of this Bylaw and outside the SECONDARY CONSERVATION RESOURCES to the fullest extent practicable. It is strongly recommended that the Applicant meet with Planning Board and Conservation Commission staff during the process of identifying conservation resources.
5. Locating Dwelling Sites – Locate the approximate sites of individual dwellings within the potentially developable area, including the delineation of private yards and shared amenities if it is proposed for common ownership.
6. Locating Streets and Trails – Layout streets in order to access the individual dwellings. Any trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks and/or trails.
7. Lot Lines – Draw proposed lot lines in conformance with Section 8.5.7 (dimensional requirements) of this Bylaw or areas of exclusive use if proposed for condominium or other common ownership.

8.5.6 Standards for PCDs

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

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

used in the PCD_solely for the purpose of qualifying the tract of land as a PCD, provided that the portion of the tract of land contained within the Recreation-Conservation District is entirely preserved as OPEN LAND within the PCD in accordance with the OPEN LAND requirements described herein.

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

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

- Total area of parcel(s) to be included in the PCD site plan
- Location of PRIMARY CONSERVATION RESOURCES
- Assumed infrastructure requirements for roads on all areas outside of PRIMARY CONSERVATION RECOURCES
- Topographical contours
- Minimum LOT area requirements in the Residential District (65,340 sq. ft.) in accordance with Section 4.4 (Table of Dimensional Requirements) of the Zoning Bylaw.

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

- 8.5.7.1 The following minimum requirements shall be met:

1. Minimum frontage: 100 feet
The Planning Board may allow for a reduction in frontage up to 50 feet if one or more of the following criteria are demonstrated to the satisfaction of the Planning Board:
 - a) The reduction will provide for improved configuration and access to areas of OPEN LAND.
 - b) The reduction will enhance preservation of PRIMARY CONSERVATION RESOUCES and SECONDARY CONSERVATION RESOURCES as identified in the design process described in Section 8.5.5 (Design Process) of this Bylaw.
 - c) The reduction will provide for development of land in a manner that protects Stow's rural character and scenic vistas.
2. Minimum front, rear and side yard setbacks: 20 feet
The Planning Board may permit smaller, or require larger setbacks and distances if it finds that alternate setbacks and distances will measurably improve the preservation of PRIMARY or SECONDAY CONSERVATION RESOURCES.
3. Minimum LOT area per DWELLING: 20,000 sq. ft.
The Planning Board may allow for a reduction to LOT area up to 5,000 sq. ft., but not to create a lot less than 15,000 sq. ft., if the reduction of LOT size will not cause a substantial increase in the associated visual impacts of the development and where one or more of the following criteria can be demonstrated to the Planning Board's satisfaction:
 - a) The reduction will provide for improved public access to area of OPEN LAND.
 - b) The reduction will enhance preservation of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES, as identified in

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

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

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

- 8.5.7.2 To preserve the scenic integrity of Stow's neighborhoods, including the prevalence of Stow's tree-lined streets, no BUILDING shall be located within 100 feet of an existing public way.
 - 1. Where the preservation of site features, and/or physical constraints of the proposed PCD locus necessitate the drawing of proposed LOTs in a manner which impairs the scenic values of the existing streetscape, the Planning Board may require an OPEN LAND buffer.
 - 2. To preserve the scenic integrity of Stow's existing streetscapes and encourage connection between neighborhoods, the Planning Board may require a walkway along the frontage that meanders in a manner to preserve public shade trees and stone walls.
- 8.5.7.3 No principal structure constructed as part of a PCD shall be located within 100 feet of a building located outside of the PCD locus.
- 8.5.8 The limitation on the number of lots served by a common drive under Section 6.2 (Common Drive) of the Zoning Bylaw shall not apply to lots within a PCD. Specifications for common drives within a PCD shall be included within the Planned Conservation Development Rules and Regulations.
- 8.5.8.1 A common drive is required for reduced frontage LOTs where two (2) or more of the reduced frontage LOT's abut one another.
- 8.5.8.2 Each common drive shall be spaced at a minimum of 100 feet measured along the frontage of the public or private way.
- 8.5.9 Parking shall be provided as required in Section 7 (Parking Regulations) of the Zoning Bylaw, provided that no more than eight (8) parking spaces shall be grouped together.
- 8.5.10 Unless specifically waived by the Planning Board pursuant to G.L. c.41, s.81-R, all streets and ways, whether public or private, wastewater disposal systems, drainage facilities, drinking water supplies, and utilities shall be designed and constructed in compliance with the Town of Stow Rules and Regulations Governing the Subdivision of Land, as amended.
- 8.5.11 Permitted Uses – These shall be permitted in any PCD:
 - 1. Single-family DWELLINGS, single-family DWELLINGS with ACCESSORY APARTMENTs pursuant to Section 8.1 (Accessory Apartments) of the Zoning Bylaw;
 - 2. DUPLEX DWELLINGS which are designed to be consistent in character with the single-family DWELLINGS in the same development. Such DUPLEX DWELLINGS may be allowed provided that:
 - a. In terms of exterior appearance, the BUILDING is compatible in design, to the extent practicable, for the single-family DWELLINGS in the same development; and

- b. not more than ten percent (10%) of the total number of LOTs are in DUPLEX DWELLINGS.
 - c. In its Rules and Regulations for PCDs, the Planning Board may establish design guidelines for DUPLEX DWELLINGS, require submission of architectural floor plans and side elevation plans for all proposed DWELLINGS, and impose additional conditions affecting the design and location of DWELLINGS.
 - 3. Special Conditions for DUPLEX DWELLINGS – Where DUPLEX DWELLINGS are allowed, the total LOT area upon which the DUPLEX DWELLING is located shall comply with the minimum LOT area requirement(s) for a PCD's single-family DWELLING and shall not be further reduced.
 - 4. Accessory uses and structures incidental to principal uses indicated above.
- 8.5.12 Where a PCD's yield calculation provides for less than 10 LOTs, as set forth in Section 8.5.6.2 (YIELD) of this Bylaw, then the total number of LOTs on which DUPLEX DWELLINGS may be constructed is limited to one. Nothing in this section supercedes the requirements set forth under Section 8.9 (Inclusion of Affordable Housing) of the Zoning Bylaw.
- 8.5.13 Prohibition of Future Development – No tract, LOT, parcel or exclusive use area for which a Special Permit is granted under this section shall be further subdivided, and such restriction, which shall note that the same is for the benefit of the Town of Stow, shall be shown on the plan and set forth in the deed, to be recorded with the Registry of Deeds.
- 8.5.14 OPEN LAND Requirements
- 8.5.14.1 The OPEN LAND within a PCD shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in Section 8.5.14.6 (Allowable Use of OPEN LAND) of this Bylaw, and maintained in a manner that will ensure its suitability for its intended purposes.
- 8.5.14.2 Minimum – A minimum of 60% of the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of this Bylaw shall be set aside as permanently conserved OPEN LAND.
- The minimum required area of the OPEN LAND shall not contain more than 50% wetlands, as defined in G.L. c.13, s.40 and the Stow Wetland Protection Bylaw.
- 8.5.14.3 OPEN LAND Design Requirements – The location of OPEN LAND provided through this bylaw shall be consistent with the PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS, as well as policies contained in the Town of Stow Master Plan and Open Space and Recreation Plan. The following design requirements shall apply to the OPEN LAND:
- 1. Open Land shall be planned as large, contiguous areas. Long, thin strips or narrow areas of OPEN LAND shall occur only when necessary to provide for:
 - a. Enhanced access to the OPEN LAND
 - b. Vegetated buffers along wetlands
 - c. Buffers to areas of existing or potential agricultural use
 - d. Buffers to any other existing use abutting the PCD Locus if it can be shown, to the satisfaction of the Planning Board that such areas are particularly sensitive to the PCD development due to specific site characteristics

- e. Connections between open space areas.
2. OPEN LAND may be in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.
 3. Where the proposed development abuts or includes a body of water or a wetland, these areas and the 100-foot buffer to such areas should be incorporated into the OPEN LAND where feasible.
 4. OPEN LAND shall be designed to encourage access from existing or proposed roads and abutting open space lands by providing for adequate upland access at least forty (40) feet wide and suitable for a footpath.
 5. OPEN LAND should primarily consist of open fields and undisturbed woodlands and other natural areas, or restored areas. Lawn and landscaped areas should not generally be counted toward OPEN LAND requirements.
 6. Prior to conveyance, the Planning Board may require OPEN LAND that has been degraded by extraction, site grading or similar activities to be restored, where such restoration would benefit PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES.
 7. Where a proposed development abuts existing land held for conservation purposes, the development shall be designed to maximize contiguous protected land, and minimize adverse impacts to the existing conserved land. Trail connections shall be provided where appropriate. The Planning Board shall give consideration to the recommendations of the existing conservation land owner with regard to access, parking and connecting trails.
- 8.5.14.4 Ownership of the OPEN LAND – At the applicant's discretion and subject to Planning Board approval, the OPEN LAND may be owned by one or more of the following:
- a) The Town of Stow and accepted by it for park or open space use consistent with G.L. c.40A, s.9;
 - b) A non-profit organization, or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of OPEN LAND for any of the purposes set forth herein;
 - c) A HOMEOWNERS ASSOCIATION as defined herein owned jointly in common by the owners of LOTs or units within the project.
- 8.5.14.4.1 Selection of ownership option "c" above requires:
- a) A conservation and/or historic restriction to a third party conservation organization or agency pursuant to G.L. c.184, s.31-33 as outlined herein;
 - b) The granting of an access easement to the Town over such land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land. Such easement shall provide that in the event the trust or other owner fails to maintain the OPEN LAND in reasonable condition, the Town may, after notice to the lot owners and after a public hearing is held, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the town shall be assessed against the property owners within the development and/or to the owner of the OPEN LAND. Pursuant to G.L. c.40, s.58 the Town may file a lien against the lot or lots to ensure payment for such maintenance. Pursuant to G.L. c.40, s. 57 the Town may also deny any application for, or

revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.

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

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

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

- 8.5.16 Performance Guarantee – Before the issuance of any building permit for the PCD, the petitioner shall agree to complete the required improvements specified in the decision, such construction and installation to be secured in accordance with performance guarantee requirements of the Town of Stow Rules and Regulations Governing the Subdivision of Land. Pursuant to G.L. s.41, s.81-R, waivers from the Subdivision Rules and Regulations may be granted by the Planning Board in granting a Special Permit hereunder, provided the Board determines such waivers are in the public interest and are consistent with the purposes of Section 8.5 (Planned Conservation Development) of this Bylaw and the Subdivision Rules and Regulations.
- 8.5.17 Revisions and Amendments of PCD Special Permit – Any change in the layout of streets, LOTs; in the configuration of the OPEN LAND; in the ownership or use of the OPEN LAND; or any other change which, in the opinion of the Planning Board, would significantly alter the character of the PCD, shall require the written approval of the Planning Board. The Planning Board may, upon its own determination, require a new Special Permit and hold a public hearing pursuant to the requirements of this bylaw if it finds that the proposed changes are substantial in nature and of public concern.

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

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

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

PLANNED CONSERVATION DEVELOPMENT (PCD) – A development of land that adheres to the following process: (a) determines the amount of development allowed up-front by a PROOF PLAN; (b) requires a PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS to identify the significant natural, cultural, agricultural, and historic features of the land; (c) concentrates development, through design flexibility and reduced dimensional requirements, in order to preserve those features; and (d) permanently preserves at least sixty percent of the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of the Zoning Bylaw.

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

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

- Easements, not limited to conservation, preservation or agricultural use easements or restrictions; aquifer or public water supply easements or restrictions, including Zone 1 and A around public water supplies; and similar covenants and restrictions.

- Areas of lakes, ponds, rivers, streams, brooks, vernal pools and wetlands, including the 35-foot no disturb buffer as may be amended, and as determined by the Conservation Commission in response to a formal Abbreviated Notice of Resource Delineation Application, and all wetland resource areas as defined in G.L. c. 131, s.40 and the Town of Stow Wetland Bylaw.
- Floodplains as defined in Section 5.1 (Floodplain Overlay District) of the Zoning Bylaw.

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

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

- Specimen trees
- Stone walls
- Prime farmland soils or soils of statewide importance as defined by the Natural Resource Conservation Service
- Significant geological features, including but not limited to eskers, exposed ledge and significant boulders
- Mature and/or unfragmented woodlands
- Meadows
- Historical and archeological sites
- Core Habitat, Critical Natural Landscapes, and Priority Natural Communities as defined by the Massachusetts Natural Heritage and Endangered Species Program
- Agricultural fields
- Slopes of 20% or greater
- One hundred foot wetland buffer
- Open scenic vistas as defined in the Open Space and Recreation Plan in effect at the Time of the Application
- Missing segments of the Stow Emerald Necklace Trail as defined in the Open Space and Recreation Plan
- Land adjacent in existing conserved parcels
- Areas with a high Index of Ecological Integrity as defined by the Conservation Assessment and Prioritization System developed by the UMASS Landscape Ecology Lab

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

Report of Planning Board – The Planning Board held a duly noticed public hearing on April 20, 2016 in the Stow Town Building, in consideration of the proposed Amendments to the Zoning Bylaw Section 8.5 Planned Conservation Development and Section 1.3 Definitions, as shown as Article 43 (47) in the Stow Town Meeting Warrant.

The proposed amendment is intended to improve the design and character of the required 60% protected open space in a Planned Conservation Development, where developers are required to demonstrate adherence to a specific design process, which prioritizes the creation of quality open space lands by identifying defined conservation resources before determining the lot yield.

At its meeting of April 2, 2016, Ernie Dodd motioned to recommend Article 43 (47) for adoption at Town Meeting. Margaret Costello seconded. The Planning Board voted (4-0) unanimously in favor (Margaret Costello, Len Golder, Ernie Dodd, Stephen Quinn).

ARTICLE 48. Town Election

On motion of Selectman Charles Kern, it was voted unanimously that the meeting be adjourned until the Annual Election on Tuesday, May 10, 2016, commencing at 7:00 a.m., at Center School in said Town of Stow, and then and there to act on Article 48 for such election of officers as listed in the warrant; and thereafter, at the close of the polls, to dissolve this meeting.

The meeting was adjourned at 7:51 p.m. to reconvene on May 10, 2016 at 7:00 a.m. for the Annual Town Election.

Checkers at the Door: Joan Burns, Josephine Crowell, Ruth Delmonico, Elizabeth MacGilvra, Alice Mortenson, Kathleen O'Brien, Betty Sauta

Tellers: Gary Bernklow, Allan Fierce, Steve Jelinek, Gregory Jones, Margaret Lynch, William Maxfield, John O'Keefe, Kathleen O'Keefe, Edward Perry, Laura Reiner, Marcia Rising, Dwight Sipler, Ellen Sturgis, Gregor Trinkaus-Randall, Robert Walrath, Marilyn Zavorski

Timekeeper: Catherine Desmond

<u>Number of Voters Checked:</u>	May 2, 2016: 190	May 3, 2016: 77
	Percentage: 3.7%	Percentage: 1.5%

Total Registered Voters: 5026

The amendments to the Zoning Bylaw adopted under Article 47 were approved by the Attorney General on August 10, 2016. Posted as a Town Bulletin on February 1, 2017.

ANNUAL TOWN ELECTION MAY 10, 2016

Pursuant to the Selectmen's warrant of April 12, 2016, posted by the Constable on April 22, 2016, the Annual Town Election was held in The Center School and was called to order at 7 a.m.

After examining the ballot box in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of nineteen absentee ballots were opened, recorded and cast into the ballot box. There were nine spoiled ballots. There were no provisional ballots.

The polls were declared closed at 8 p.m. Total Registered Voters: 5026

Total Ballots Cast	Precinct 1	Precinct 2	Turnout
460	216	244	9%

OFFICE AND LENGTH OF TERM	CANDIDATES	Precinct 1	Precinct 2	Total Votes
MODERATOR	David E. Walrath	186	218	404
(three year term -vote for one)	Blanks	26	24	50
	Scatterings	4	2	6
BOARD OF SELECTMEN	James H. Salvie	168	206	374
(three year term -vote for two)	Ingeborg H. Clark	163	192	355
<i>Total number of votes in this race will be two times the number of ballots cast.</i>	Blanks	100	90	190
	Scatterings	1	0	1
BOARD OF ASSESSORS	Dominick Pugliese	14	4	18
(Three year term -vote for one)	Blanks	201	233	434
	Scatterings	1	7	8
NASHOBA REGIONAL SCHOOL DISTRICT COMMITTEE	Lynn Colletti	138	180	318
(Three year term - vote for one)	Blanks	31	25	56
Write-in	Maureen B. Busch	46	37	83
	Scatterings	1	2	3
BOARD OF HEALTH	Mary E. McDowell	173	197	370
(Three year term -vote for one)	Blanks	43	47	90
PLANNING BOARD	Leonard H. Golder	158	179	337
(Five year term- vote for one)	Blanks	57	63	120
	Scatterings	1	2	3
TRUSTEES, RANDALL LIBRARY	Richard M. Lent	168	189	357
(Three year term -vote for three)	Kathleen C. O'Brien	173	203	376
<i>Total number of votes in this race will be three times the number of ballots cast.</i>	Marianne J. Sharin	166	188	354
	Blanks	139	151	290
	Scatterings	2	1	3
TRUSTEES, RANDALL LIBRARY				
(Unexpired term, 2018 -vote for one)	Blanks	210	228	438
Write-ins	Maureen B. Busch	2	1	3
	Kathleen King	0	2	2
	Kathleen O'Brien	0	2	2
	Nancy Allen Scannell	0	2	2
	Bill Byron	0	1	1
	Daisy Dearborn	0	1	1
	Nancy Dickson	0	1	1
	Marie Dodd	0	1	1
	Steve Dyda	1	0	1
	Lisa Lilliot	1	0	1
	Brian Martinson	0	1	1
	Hallie Pierson	1	0	1

OFFICE AND LENGTH OF TERM (CONTINUED)	CANDIDATES	Precinct 1	Precinct 2	Total Votes
TRUSTEES, RANDALL LIBRARY	Tim Reed	0	1	1
(Unexpired term, 2018 -vote for one)	Daniel Schwarzkopf	0	1	1
Write-ins	Ellen Sturgis	0	1	1
	Marilyn Zavorski	0	1	1
STOW HOUSING AUTHORITY	John J. Kendra	168	192	360
(Five year term- vote for one)	Blanks	48	51	99
	Scatterings	0	1	1

ELECTION WORKERS

<u>Warden</u> Philip T. Detsch	<u>Checkers, Ballot</u> Marjorie Alessio Joan Burns Josephine Crowell Ruth Delmonico Ann Deluty Janice Levey	<u>Box & Counters</u> Cathy Lord Elizabeth MacGilvra Alice Mortenson Ruby Ramsland Laura Reiner Betty Sauta
<u>Clerk</u> Judith Scraggs		

SPECIAL TOWN MEETING AUGUST 8, 2016

Pursuant to the Selectmen's warrant of July 12, 2016, posted by the Constable on July 22, 2016, the special town meeting was opened at 7:15 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose for the *Pledge of Allegiance to the Flag* led by Mr. Walrath. He noted the presence of various town officials and Deputy Moderator Laura Spear. Several non-voters that may be heard during the course of the meeting were approved.

On motion of Selectman James Salvie, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Change Order to Pompositticut School Building Fire Station/Community Center Renovation Project Construction Contract

On motion of Selectwoman Ingeborg Hegemann, it was voted unanimously to approve a change order to the Pompositticut School Building Fire Station/Community Center renovation project construction contract in the amount of \$560,000 for the purpose of replacing the roof; this roof replacement will be funded from the \$9,250,000 appropriation previously authorized by an affirmative vote on Article 1 at the Special Town Meeting held February 23, 2015, and further approved by an affirmative vote on ballot question 1 of the local election held on March 7, 2015, said votes taken for the express purpose of making extensive building improvements and renovations to the Pompositticut School to convert it into a shared use fire station and community center.

The Finance Committee and Selectmen were in favor.

Mr. Salvie thanked the building committee for its work in bringing the project forward. It is expected to be completed by the end of September. There are funds available to cover the change order as the construction contract is less than the appropriation. Building Commissioner Craig Martin explained there had been a partial roof replacement in 1994. The current roof shows various areas of patching. It was felt prudent to replace the entire 36,000-sf roof at this time while the contractor is on site and funds are available. A new roof should last twenty years and be able to withstand severe weather conditions.

ARTICLE 2. Purchase of Boon Road South Agricultural Preservation Restriction

On motion of Selectman Brian Burke, it was voted in excess of two-thirds majority to appropriate and transfer \$140,000 from the Community Preservation Fund Unreserved Fund Balance, and accept a gift of \$10,000 from Stow Conservation Trust, to be expended under the direction of the Conservation Commission for expenses associated with purchase of an Agricultural Preservation Restriction approved by the Mass. Department of Agricultural Resources on a parcel of land containing 19.65 acres, more or less, owned by Boon Road South Realty Trust and located on Boon Road in Stow, Middlesex County, Massachusetts, and shown on Assessors Map R-14, Lot 20B, such restriction to be recorded at the Middlesex County Registry of Deeds; and to authorize the Board of Selectmen and/or Conservation Commission to accept an Agricultural Preservation Restriction on said property in accordance with statutory requirements.

The Finance Committee and Selectmen were in favor.

ARTICLE 3. Boxboro Road Land Acquisition: Assessors' Map R-19, Parcel 1-3 and Portion of Assessors' Map R-18, Parcel 25, 241 Boxboro Road

Selectman James Salvie moved that the Town vote to authorize the acquisition by purchase, gift, eminent domain, or otherwise, pursuant to G.L. c. 61A and the Town's rights thereunder, for the purpose of providing affordable housing and/or open space, or for any other purpose;

A parcel of land on Boxboro Road, regarding which the Town received a Notice of Intent to Sell from the owners of the parcel, Susan Winkler and Fred Messinger; said parcel of land, currently classified and taxed pursuant to Chapter 61A, containing 4.13 acres, is shown on the Town of Stow's Assessors' Map R-19 as Parcel 10-3, and is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 55650, Page 574; AND

further to appropriate and transfer from available funds, including, but not limited to funds, available from the Stow Municipal Affordable Housing Trust for the sum of \$140,000, or any lesser amount, for the purchase of the property described above, including legal, title, appraisal, engineering fees and other costs or fees incidental to such purchase; and authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose pursuant to the provisions of Massachusetts General Laws c. 44, section 7, or any other enabling authority; AND

further to authorize the Board of Selectmen to enter into all agreements, apply for and accept any gifts, and execute on behalf of the Town any and all instruments as may be necessary or convenient in the best interests of the Town of Stow to effectuate the purpose of this article.

The Finance Committee and Selectmen were not in favor.

Michael Kopczynski, chair of SMAHT, discussed the purpose of the Trust to provide affordable housing in Stow for those within certain income limitations. As regards the subject parcels, there is a fair

amount of ledge and the soil is not good. The sight line from a proposed driveway is poor. If the article is successful, he would recommend a group be formed to more closely look into the site as regards potential construction costs and impact on the neighborhood for an estimated two or three housing units.

Jean-Claude Sureau of 269 Boxboro Road moved to amend the motion as follows:

1. In the first paragraph, by striking the clause that begins "for the purpose of ..." and replacing with *"for conservation and open space protection purposes only"*; and
2. In the fourth paragraph, by striking "the Stow Municipal Affordable Housing Trust" and replacing it with *"the Conservation Commission's G.L. c. 40, s. 8C fund"*; and
3. In the last paragraph of the Article, by adding the following clause at the end of the sentence: *"provided however that, upon acquisition by the Town, the above-described property shall be treated as land protected by Article 97 of the Amendments to the Massachusetts Constitution."*

Discussion on the amendment ensued. Mr. Sureau offered the Town \$140,000 to purchase the property and remain within the Chapter 61A program. Town Counsel Barbara Huggins advised that Town Meeting cannot accept the offer in place of the Conservation Commission. Such a gift requires Conservation Commission approval following a public hearing. She advised the proposed amendment was not lawful.

Discussion continued on the amendment until a call for the question carried. The motion to amend carried in excess of two-thirds: Yes 163 to No 67.

The motion as amended follows:

That the Town vote to authorize the acquisition by purchase, gift, eminent domain or otherwise, pursuant to G.L. c. 61A and the Town's right thereunder, for conservation and open space protection purposes only;

A parcel of land on Boxboro Road, regarding which the Town received a Notice of Intent to Sell from the owners of the parcel, Susan Winkler and Fred Messinger; said parcel of land, currently classified and taxed pursuant to Chapter 61A, containing 4.13 acres, is shown on the Town of Stow's Assessors' Map R-19 as Parcel 10-3, and is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 55650, Page 574; AND

further to appropriate and transfer from available funds, including, but not limited to funds, available from the Conservation Commission's G.L. c. 40, s. 8C funds for the sum of \$140,000, or any lesser amount, for the purchase of the property described above, including legal, title, appraisal, engineering fees and other costs or fees incidental to such purchase; and authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose pursuant to the provisions of Massachusetts General Laws c. 44, section 7, or any other enabling authority; AND

further to authorize the Board of Selectmen to enter into all agreements, apply for and accept any gifts, and execute on behalf of the Town any and all instruments as may be necessary or convenient in the best interests of the Town of Stow to effectuate the purpose of this article; provided however that upon acquisition by the Town, the above-described property shall be treated as land protected by Article 97 of the Amendments to the Massachusetts Constitution..

Discussion continued on the amended motion until there was a call for the question that carried. A vote on the motion as amended was then taken. Of the 227 votes cast, a two-thirds vote of 151 was required: Yes 132, No 89. The motion as amended DID NOT CARRY.

ARTICLE 4. Use of Community Preservation Unreserved Fund for Purchase of Portion of Assessors' Map R-18 Parcel 25, 241 Boxboro Road

On motion of Selectman Donald Hawkes, it was voted unanimously to TAKE NO ACTION on this article.

At this point there was an attempt to reconsider Article 3. Moderator Walrath ruled there was no new information to be put forth in support of reconsideration.

Dissolution of Meeting

Selectman Thomas Ryan moved that the meeting be dissolved. It was voted unanimously to dissolve the meeting at 9:54 p.m.

Checkers at the Door: Joan Burns, Josephine Crowell, Ruth Delmonico, Susan Pauley, Ruby Ramsland, Betty Sauta

Tellers: Michael Busch, Ann Deluty, Stephen Jelinek, Margaret Lynch, Karen Meyer, John O'Keefe, Kathleen O'Keefe, Kathleen Pavelchek, Edward Perry, Laura Reiner, Marcia Rising, Debra Seith, Dwight Sipler, Robert Walrath

Timekeeper: Catherine Desmond

Number of Voters Checked: 267 Total Registered Voters: 5056 Turnout Percentage: 5.2%

**STATE PRIMARY
SEPTEMBER 8, 2016**

Pursuant to the Board of Selectmen's warrant of July 26, 2016, and posted by the Constable on July 29, 2016, the State Primary was held in The Center School, 403 Great Road, and was called to order at 7 a.m.

After examining the ballot box in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of forty-one absentee ballots were opened, recorded and cast into the ballot boxes. There were seven spoiled ballots. There were no provisional ballots. A total of 284 voters cast a ballot.

	Precinct 1	Precinct 2	Total Ballots Cast
Democrat	99	120	219
Republican	35	28	63
Green-Rainbow	1	0	1
United Independent Party	0	1	1
Total Ballots Cast	135	149	284

The polls were declared closed at 8 p.m.

Total Registered Voters: 5054 Turnout = 5.6%

STATE PRIMARY RESULTS

DEMOCRATIC PARTY	PRECINCT 1	PRECINCT 2	TOTAL
REPRESENTATIVE IN CONGRESS			
Nicola S. Tsongas	97	111	208
Blank	2	9	11
COUNCILLOR			
Marilyn P Devaney	38	43	81
Peter Georgiou	39	46	85
William Humphrey	13	23	36
Blank	8	8	16
Scatterings	1	0	1
SENATOR IN GENERAL COURT			
James Eldridge	87	107	194
Blank	12	13	25
REPRESENTATIVE IN GENERAL COURT			
Kate Hogan	94	113	207
Blank	5	6	11
Scatterings	0	1	1
SHERIFF			
Peter J. Koutoujian	68	89	157
Barry S. Kelleher	13	18	31
Blank	17	13	30
Scatterings	1	0	1
REPUBLICAN PARTY			
REPRESENTATIVE IN CONGRESS			
Ann Wofford	34	27	61
Blank	1	1	2
COUNCILLOR Blank	35	28	63
SENATOR IN GENERAL COURT			
Ted Busiek	33	25	58
Blank	2	3	5
REPRESENTATIVE IN GENERAL COURT			
BLANK	35	28	63
SHERIFF Blank	35	28	63
GREEN RAINBOW PARTY			
REPRESENTATIVE IN CONGRESS Blank	1	0	1

GREEN RAINBOW PARTY		PRECINCT 1	PRECINCT 2	TOTAL
COUNCILLOR	Blank	1	0	1
SENATOR IN GENERAL COURT				
	Blank	1	0	1
REPRESENTATIVE IN GENERAL COURT		1	0	1
	Blank			
SHERIFF	Blank	1	0	1
UNITED INDEPENDENT PARTY				
REPRESENTATIVE IN CONGRESS		0	1	1
	Scattering			
COUNCILLOR	Blank	0	1	1
SENATOR IN GENERAL COURT	Blank	0	1	1
REPRESENTATIVE IN GENERAL COURT		0	1	1
	Blank			
SHERIFF	Blank	0	1	1

ELECTION WORKERS

<u>Warden</u> Philip T. Detsch	<u>Checkers, Ballot</u> Marjorie Alessio Joan Burns Josephine Crowell Ann Deluty Anne Draudt Cathy Lord	<u>Box & Counters</u> Elizabeth MacGilvra Alice Mortenson Ruby Ramsland Laura Reiner Betty Sauta
<u>Assistant Warden</u> Claire Lavina		
<u>Assistant Warden</u> Lisa Lavina		
<u>Clerk</u> Judith Scraggs		

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT-WIDE ELECTION SEPTEMBER 20, 2016

Pursuant to the Minuteman Regional Vocational Technical School District Committee warrant of August 1, 2016, and posted by the Town Clerk on August 9, 2016, the Special School District Election was held in Center School and was called to order at 7 a.m.

After examining the ballot box and finding it empty and in good order, the counter was set to zero. The ballot box was locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of fifty-five absentee ballots were opened, recorded and cast into the ballot box. There was one spoiled ballot. There were no provisional ballots. A total of 609 ballots were cast.

The polls were declared closed at 8 p.m.

Total Registered Voters: 5066

Stow Results

Total Ballots Cast in Stow	Yes	No	Turnout
609	480	129	12%

Question 1

Do you approve of the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District on June 27, 2016, to authorize the borrowing of \$144,922,478 to pay costs of constructing a new district school, which vote provides, in relevant part, as follows:

VOTED: That the Minuteman Regional Vocational Technical School District (the “District”) hereby appropriates the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(n) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty-four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, and (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

ELECTION WORKERS

<u>Warden</u> Philip T. Detsch	<u>Checkers, Ballot</u> Marjorie Alessio Josephine Crowell Ruth Delmonico	<u>Box & Counters</u> Ann Deluty Alice Mortenson Susan Pauley Ruby Ramsland
<u>Warden</u> Lisa Lavina		
<u>Assistant Warden</u> Claire Lavina	<u>Clerk</u> Judith Scraggs	

Final Certified District Wide Voting Results for 09-20-2016 Election Provided By the District Office.						
	Yes Votes	No Votes	Blank	Total Votes Cast	Registered Voters	Turnout Percentage
Acton	984	263	3	1250	14943	8.37%
Arlington	2908	1197	4	4109	31295	13.13%
Belmont	902	2328	4	3234	17458	18.52%
Bolton	179	93	0	272	3697	7.36%
Boxborough	308	36	0	344	3613	9.52%
Carlisle	87	101	3	191	3781	5.05%
Concord	971	108	0	1079	13038	8.28%
Dover	220	155	0	375	4090	9.17%
Lancaster	209	109	0	318	4983	6.38%
Lexington	2473	357	10	2840	21614	13.14%
Lincoln	294	41	0	335	4617	7.26%
Needham	1844	164	0	2008	20655	9.72%
Stow	480	129	0	609	5066	12.02%
Sudbury	103	127	0	230	12602	1.83%
Wayland	78	83	0	161	9210	1.75%
Weston	120	30	0	150	8245	1.82%
Total	12,160	5,321	24	17,505	178,907	9.78%

STATE ELECTION NOVEMBER 8, 2016

Pursuant to the Board of Selectmen's warrant of October 11, 2016, posted by the Constable on October 13, 2016, the State Election was held in The Center School, 403 Great Road, and was called to order at 7 a.m.

After examining the ballot box in precinct 1 and 2, and finding both empty and in good order, the counters were set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of 364 absentee ballots were opened, recorded and cast into the ballot boxes. A total of 1,854 early vote ballots were opened, recorded and cast into the ballot boxes. There were sixteen spoiled ballots. There were three provisional ballots.

The polls were declared closed at 8 p.m.

Total Registered Voters: 5190 Turnout = 86%

	Precinct 1	Precinct 2	Total Ballots Cast
Total Ballots Cast	2336	2151	4487

On November 18th, at a duly posted meeting, the Board of Registrars of Voters opened and tallied four absentee ballots from overseas citizens and former Stow residents. The votes were added to the Election night totals and the final votes are as follows:

STATE ELECTION RESULTS

	Precinct 1	Precinct 2	Total
PRESIDENT & VICE PRESIDENT			
Clinton and Kaine	1391	1317	2708
Johnson and Weld	135	151	286
Stein and Baraka	34	36	70
Trump and Pence	686	575	1261
Blanks	34	22	56
Write in - Evan McMullin	9	6	15
Scatterings	47	44	91
REPRESENTATIVE IN CONGRESS			
Nicola S. Tsongas	1470	1440	2910
Ann Wofford	789	628	1417
Blanks	76	82	158
Scatterings	1	1	2
COUNCILLOR			
Marilyn P Devaney	1618	1534	3152
Blank	703	612	1315
Scatterings	15	5	20
SENATOR IN GENERAL COURT			
James Eldridge	1241	1264	2505
Ted Busiek	726	576	1302
Terra Friedrichs	97	85	182
Blank	272	226	498
REPRESENTATIVE IN GENERAL COURT			
Kate Hogan	1815	1727	3542
Blank	512	415	927
Scatterings	9	9	18
SHERIFF			
Peter J. Koutoujian	1670	1603	3273
Blank	654	542	1196
Scatterings	12	6	18

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines.

The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot-machine gaming establishment at a location that meets certain conditions specified in the law.

A NO VOTE would make no change in current laws regarding gaming.

	Precinct 1	Precinct 2	Total
YES	686	598	1284
NO	1577	1483	3060
BLANK	73	70	143
TOTAL	2336	2151	4487

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A **NO VOTE** would make no change in current laws relative to charter schools.

	Precinct 1	Precinct 2	Total
YES	962	910	1872
NO	1325	1198	2523
BLANK	49	43	92
TOTAL	2336	2151	4487

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.

The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.

The proposed law would create a civil penalty of up to \$1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.

The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.

The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A **YES VOTE** would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A **NO VOTE** would make no change in current laws relative to the keeping of farm animals.

	Precinct 1	Precinct 2	Total
YES	1657	1590	3247
NO	633	521	1154
BLANK	46	40	86
TOTAL	2336	2151	4487

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.

The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.

The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records.

The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.

The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law.

Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.

The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.

The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A **NO VOTE** would make no change in current laws relative to marijuana.

	Precinct 1	Precinct 2	Total
YES	1257	1120	2377
NO	1049	1003	2052
BLANK	30	28	58
TOTAL	2336	2151	4487

ELECTION WORKERS

Checkers, Ballot Box, Counters and Greeters			
<u>Warden</u> Philip T. Detsch	Marjorie Alessio Michael Campo Josephine Crowell	Janet Levey Cathy Lord Elizabeth MacGilvra	Rebecca Stadolnik Ellen Sturgis Tammy Van Buren
<u>Assistant Warden</u> Claire Lavina Lisa Lavina	Ruth Delmonico Ann Deluty Carol Dudley	Donald McPherson Leslie Mileski Alice Mortenson	Barbara Wolfenden
<u>Clerk</u> Judith Scraggs	Stephen Dungan Anne Draudt Merrily Evdokimoff	Kathleen O'Brien Ruby Ramsland Katherine Reiner	<u>Student Volunteers</u> Riley Seith Gwen Burke Lydia Hogan
	Pamela Gjestebj Joey Connor-Katz Mary LaPalme	Laura Reiner Marcia Rising Betty Sauta	Maggie O'Keefe

A True Copy: Attest: Linda E. Hathaway, Town Clerk of Stow

TOWN OF STOW

***County of Middlesex
Commonwealth of Massachusetts***



Established as the Plantation of Pompositticut, 1669

Incorporated as a Town, May 16, 1683



Land area given to seven surrounding towns



Area today 17.94 Square Miles

11,311.4 Acres Land; 167 Acres Water

11,478.4 Acres Total



Longitude:71⁰ Latitude:42⁰·26'

Altitude (above sea level) at Town Hall: 231 feet



Population per 2000 Federal Census: 5,902

Population per 2010 Federal Census: 6,590

Population per 2016 Stow Annual Census: 6,982

TOWN DEPARTMENT TELEPHONES

Emergency: Ambulance, Fire / Rescue, Police DIAL 911

Animal Control Officer	978-897-4545
Assessors, Board of.	978-897-4597
Building Department and Inspectors	978-897-2193
Cemetery Committee.	978-461-1403
Conservation Commission	978-897-8615
Council on Aging	978-897-1880
Fire / Rescue Department business	978-897-4537
Health, Board of.	978-897-4592
Highway Department	978-897-8071
Inspectors: Gas, Plumbing, Wiring	978-897-2193
Minuteman Regional High School	781-861-6500
Nashoba Regional School District	978-779-0539
Center School	978-897-0290
Hale Middle School	978-897-4788
Nashoba Regional High School	978-779-2257
Planning Board	978-897-5098
Police Department business	978-897-4545
Randall Library	978-897-8572
Recreation Commission	978-637-2984
Selectmen, Board of	978-897-4515
Stow TV Office	978-897-7732
Town Accountant	978-897-5012
Town Administrator	978-897-2927
Town Clerk	978-897-4514 x1
Treasurer-Collector	978-897-2834
Tree Warden	978-897-8071
Veterans' Services Officer	978-290-0278

Mailing Address: 380 Great Rd., Stow, MA 01775-2127

Website: www.stow-ma.gov