

# **TOWN OF STOW**

## **ANNUAL TOWN MEETING**

MONDAY, MAY 7, 2007

7:00 P.M.

HUGH MILL AUDITORIUM/GYMNASIUM  
HALE MIDDLE SCHOOL

## **ANNUAL TOWN ELECTION**

TUESDAY, MAY 15, 2007

7:00 A.M. TO 8:00 P.M.

CENTER SCHOOL AUDITORIUM

Annual Report of Officers and Committees  
Available at Town Building, Police Station  
and Randall Library



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## **FINANCE COMMITTEE REPORT**

### **Annual Town Meeting**

**May 7, 2007**

As with last year, the town's financial state is mixed for the upcoming FY2008, which runs from July 1, 2007 through June 30, 2008. For the second year, Stow will not require an override to fund its operating budget. We believe that this is good news, since it means that we are "living within our means". In addition, the town's current debt payments have peaked this year, and will drop this year and over the next few years; of course they will increase again if we chose to add new debt at this and future Town Meetings.

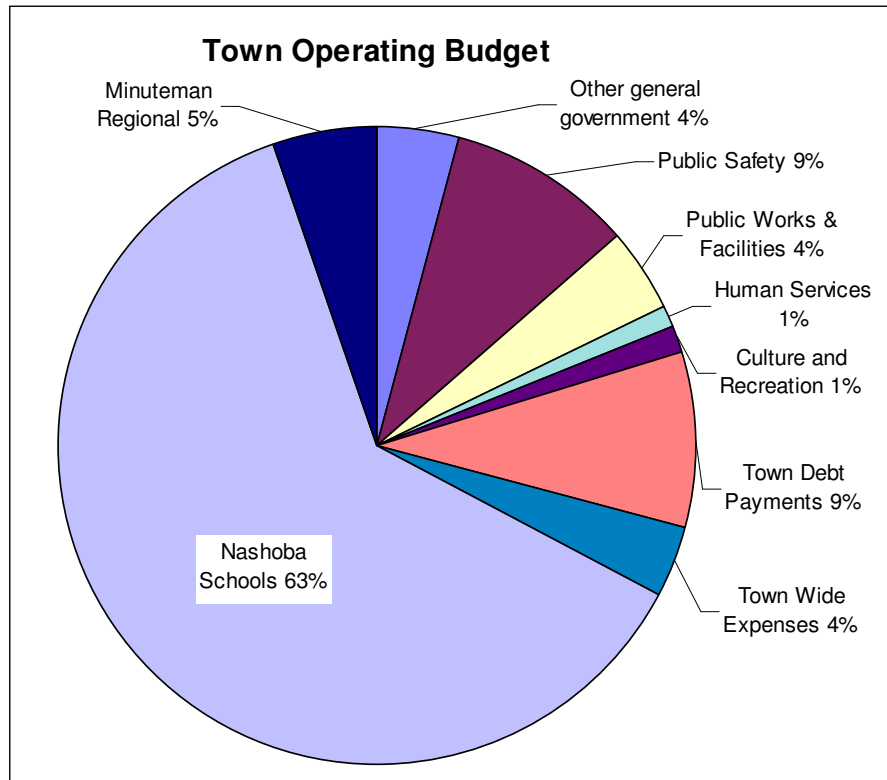
That said, we continue to have concerns about the budget. Part of the reason for the balanced budget this year is a small drop in the Minuteman Regional assessment compared to last year due to fewer Stow students attending that school, something we cannot depend on going forward. This year, our income growth from new construction has slowed significantly compared to previous years, and we expect state aid to both Stow and to the Nashoba Regional school district to have only modest increases this year. Even while the budget continues to be tight, the town's population has increased over the last few years, and a number of municipal departments have stated that we should expect requests for additional staff in upcoming years due to increasing demands for services.

### **EXPENSES**

How do we spend our money? As you can see from this chart, in FY 2008 the Minuteman and Nashoba school assessments make up approximately 68% of our annual operating budget. Public safety (mostly police and fire) accounts for about 9%, debt takes 9%, and the rest of the municipal budget combined consumes about 14% of our operating expenses.

The Nashoba Regional amount includes two Proposition 2½ override debt payments to the district: the Nashoba High School building project from several

years ago, as well as payments for the so-called "deficit bond" the district was allowed to take out by the state to cover the financial problems in the district a couple of years ago. The Nashoba Regional amount does not include borrowing for the town elementary schools, such as the Hale expansion, which are included in the 9% town debt payments.



## **CAPITAL REQUESTS**

The projected annual capital budget has grown by almost 28% from FY07 to FY08, from \$315,728 to \$402,661. This is not unusual, as this amount varies from year to year, although the Capital Planning Committee works to even out this amount over time. The largest increases in department requests are from the Nashoba School District, which is working with Capital Planning to develop a multi-year capital annual maintenance plan, rather than ask for large requests every few years as we have seen in the past. The town also moved \$100,000 from Free Cash to the Stabilization Fund last year and we propose to move \$50,000 to Stabilization this year. This is part of the town's attempt to rebuild its financial reserves over time. Those transfers to Stabilization are accounted for in our total budget and are included with the annual capital budget in the "complete budget picture" chart below, but in reality those amounts are simply moving funds from one savings account to another.

Aside from the operating budget and the annual capital budget, there are three other significant capital projects voters should pay particular attention to. These all include proposals for Proposition 2½ "debt exclusion" overrides, which, while temporary, will increase your taxes for multiple years if they pass. As voters should know, the town's School Building Task Force will be bringing proposals for a large school building project that, if accepted by voters, will significantly increase our debt and will have a significant effect on taxes over the next 20 years. The chance for state aid for this school project is much less clear today than with previous projects the town has undertaken. Next, the selectmen have proposed purchasing a parcel of land off Old Bolton Road as part of their "Land Banking" concept. Finally, the Recreation Department has determined that the town's recreation groups have outgrown Stow's existing athletic field facilities, and has asked for funds from both borrowing (new taxes) and the Community Preservation Fund to help pay for parts of a proposed expansion. There are also some smaller projects that ask us to use the town's Community Preservation funds; while these expenses will not directly increase your taxes, voters should understand that these projects do spend town savings that come from your tax dollars.

## **INCOME**

Revenue for FY 2008 is projected to increase by almost \$1.4 million, to \$21.5 million. The most substantial increase is tied to property tax revenue, which is expected to increase \$1.12 million, including new growth (new construction, additions, and renovations), allowable increases under Proposition 2½ and prior debt exclusions. The proposed FY 2008 budget does not include any borrowing; it does however use \$200,000 of Free Cash to help fund capital spending. Following are the revenue sources we expect to use in the next fiscal year.

<b><u>Revenue Sources</u></b>	<b><u>FY07</u></b>	<b><u>FY08</u></b>	<b><u>\$ Increase</u></b>
Property Tax	\$16,675,583	\$17,796,480	\$1,120,898
State Aid	535,556	544,236	8,680
State aid - Hale reimbursement	738,657	542,576	-196,081
Local receipts	1,440,281	1,443,500	3,219
Transfers from other funds	90,153	63,895	-26,258
Overlay Reserve Funds	28,312		-28,312
Property Tax for Capital Outlays	158,798		-158,798
Free Cash for Capital Outlays	113,673	200,000	86,327
Community Preservation Fund	225,000	879,490	654,490
<b>TOTAL INCOME</b>	<b>\$20,006,013</b>	<b>\$21,470,177</b>	<b>\$1,464,165</b>

While this complicated list of sources has shown a significant overall revenue increase, due to a reduction in town debt payments this year, we actually expect the average tax bill this year to show only a small increase of about 1.5% due to the proposed operating budget. If any of the articles that include borrowing pass (which are not included in the chart above), they will increase your tax bill further when the town starts making payments on that debt.

### COMPLETE SPENDING PICTURE

Following are the budget items that make up the proposed \$1.4 million spending increase. Aside from the operating budget and annual capital budget discussed above, we have a number of special articles that either use property taxes (“raise and appropriate”) or use existing funds (“appropriate and transfer”), plus some “tax recap” items that are primarily certain state and county charges that the town must pay every year. The largest proposed increase is in “appropriate and transfer” special articles; this is mostly due to proposed spending from Stow’s Community Preservation Fund. Spending from this dedicated fund does not increase your taxes, but does reduce our savings available for future projects.

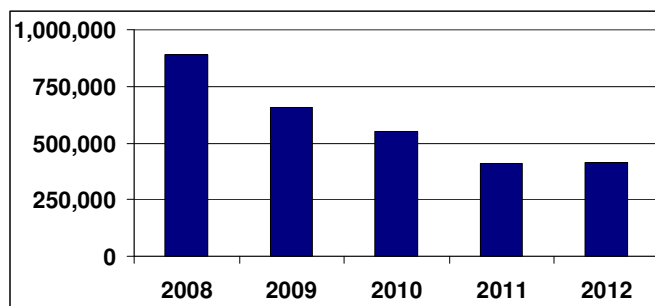
<b><u>Budget Category</u></b>	<b><u>FY07</u></b>	<b><u>FY08</u></b>	<b><u>\$ Increase</u></b>	<b><u>% Increase</u></b>
Nashoba Schools	11,522,329	12,097,908	575,579	5.0%
Municipal Budget	4,450,609	4,660,095	209,486	4.7%
Town Debt Payments	1,621,305	1,434,806	(186,499)	-11.5%
Minuteman Regional	971,371	954,573	(16,798)	-1.7%
Special Articles - appropriate and transfer	300,207	943,385	643,178	214.2%
Capital articles	415,728	452,661	36,933	8.9%
Special Articles – raise and appropriate	265,080	300,371	35,291	13.3%
Tax Recap Items	559,383	609,751	50,368	9.0%
<b>Total Expenditures</b>	<b>20,106,013</b>	<b>21,453,550</b>	<b>1,347,538</b>	<b>6.7%</b>

### BOTTOM LINE

Our income is increasing slightly faster than our expenses, giving Stow a projected \$66,627 surplus in FY08.

#### DEBT

This chart shows approximate debt payments (principal & interest) for the next 5 years for our existing debt. Note that this does not include any possible new borrowing we may do at this Town Meeting, especially if we begin the process of a major school addition/renovation. It also excludes debt for the NRSD High School expansion and Deficit bond, both of which are included in the NRSD assessment.



#### The Stow Finance Committee

Charles Kern - Chairman

Pamela Glauner - Vice Chairman

David Walrath, Henry Hagopian, James Salvie - Members

Gary Bernklow, Joseph Hogan, Bill Nelson, Stephen Pottle - Associate Members

## RESERVE FUND TRANSFER DETAILS

The Finance Committee is a standing committee of Town Meeting, representing town meeting voters within the town government; in this role the Finance Committee's main role in Stow is to review town meeting warrant articles and makes recommendations to the voters, with special emphasis on the financial aspects of each article.

The Finance Committee also administers the Town Reserve Fund, which is used for unexpected or emergency expenses during the fiscal year. The Finance Committee does this as another part of its role in representing Town Meeting voters; the committee acts in place of a Town Meeting in reviewing requests for these funds, so that the town does not have to call a Special Town Meeting to appropriate funds for these requests. For the past four fiscal years, \$70,000 has been put into the Reserve Fund. Unexpended Reserve Fund monies each year return to the Town's General Fund as Free Cash, for use in the following fiscal year.

### *Town of Stow Finance Committee Reserve Fund Transfers FY07 and FY06*

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<b>FY2007</b>	(FY2007 includes requests approved as of April 6, 2007)	
12-Jun-06	Selectmen's expenses for Weights and Measures	\$ 1,500.00
12-Dec-06	Selectmen Conflict Resolution Consultant	3,200.00
9-Jan-07	Police Department mold cleaning and repair	10,000.00
15-Feb-07	Police Department employee medical exam	3,850.00
15-Feb-07	Appraisal for potential Land Banking property	4,500.00
6-Mar-07	Town Gas & Diesel fuel account	15,000.00
3-Apr-07	Fire Engine 17 transmission	<u>2,859.38</u>
		<b>\$40,909.38</b>
<b>FY2006</b>		
26-Jul-05	Assabet River Rail Trail	\$ 10,000.00
13-Sep-05	Council on Aging (Advertising for director)	331.02
15-Dec-05	COA (Advertising for outreach coordinator)	637.04
10-Jan-06	Town Clerk (Town Meeting printing)	1,320.00
10-Jan-06	Town Clerk (Town Meeting and Election Wages)	3,115.00
14-Mar-07	Zoning Board of Appeals (Postage)	600.00
28-Mar-06	Municipal Buildings (Water treatment)	1,369.00
25-Apr-06	Town building heating valve work	2,283.50
25-Apr-06	Finance Committee wages	500.00
12-Jun-06	Refrigerator for COA	500.00
12-Jun-06	Town building office asst. wages	607.40
12-Jun-06	Recreation Director Salary	674.73
13-Jun-06	Town Vehicle Fuel Account	6,000.00
27-Jun-06	Town Clerk (Town reports)	<u>376.00</u>
		<b>\$28,313.69</b>





## **WARRANT FOR 2007 ANNUAL TOWN MEETING**

To either of the Constables of the Town of Stow, in the County of Middlesex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

### **HUGH MILL AUDITORIUM AT THE HALE SCHOOL**

In said Town on  
**MONDAY, THE SEVENTH DAY OF MAY 2007**  
**AT 7:00 P.M.**

Then and there to act on the following Articles, namely:

#### **ARTICLE 1. TOWN OFFICERS NOT ELECTED BY BALLOT**

To choose all other necessary Town Officers who will not be elected by ballot at the Annual Election on May 15, 2007.

#### **ARTICLE 2. REPORTS OF SELECTMEN AND OTHER OFFICERS AND COMMITTEES**

To hear the reports of the Selectmen and other Officers and Committees of the Town for 2006; or take any other action relative thereto.

(Selectmen)

#### **ARTICLE 3. REPORTS OF SPECIAL COMMITTEES**

To hear the reports of special committees of 2006; and to accept the final reports of the Charter Review Committee and Municipal Land Use Committee, their duties having been fulfilled; or take any other action relative thereto.

(Selectmen)

#### **ARTICLE 4. WAGE AND SALARY SCHEDULES**

To see if the Town will vote 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, E, and F and inserting in place thereof the following new Schedules; or take any other action thereto.

(Selectmen)

*The Finance Committee recommends approval of this article. Town employees are receiving a 3% cost of living increase for FY 2008, the same as they have received for the past several years*

#### **TOWN OF STOW WAGE & SALARY SCHEDULES *Effective July 1, 2007 (3%)***

##### **SCHEDULE A ANNUAL RATE POSITIONS**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Police Chief	67,905	70,375	74,079	80,250	90,776
Supt. of Streets	60,759	64,554	68,355	72,149	75,950
Fire Chief	60,264	62,676	66,293	72,322	78,345
Town Acct.	55,741	59,204	62,692	66,178	69,665
Police Lieut.	61,442	66,079	69,557	73,034	75,354
Treas. Collector	47,940	50,938	53,934	56,928	59,925
Bldg. Inspector	46,930	49,861	52,795	55,729	58,663
Library Director	44,658	47,450	50,240	53,036	55,824
Town Clerk	40,132	42,516	45,018	47,516	50,018

##### **SCHEDULE B HOURLY RATE POSITIONS**

###### **GROUP A**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Parks & Commons Worker	10.20	11.07	12.01	12.89	13.77
Cemetery Worker	10.20	11.07	12.01	12.89	13.77
Custodian	10.20	11.07	12.01	12.89	13.77

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	15.04	16.19	17.40	18.85	20.25
Capital Prog. Comm. Secy.	11.58	12.45	13.39	14.50	15.58

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Bd. of Appeals Secretary	15.82	17.23	18.59	20.02	21.38
Town Secretary	12.45	13.57	14.64	15.77	16.85
Highway/Tree/ Grounds Worker	12.45	13.57	14.64	15.77	16.85

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway/Tree Grounds Driver- Laborer	15.42	16.40	17.36	18.30	19.25

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	16.84	17.89	18.93	20.00	21.02
Tree Worker (Moth)	16.84	17.89	18.93	20.00	21.02
Maintenance Person	16.84	17.89	18.93	20.00	21.02

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	17.85	18.89	20.10	21.21	22.30
Crew Chief	18.57	19.65	20.90	22.05	23.20

GROUP G

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Foreman	19.83	21.07	22.29	23.54	24.75

**SCHEDULE C**  
**SINGLE RATE POSITIONS PAID ANNUALLY**

<u>Position Title</u>	<u>Salary</u>
Registrar of Voters	119
Assistant Registrar of Voters	240
Animal Control Officer	15,200
Director of Summerthing	2,407
Beach Director	5,186
Cemetery Superintendent	31,827
Animal Inspector	3,155
Veterans' Agent	1,304
Council on Aging Secretary	834

**SCHEDULE D**  
**SINGLE RATE POSITIONS PAID HOURLY**

<u>Position Title</u>	<u>Salary</u>
Election Warden	9.17
Election Clerk	9.17
Election Teller	8.12
Election Clerical Assistance	8.12
Lifeguard	10.08
Lifeguard (W.S.I.)	11.90
Beach Checker	8.12

Street Lister	8.76
Street Listing Clerk	8.12
Street Numberer	8.12
Per Diem Firefighter (call)	12.73
Apprentice Firefighter (call)	12.34
Firefighter (call)	14.10
Emergency Medical Technician (call)	14.10
Firefighter/EMT (call)	14.74
EMT - w/Defib & Epi Pen (call)	15.39
Firefighter/EMT - w/Defib & Epi Pen (call)	16.03
Officers - Fire or Medical (call)	17.32
Police Officer, part-time	19.71
Police Matron	17.39
Auxiliary Police Officer	12.86
Dispatcher, part-time	16.38
Summerthing Assistants	8.12

#### **SCHEDULE E**

##### **FIRE DEPARTMENT ANNUAL SINGLE RATES**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Deputy Fire Chief (call)	870
Fire Engineer	754
Fire Captain (call)	579
Fire Lieutenant (call)	464
Fire Medical Officer	348
EMS Quartermaster	232
EMS Schedule Coordinator	175
EMS Assistant Coordinator	290
EMS Records Coordinator	348

#### **SCHEDULE F**

##### **FEE RATE POSITIONS**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
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

An employee who qualifies to receive benefits from the Town's Educational Incentive program will earn a 5-percent, 10-percent or 15-percent annual bonus above his or her base Step Schedule wage or salary.

# **ARTICLE 5. GENERAL BUDGET FOR FISCAL YEAR 2008**

To see what sums of money the Town will vote to raise and appropriate, or appropriate and transfer from available funds, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items, or any other sums; or take any other action relative thereto.

(Selectmen)

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
	<b><u>MUNICIPAL BUDGET</u></b>				
	<b><u>GENERAL GOVERNMENT</u></b>				
	<b>MODERATOR</b>				
1	MODERATOR SALARY	35.00	36.00	36.00	36.00
2	MODERATOR EXPENSES	43.00	44.00	44.00	44.00
	<b>TOTAL MODERATOR</b>	<b>78.00</b>	<b>80.00</b>	<b>80.00</b>	<b>80.00</b>
	<b>SELECTMEN</b>				
3	ADMINISTRATIVE ASSISTANT SALARY	40,121.00	41,325.00	41,325.00	41,325.00
4	SELECTMEN EXPENSES	8,611.00	8,611.00	8,611.00	8,611.00
5	TOWN ADMINISTRATOR SALARY	98,194.00	101,140.00	101,140.00	101,140.00
6	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	<b>TOTAL SELECTMEN</b>	<b>147,426.00</b>	<b>151,576.00</b>	<b>151,576.00</b>	<b>151,576.00</b>
	<b>TOWN BUILDING CLERICAL</b>				
7	TOWN BUILDING CLERICAL WAGES	14,898.00	16,401.00	16,401.00	16,401.00
	<b>TOTAL TOWN BUILDING CLERICAL</b>	<b>14,898.00</b>	<b>16,401.00</b>	<b>16,401.00</b>	<b>16,401.00</b>
	<b>FINANCE COMMITTEE</b>				
8	FINANCE COMMITTEE WAGES	3,302.00	3,627.00	3,627.00	3,627.00
9	FINANCE COMMITTEE EXPENSES	375.00	375.00	375.00	375.00
	<b>TOTAL FINANCE COMMITTEE</b>	<b>3,677.00</b>	<b>4,002.00</b>	<b>4,002.00</b>	<b>4,002.00</b>
	<b>TOWN ACCOUNTANT</b>				
10	ACCOUNTANT SALARY	35,338.00	41,200.00	41,200.00	41,200.00

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
11	ACCOUNTANT CLERK SALARY	4,254.00	4,381.00	4,381.00	4,381.00
12	ACCOUNTANT EXPENSES	1,525.00	1,525.00	1,525.00	1,525.00
	<b>TOTAL TOWN ACCOUNTANT</b>	<b>41,117.00</b>	<b>47,106.00</b>	<b>47,106.00</b>	<b>47,106.00</b>
	<b>ASSESSORS</b>				
13	PRINCIPAL ASSESSOR'S WAGES	53,906.00	55,523.00	55,523.00	55,523.00
14	ASSESSORS CLERICAL WAGES	50,804.00	60,395.00	52,332.00	52,332.00
15	ASSESSORS EXPENSES	6,600.00	6,850.00	6,850.00	6,850.00
	<b>TOTAL ASSESSORS</b>	<b>111,310.00</b>	<b>122,768.00</b>	<b>114,705.00</b>	<b>114,705.00</b>
	<b>TREASURER-COLLECTOR</b>				
16	TREASURER-COLLECTOR SALARY	49,955.00	52,941.00	52,941.00	52,941.00
17	TREASURER-COLLECTOR CLERICAL WAGES	40,636.00	41,836.00	40,551.00	40,551.00
18	TREASURER-COLLECTOR EXPENSES	37,600.00	38,800.00	38,800.00	38,800.00
	<b>TOTAL TREASURER-COLLECTOR</b>	<b>128,191.00</b>	<b>133,577.00</b>	<b>132,292.00</b>	<b>132,292.00</b>
	<b>TOWN CLERK</b>				
19	TOWN CLERK SALARY	48,561.00	50,111.00	50,111.00	50,111.00
20	TOWN CLERK OTHER WAGES	23,067.00	22,538.00	22,538.00	22,538.00
21	TOWN CLERK EXPENSES	12,785.00	10,210.00	10,210.00	10,210.00
	<b>TOTAL TOWN CLERK</b>	<b>84,413.00</b>	<b>82,859.00</b>	<b>82,859.00</b>	<b>82,859.00</b>
	<b>CONSERVATION COMMISSION</b>				
22	CONSERVATION COMMISSION CLERICAL WAGES	55,915.00	61,375.00	58,563.00	58,563.00
23	CONSERVATION COMMISSION EXPENSES	4,280.00	4,280.00	4,280.00	4,280.00
	<b>TOTAL CONSERVATION COMMISSION</b>	<b>60,195.00</b>	<b>65,655.00</b>	<b>62,843.00</b>	<b>62,843.00</b>
	<b>PLANNING BOARD</b>				
24	PLANNING BOARD CLERICAL WAGES	93,090.00	97,118.00	95,864.00	95,864.00
25	PLANNING BOARD EXPENSES	4,510.00	4,510.00	4,510.00	4,510.00

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL PLANNING BOARD</b>	<b>97,600.00</b>	<b>101,628.00</b>	<b>100,374.00</b>	<b>100,374.00</b>
	<b>BOARD OF APPEALS</b>				
26	BOARD OF APPEALS CLERICAL WAGES	6,832.00	7,021.00	7,021.00	7,021.00
27	BOARD OF APPEALS EXPENSES	3,420.00	3,420.00	3,420.00	3,420.00
	<b>TOTAL BOARD OF APPEALS</b>	<b>10,252.00</b>	<b>10,441.00</b>	<b>10,441.00</b>	<b>10,441.00</b>
	<b>MUNICIPAL BUILDING</b>				
28	MUNI BUILDING & PROPERTY WAGES	23,514.00	24,225.00	24,225.00	24,225.00
29	MUNI BUILDING & PROPERTY EXPENSES	65,422.00	57,280.00	57,280.00	57,280.00
	<b>TOTAL MUNICIPAL BUILDING</b>	<b>88,936.00</b>	<b>81,505.00</b>	<b>81,505.00</b>	<b>81,505.00</b>
	<b>OTHER GENERAL GOVERNMENT</b>				
30	TOWN REPORTS EXPENSES	9,000.00	9,000.00	9,000.00	9,000.00
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>797,093.00</b>	<b>826,598.00</b>	<b>813,184.00</b>	<b>813,184.00</b>
-	<b><u>PUBLIC SAFETY</u></b>				
	<b>POLICE DEPT</b>				
31	POLICE CHIEF SALARY	88,632.00	91,526.00	91,526.00	91,526.00
32	POLICE & DISPATCH WAGES	950,563.00	1,033,931.00	1,019,431.00	1,019,431.00
33	POLICE & DISPATCH EXPENSES	81,430.00	81,610.00	81,610.00	81,610.00
	<b>TOTAL POLICE DEPT</b>	<b>1,120,625.00</b>	<b>1,207,067.00</b>	<b>1,192,567.00</b>	<b>1,192,567.00</b>
	<b>FIRE AND EMS</b>				
34	FIRE CHIEF SALARY	76,063.00	78,345.00	78,345.00	78,345.00
35	FIRE AND EMS WAGES	393,860.00	486,259.00	405,713.00	405,713.00
36	FIRE AND EMS EXPENSES	74,114.00	76,100.00	76,100.00	76,100.00
	<b>TOTAL FIRE AND EMS</b>	<b>544,037.00</b>	<b>640,704.00</b>	<b>560,158.00</b>	<b>560,158.00</b>
	<b>BUILDING INSPECTOR</b>				
37	BUILDING INSPECTOR WAGES	56,954.00	58,663.00	58,663.00	58,663.00
38	BUILDING DEPT CLERICAL WAGES	15,495.00	15,346.00	15,346.00	15,346.00



Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
39	BUILDING DEPT EXPENSES	4,975.00	4,975.00	4,975.00	4,975.00
	<b>TOTAL BUILDING INSPECTOR</b>	<b>77,424.00</b>	<b>78,984.00</b>	<b>78,984.00</b>	<b>78,984.00</b>
40	WEIGHTS AND MEASURES	0	1,600.00	1,600.00	1,600.00
	<b>TOTAL WEIGHTS AND MEASURES</b>	<b>0</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>1,600.00</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>1,742,086.00</b>	<b>1,928,355.00</b>	<b>1,833,309.00</b>	<b>1,833,309.00</b>
	<b><u>PUBLIC WORKS AND FACILITIES</u></b>				
	<b>HIGHWAY AND GROUNDS</b>				
41	SUPT OF STREETS SALARY	70,548.00	72,649.00	72,649.00	72,649.00
42	HIGHWAY & GROUNDS WAGES	393,295.00	411,758.00	411,758.00	411,758.00
43	HIGHWAY & GROUNDS EXPENSES	103,500.00	106,800.00	106,800.00	106,800.00
44	SNOW AND ICE REMOVAL EXPENSE	100,000.00	100,000.00	100,000.00	100,000.00
	<b>TOTAL HIGHWAY &amp; GROUNDS</b>	<b>667,343.00</b>	<b>691,207.00</b>	<b>691,207.00</b>	<b>691,207.00</b>
	<b>OTHER PUBLIC WORKS</b>				
45	MUNICIPAL LIGHTING	12,558.00	13,400.00	13,400.00	13,400.00
46	GASOLINE & DIESEL FUEL EXPENSE	55,000.00	65,000.00	65,000.00	65,000.00
	<b>TOTAL OTHER PUBLIC WORKS</b>	<b>67,558.00</b>	<b>78,400.00</b>	<b>78,400.00</b>	<b>78,400.00</b>
	<b>CEMETERY DEPT</b>				
47	CEMETERY SALARY AND WAGES	36,134.00	37,827.00	37,827.00	37,827.00
48	CEMETERY EXPENSES	5,214.00	8,114.00	8,114.00	8,114.00
	<b>TOTAL CEMETERY DEPT</b>	<b>41,348.00</b>	<b>45,941.00</b>	<b>45,941.00</b>	<b>45,941.00</b>
	<b>TOTAL PUBLIC WORK &amp; FACILITIES</b>	<b>776,249.00</b>	<b>815,548.00</b>	<b>815,548.00</b>	<b>815,548.00</b>
	<b><u>HUMAN SERVICES</u></b>				
	<b>HEALTH DEPT</b>				
49	SANITARY AGENT WAGES	17,471.00	17,471.00	17,471.00	17,471.00
50	HEALTH DEPARTMENT WAGES	71,782.00	74,685.00	74,685.00	74,685.00
51	HEALTH DEPARTMENT EXPENSES	8,000.00	9,160.00	9,160.00	9,160.00

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL HEALTH DEPT</b>	<b>97,253.00</b>	<b>101,316.00</b>	<b>101,316.00</b>	<b>101,316.00</b>
	<b>COUNCIL ON AGING</b>				
52	EXECUTIVE DIRECTOR SALARY	43,384.00	45,201.00	44,694.00	44,694.00
53	COUNCIL ON AGING WAGES	55,120.00	73,913.00	70,008.00	70,008.00
54	COUNCIL ON AGING EXPENSES	13,811.00	14,471.00	14,471.00	14,471.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>112,315.00</b>	<b>133,585.00</b>	<b>129,173.00</b>	<b>129,173.00</b>
	<b>VETERANS' DEPT</b>				
55	VETERANS' AGENT SALARY	1,265.00	1,265.00	1,265.00	1,265.00
56	VETERANS' AGENT EXPENSES	200.00	200.00	200.00	200.00
	<b>TOTAL VETERANS' DEPT</b>	<b>1,465.00</b>	<b>1,465.00</b>	<b>1,465.00</b>	<b>1,465.00</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>211,033.00</b>	<b>236,366.00</b>	<b>231,954.00</b>	<b>231,954.00</b>
	<b>CULTURE AND RECREATION</b>				
	<b>LIBRARY DEPT</b>				
57	LIBRARY DIRECTOR SALARY	54,748.00	56,374.00	56,374.00	56,374.00
58	LIBRARY WAGES	69,101.00	74,091.00	74,091.00	74,091.00
59	LIBRARY EXPENSES	52,929.00	52,910.00	52,910.00	52,910.00
	<b>TOTAL LIBRARY DEPT</b>	<b>176,778.00</b>	<b>183,375.00</b>	<b>183,375.00</b>	<b>183,375.00</b>
	<b>RECREATION COMMISSION</b>				
60	RECREATION WAGES	42,665.00	43,945.00	43,945.00	43,945.00
61	RECREATION EXPENSES	22,150.00	26,350.00	23,350.00	23,350.00
	<b>TOTAL RECREATION COMMISSION</b>	<b>64,815.00</b>	<b>70,295.00</b>	<b>67,295.00</b>	<b>67,295.00</b>
	<b>LAKE BOON COMMISSION</b>				
62	LAKE BOON COMMISSION WAGES	2,745.00	2,745.00	2,745.00	2,745.00
63	LAKE BOON COMMISSION EXPENSES	710.00	710.00	710.00	710.00
	<b>TOTAL LAKE BOON COMMISSION</b>	<b>3,455.00</b>	<b>3,455.00</b>	<b>3,455.00</b>	<b>3,455.00</b>
	<b>OTHER CULTURE &amp; RECREATION</b>				

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
64	HISTORICAL COMMISSION EXPENSES	500.00	525.00	525.00	525.00
65	MEMORIAL DAY EXPENSES	950.00	950.00	950.00	950.00
66	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	<b>TOTAL OTHER CULTURE &amp; RECREATION</b>	<b>1,550.00</b>	<b>1,575.00</b>	<b>1,575.00</b>	<b>1,575.00</b>
	<b>TOTAL CULTURE &amp; RECREATION EXPENSES</b>	<b>246,598.00</b>	<b>258,700.00</b>	<b>255,700.00</b>	<b>255,700.00</b>
	<b><u>TOWN WIDE EXPENSES</u></b>				
67	EDUCATIONAL INCENTIVE	37,000.00	37,000.00	37,000.00	37,000.00
68	GROUP INSURANCE	503,850.00	530,300.00	530,300.00	530,300.00
69	INSURANCE AND BONDS	114,700.00	117,900.00	117,900.00	117,900.00
70	TELEPHONE	22,000.00	25,200.00	25,200.00	25,200.00
	<b>TOTAL TOWN WIDE EXPENSES</b>	<b>677,550.00</b>	<b>710,400.00</b>	<b>710,400.00</b>	<b>710,400.00</b>
	<b>MUNICIPAL BUDGET TOTAL</b>	<b>4,450,609.00</b>	<b>4,775,967.00</b>	<b>4,660,095.00</b>	<b>4,660,095.00</b>
	<b><u>EDUCATION</u></b>				
	<b>SCHOOL DISTRICTS</b>				
71	NASHOBA REG SCHOOL DIST ASSESSMENT	11,522,329.00	12,097,908.00	12,097,908.00	12,097,908.00
72	MINUTEMAN VOC TECH ASSESSMENT	971,371.00	954,573.00	954,573.00	954,573.00
	<b>TOTAL DISTRICT ASSESSMENTS</b>	<b>12,493,700.00</b>	<b>13,052,481.00</b>	<b>13,052,481.00</b>	<b>13,052,481.00</b>
	<b><u>DEBT SERVICE</u></b>				
	<b>PRINCIPAL</b>				
73	MATURING PRIN LONG-TERM DEBT	1,115,000.00	1,000,000.00	1,000,000.00	1,000,000.00
	<b>TOTAL MATURING PRINCIPAL</b>	<b>1,115,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>
	<b>INTEREST</b>				
74	INT ON LONG-TERM DEBT - BONDS	503,305.00	431,806.00	431,806.00	431,806.00
75	INT ON TEMPORARY LOANS - REVENUE	3,000.00	3,000.00	3,000.00	3,000.00
	<b>TOTAL INTEREST ON MATURING DEBT</b>	<b>506,305.00</b>	<b>434,806.00</b>	<b>434,806.00</b>	<b>434,806.00</b>

Line No.	DEPARTMENT	FY2007 BUDGET	FY2008 BUDGET REQUESTED	FY2008 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2008 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL DEBT SERVICE</b>	<b>1,621,305.00</b>	<b>1,434,806.00</b>	<b>1,434,806.00</b>	<b>1,434,806.00</b>
	<b>TOTAL</b>	<b>18,565,614.00</b>	<b>19,263,254.00</b>	<b>19,147,382.00</b>	<b>19,147,382.00</b>

### **BEGINNING OF THE CONSENT CALENDAR**

#### **ARTICLE 6. RESERVE FUND**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2007; or take any other action relative thereto.

(Finance Committee)

*The Finance Committee recommends approval of this appropriation to cover extraordinary and unforeseen expenditures that may occur in Fiscal Year 2008. Based on historical use of the reserve fund, we feel that this is an appropriate contingency amount.*

#### **ARTICLE 7. TAX TITLE PROCEEDINGS**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seven Thousand Dollars (\$7,000), or any other sum, to be added to any balance remaining and previously appropriated for Tax Title proceedings for tax taking and Land Court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this expenditure. From time to time there are properties in Stow for which no taxes are paid. When it becomes clear that taxes are not forthcoming, the Treasurer-Collector takes legal action to take these properties that are subsequently auctioned or used for town purposes.*

#### **ARTICLE 8. AUDIT OF FINANCIAL RECORDS**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Six Hundred Dollars (\$10,600), or any other sum, for a Town financial audit; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this expenditure as both sound financial control and as a state requirement.*

#### **ARTICLE 9. REVOLVING FUND FOR INSPECTION FEES**

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2008, 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 Forty Thousand Dollars (\$40,000) for FY2008, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends support of this revolving fund. This allows the inspectors to be paid from fees collected in the current year. It is revenue neutral.*

#### **ARTICLE 10. REVOLVING FUND FOR ADVANCED LIFE SUPPORT SERVICES**

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2008, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000) for FY2008, 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; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends support of this revolving fund. This fund will help in keeping the Advanced Life Support services solvent and available to the Town by providing third party billing services. It is revenue neutral.*

#### **ARTICLE 11. TRANSFER TO CONSERVATION FUND – LAND MAINTENANCE**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Seven Hundred Forty Dollars (\$740) or any other sum, to be expended by the Conservation Commission; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee recommends support of this article. This is a transfer of a modest amount to the Conservation Fund that is necessary so that the Conservation Commission can actually spend the funds. This article transfers existing funds and has no direct impact on the tax rate.*

#### **ARTICLE 12. ADDITION TO CONSERVATION FUND**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to the balance remaining in the Conservation Fund, to be expended by the Conservation Commission; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee recommends approval of this article. This is a periodic appropriation to fund many of the costs related to managing the town's conservation lands and for other conservation purposes*

**ARTICLE 13. TRANSFER FROM WETLANDS PROTECTION FUND**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Six Thousand One Hundred Nineteen Dollars and Fifty Cents (\$6,119.50), or any other sum, as additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee recommends approval of this transfer. This is an annual transfer of money collected from certain fees that allows the Conservation Commission to use the funds for costs associated with the Wetlands Protection Act. This article transfers existing funds and has no direct impact on the tax rate.*

**ARTICLE 14. UPDATE OF PROPERTY VALUATIONS**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventeen Thousand Four Hundred Dollars (\$17,400), or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any other action relative thereto.

(Assessors)

*The Finance Committee recommends approval of this expenditure. This is an annual appropriation to fund consultants to assist the assessors in evaluating property at fair market value as required for fair taxation and State DOR compliance.*

**ARTICLE 15. TOWN RECORDS BINDING AND REPAIR**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

*The Finance Committee recommends approval of this annual appropriation to provide for the routine and ongoing expense of maintaining the integrity of town records.*

**ARTICLE 16. TOWN COMMON SIGN MAINTENANCE**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Two Hundred Thirty Dollars (\$1,230), or any other sum, for the repair of the town common sign and to purchase additional sign letters; or take any other action relative thereto.

(Town Clerk)

*The Finance Committee recommends approval of this expenditure. As indicated in the article, the town's sign on the common at the light in the center of town needs repairs and some new letters.*

## **ARTICLE 17. HIGHWAY ROAD MACHINERY AND PRIVATE WAYS**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends these routine appropriations to maintain road machinery and repair private ways.*

<b>Expense</b>	<b>Amount</b>
1. For the Road Machinery Account	\$33,091
2. For Repairs on Private Ways	\$10,000

## **ARTICLE 18. HIGHWAY ROAD CONSTRUCTION**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and borrow, the sum of Seventy-Three Thousand Nine Hundred Ninety-One Dollars (\$73,991) from Chapter 122 of the Acts of 2006, and One Hundred Sixty-One Thousand Eight Hundred Seventy-One Dollars (\$161,871) from Chapter 291C of the Acts of 2004 and One Hundred Sixty-One Thousand Four Hundred Thirty-Five Dollars (\$161,435) from Chapter 291B of the Acts of 2004 or any other sum, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth pursuant to Chapter 246B of the Acts of 2002; or take any action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of these appropriations, which are reimbursed by state funds, for improvements on town roads.*

## **ARTICLE 19. FEDERAL SAFE DRINKING WATER ACT**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), or any other sum, to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulations, to be expended under the direction of the Board of Health; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends this appropriation to continue compliance with federal and state regulations for public water supplies.*

## **ARTICLE 20. HOUSEHOLD HAZARDOUS WASTE COLLECTION**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, 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; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. This allows the Board of Health to arrange for a collection of materials that are not accepted by trash collection services and dispose of them properly.*

**ARTICLE 21. EMERSON HOSPITAL HOME CARE**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand One Hundred Dollars (\$2,100), or any other sum, 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 home care services and communicable disease follow-up services to Stow residents; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. This is an annual appropriation to fund these services*

**ARTICLE 22. SOLID WASTE DISPOSAL CONTAINER**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Three Hundred Dollars (\$2,300), or any other sum, 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; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. The town must unfortunately collect and dispose of trash dumped on town land.*

**ARTICLE 23. MEDICAL RESERVE CORPS EXPENSES**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum, to be expended under the direction of the Board of Health for the purpose of providing for equipment and operating expenses; or take any action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. This is a new expense that we expect will be an annual appropriation. It will pay for office supplies, training, and some technology items for Stow's Medical Reserve Corps.*

**ARTICLE 24. MUTUAL AID AGREEMENT – PUBLIC HEALTH SERVICES**

(CONSENT CALENDAR)

To see if the Town will vote to authorize the Board of Selectmen, in consultation with the Board of Health, in accordance with M.G.L., C. 40, section 4A, to enter into an inter-municipal agreement with one or more other governmental units to provide public health services which the Board of Health is authorized to perform. Such agreements will be made, in accordance with an Inter-municipal Mutual Aid Agreement to be entered into between the Town and various governmental units; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. It should have no effect on taxes.*



## **ARTICLE 25. STOW CULTURAL COUNCIL**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500), or any other sum, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support Springfest activities; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this expenditure. As a percentage of the total budget, this is a very small expenditure yet it will provide for additional cultural activities in town, continue an annual event that is highly popular, and will help further a sense of community togetherness.*

## **ARTICLE 26. PLANNING BOARD ENGINEERING/CONSULTING AND MASTER PLAN EXPENSES**

(CONSENT CALENDAR)

To see if the town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, 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; or take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this article. This is a periodic appropriation to help pay for the town's master plan expenses.*

## **ARTICLE 27. PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifty-One Thousand Dollars (\$51,000), or any other sum, to be added to any balance remaining from previous appropriation, to be expended under the direction of the Town Administrator for the purchase of computer equipment, software, and services for various Town departments; and to authorize the Town Administrator to sell, trade or otherwise dispose of existing equipment in connection therewith; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. This will allow the Town Administrator to purchase, upgrade, repair, and service IT software and equipment with the assistance of the Information Technology Advisory Committee.*

## **ARTICLE 28. LEGAL SERVICES – TRANSFER FROM OVERLAY SURPLUS ACCOUNT**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer the sum of Thirty-Eight Thousand Dollars (\$38,000), or any other sum, from the Overlay Surplus account into the general Legal account for the purpose of providing supplemental funding to pay for the Town's general on-going legal services; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. Rather than appropriating a larger amount using new taxes from property owners in Article 29, this will transfer existing unspent funds from another account to the legal services account.*

**ARTICLE 29. LEGAL SERVICES – GENERAL**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds, or borrow, the sum of Forty Thousand Dollars, (\$40,000), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. This will be used to fund necessary legal services in FY08.*

**ARTICLE 30. POLICEMEN & FIREMEN MEDICAL PAYMENTS**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Hundred Dollars (\$400), or any other sum, to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Chapter 41, Section 100 of the General Laws, for the payment of medical and other allowable expenses incurred by policemen or firemen injured in the performance of and within the scope of duty; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this article. This appropriation is a small sum of money to pay for certain medical expenses of police and firemen incurred in the line of duty that are not covered by insurance.*

**ARTICLE 31. AGRICULTURAL COMMISSION EXPENSES**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Two Hundred Fifty Dollars (\$1,250), or any other sum, to be expended under the direction of the Agricultural Commission for the purpose of providing for operating expenses; or take any action relative thereto.

(Agricultural Commission)

*The Finance Committee recommends approval of this article. This modest sum will fund the operations of Stow's newly created Agricultural Commission.*

**ARTICLE 32. WEIGHTS AND MEASURES TESTING**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Six Hundred Dollars (\$1,600), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this article.*

### **ARTICLE 33. COMMUNITY PRESERVATION COMMITTEE EXPENSES**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from FY 2008 Community Preservation Fund Annual Revenues the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500), or any lesser sum, to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorneys' fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2008, in accordance with a budget to be prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. Funds appropriated for the Community Preservation Committee administrative budget come from the dedicated Community Preservation Fund, and have no direct impact on the tax rate.*

### **ARTICLE 34. COMMUNITY PRESERVATION RESERVES**

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Fund Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2008 Community Preservation Fund Annual Revenues for the undertaking of Community Preservation projects; or take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. The Community Preservation Act requires that the town appropriate or reserve at least 10% of Community Preservation Fund revenues each year for each of these three purposes. This "housekeeping" article reserves these funds as required, but does not authorize the spending of any of these funds.*

<b>Reserves</b>	<b>FY 2008 Annual Revenues</b>
Preservation of Historic Resources	\$75,000
Preservation of Open Spaces	\$75,000
Affordable Housing	\$75,000

### ***END OF THE CONSENT CALENDAR***

### **ARTICLE 35. CAPITAL REQUESTS**

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds, or borrow the sums of money as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

*The Capital Planning Committee will make recommendations at Town Meeting.*

*The Finance Committee recommends approval of items 1 through 8 (cemetery well, Hurst tool, Wireless receivers, Police cruiser, Police and Fire Telephone system, Dump truck/sander, Town Building 3<sup>rd</sup> Floor workspace and Town Building 3<sup>rd</sup> Floor restroom) and 12 (Hale School repairs). Recommendations on*

*the other items will be provided at Town Meeting. The Finance Committee notes that the proposed funding does not include borrowing, and uses \$200,000 from the Free Cash account. This means that if all proposed capital articles are approved by town meeting, it will not increase property taxes beyond the levy limit, and will not cause any Proposition 2½ override.*

<b>Department</b>	<b>Expense</b>	<b>Amount</b>
1. Cemetery	Cemetery irrigation well	\$18,500
2. Fire	Hurst tool (Jaws of Life)	\$19,000
3. Fire	Wireless receivers and related equipment	\$54,000
4. Police	Police cruiser	\$30,000
5. Police and Fire	Telephone system	\$16,283
6. Highway	Dump truck/sander	\$60,000
7. Town Building	3 <sup>rd</sup> -floor workspace for Stow TV and Info Tech	\$12,545
8. Town Building	3 <sup>rd</sup> -floor restroom	\$32,333
9. Schools	Pompo School security system	\$12,000
10. Schools	Center School security system	\$15,300
11. Schools	Hale School security system	\$20,000
12. Schools	Hale School repairs	\$68,500
13. Schools	Center School repairs	\$45,000

### **PROPOSED FIRST ORDER OF BUSINESS TUESDAY NIGHT**

The Moderator, in conjunction with the Board of Selectmen, intends to request the permission of the meeting to advance action under Articles 36, 37, 38, 39, and 40 to the first items of business beginning on Tuesday, May 8.

### **ARTICLE 36. SCHOOL BUILDING – ONE SITE SOLUTION: ADDITION/RENOVATIONS TO CENTER SCHOOL**

To see if the Town will vote to appropriate and borrow the sum of One Million Nine Hundred Thousand Dollars (\$1,900,000), or any other sum not to exceed \$2.22 million, to be expended for engineering and architectural services, Owner's Project Manager (OPM) and any other MSBA related program requirements and related activities for the design and development, and preparation of plans and specifications, through the bidding phase of the project, for the purpose of the renovation of and construction of an addition to the Center School, the total project cost of which is estimated at Thirty Million Eighty Thousand Dollars (\$30,080,000); and to turn the custodial control of Pompositticut School back to the Town, following completion of the construction.

Such borrowing is to be undertaken by the Treasurer, with the approval of the Selectmen, provided that an affirmative vote on this article shall be null and void and of no further effect unless the town approves by an affirmative vote a ballot question to exempt the amount appropriated from the provisions of Proposition Two and One-half; or take any other action relative thereto.

(School Building Task Force)

### **School Building Task Force Recommendation:**

The School Building Task Force voted a preference for the One Site scenario as proposed in this article (Article 36) for the following reasons: shorter construction period; no need for modular classrooms to house students for an entire school year; efficient to have all elementary school students and staff on one site; allows Pompositticut to service other town purposes in critical need of space.

*The Finance Committee recommends approval of the “one-site solution” at Center School. The Town faces a present need for more school space that will only increase over time, due to the Town’s capacity for residential development. The School Building Task Force led a thorough, transparent and inclusive selection process that accomplished the goals set for them by the Selectmen, especially the consideration of the “Add/Reno” option. Although at this time there can be no certainty about state funding due to the state’s new process, the SBTF made substantial efforts to maximize the opportunity for reimbursement from the Massachusetts School Building Authority, most notably by rejecting the option of a brand new school. Moreover, this “one-site” solution, as opposed to the “two-site solution,” appears to provide the better solution alternative in several respects, such as reduced disruption to the students and staff, shorter construction time and a projected lower overall cost to the town. In addition, it is anticipated that the one-site solution will provide greater, on-going operational efficiencies in the long term*

#### **ARTICLE 37. SCHOOL BUILDING – TWO SITE SOLUTION: ADDITION/RENOVATIONS TO CENTER AND POMPOSITTICUT SCHOOLS**

To see if the Town will vote to appropriate and borrow the sum of One Million Nine Hundred Thousand Dollars (\$1,900,000), or any other sum not to exceed \$2.22 million, to be expended for engineering and architectural services, Owner’s Project Manager (OPM) and any other MSBA related program requirements and related activities for the design and development, and preparation of plans and specifications, through the bidding phase of the project, for the purpose of renovation of Pompositticut School and the renovation of and construction of an addition to the Center School, the total project cost of which is estimated at Thirty Million Eighty Thousand Dollars (\$30,080,000).

Such borrowing is to be undertaken by the Treasurer, with the approval of the Selectmen, provided that an affirmative vote on this article shall be null and void and of no further effect unless the town approves by an affirmative vote a ballot question to exempt the amount appropriated from the provisions of Proposition Two and One-half; or take any other action relative thereto.

In addition, an affirmative vote under this article shall be null and void and of no further force and effect should an affirmative vote be taken by Town Meeting on Article 36 (**Addition/Renovations to Center School**) AND the Town approves the ballot question to exempt said amounts appropriated for Article 36 (**Addition/Renovations to Center School**), from the provisions of Proposition Two and One-half; or take any other action relative thereto.

(School Building Task Force)

*The Finance Committee does not recommend approval of this article unless Article 36 fails to pass Town Meeting. This option will result in higher overall construction costs and will take an estimated one year longer to complete than the “one-site” solution.*

#### **ARTICLE 38. LAND PURCHASE – SNOW PROPERTY**

To see if the Town will vote to appropriate and borrow the sum of One Million Six Hundred Twenty Thousand Dollars (\$1,620,000) for the purpose of purchasing for lawful general municipal purposes approximately 13 acres of land, shown as Parcel 18 on Map R-3 of the Assessors Maps of the Town of Stow, located off Old Bolton Road, Stow, and known as the “Snow property,” and to fund the costs associated with said acquisition, including legal, appraisal, engineering, and other costs or fees associated thereto. Such borrowing is to be undertaken by the Treasurer with the approval of the Selectmen, pursuant to MGL Chapter 44 or as otherwise authorized by law, provided that an affirmative vote on this article shall be null and void and of no further force and effect unless the town approves by

an affirmative vote a ballot question to exempt the debt service on the amount to be borrowed hereunder from the provisions of Proposition Two and One-half; or take any other action relative thereto.

(Selectmen)

*The Finance Committee will make a recommendation at Town Meeting.*

#### **ARTICLE 39. DEVELOPMENT OF TOWN RECREATIONAL FACILITIES**

To see if the Town will vote to raise and appropriate by borrowing the sum of Four Hundred Five Thousand Dollars (\$405,000), or any other sum, for the purpose of recreational development of parcels of land known as i) Kingland Road parcel located off Sudbury Road, Assessors map U-3, parcel-12 which is managed and controlled by the Stow Recreation Department and/or ii) Snow Property located off Rt. 117, Assessors map R-3, parcel-18, should the Town acquire the same, to meet the Town's growing recreational needs. It is intended that this amount will be part of the sum of money to include Community Preservation Act funds, State grant money, in addition to private funding. The sum total which represents the full cost of the project will be used for the design, development and construction of recreational facilities that may include, but is not limited to, a community pavilion, an improved surface walking path and athletic fields for organized sports; provided, however, that an affirmative vote shall be null and void and of no further force and effect, unless the Town approves a ballot question to exempt the amount appropriated from the provisions of Proposition two and one-half. It is intended that any money received from grants that is based on this appropriation of Four Hundred Five Thousand Dollars (\$405,000) will be included in the funding of this project and that the Recreation Commission be authorized to file on behalf of the Town of Stow any and all applications deemed necessary under the Urban Self-Help Act (Chapter 933 Acts of 1977, as amended) and/or any others in any way connected with the scope of this Article; or take any other action relative thereto.

(Recreation Commission)

*The Finance Committee will make a recommendation at Town Meeting. The Finance Committee would like to note that approval of this article will also automatically cause the allocation of any state reimbursement to the same project.*

#### **ARTICLE 40. CREATION OF RECREATIONAL FIELDS**

To see if the Town will vote to appropriate and transfer a sum of Six Hundred Thousand Dollars (\$600,000), or any lesser amount, from Community Preservation Unrestricted Fund Reserves, to be expended under the direction of the Community Preservation Committee (CPC) in the form of specific grants consistent with the Community Preservation Act, to the Stow Recreation Commission for the purpose of implementing projects defined in the Stow Recreation Master Plan of April 2007, including but not limited to the creation of athletic fields and walking paths, and take any action relative thereto, including, without limitation, authorizing the Stow Recreation Commission to file on behalf of the Town of Stow any and all applications deemed necessary under the Urban Self-Help Act (Chapter 933 Acts of 1977, as amended) and any other grants and/or reimbursements of public funds predicated on the use of CPA funds appropriated in this article, and that an amount proportional to the use of CPA funds shall be deposited into the Stow Community Preservation Fund to supplement the Stow Community Preservation Fund account for this article.

(Community Preservation Committee)

*The Finance Committee will make a recommendation at Town Meeting.*

#### **ARTICLE 41. TOWN HALL FIRE ALARM SYSTEM**

To see if the Town will vote to appropriate and transfer the sum of Four Thousand Five Hundred Dollars (\$4,500), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Historical Commission or its designee for the purchase and installation of a new fire alarm system in the Stow Town Hall; or to take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. The Historical Commission and Community Preservation Committee have determined that protection of this important historic resource as a top priority for using dedicated historic funds from Stow's Community Preservation Fund. This article has no direct impact on the tax rate.*

#### **ARTICLE 42. SPRINKLER SYSTEM FOR STOW TOWN HALL**

To see if the Town will vote to appropriate and transfer the sum of Two Hundred and Seventy-Five Thousand Dollars (\$275,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Historical Commission or its designee for the purchase and installation of a fire suppression system for the Stow Town Hall, subject to the restriction that only buildings of historic significance can permanently tie into the system; or to take any action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. Like the prior article to add a fire alarm system, the Historical Commission and Community Preservation Committee have made protecting the historic Town Hall a high priority. The amount printed in the warrant is an upper bound; the Historical Commission hopes that the actual amount will be lower. The funding comes from the dedicated Community Preservation Fund, and has no direct impact on the tax rate.*

#### **ARTICLE 43. LAKE BOON PRESERVATION**

To see if the Town will vote to appropriate and transfer the sum of Seventy Five Thousand Dollars (\$75,000) from the Community Preservation Fund Reserve for Open Space purposes and Two Thousand Dollars (\$2,000) from the Community Preservation Fund unreserved funds, or any lesser sums, to be expended under the direction of the Lake Boon Commission, in combination with any sums appropriated by the Town of Hudson for this purpose, for invasive aquatic vegetation removal to preserve Lake Boon as a community resource; or to take any action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. This should dramatically reduce the amount of invasive alien weeds that have overgrown Lake Boon. The Lake Boon Commission will require the contractor to indemnify Stow against any lawsuits, such as the one that caused Stow to prematurely abandon a prior effort. As is typical with Lake Boon projects, Stow will pay for approximately 2/3 of the total cost, and Hudson will pay for 1/3, for a total project cost of \$105,000. The funding comes from the dedicated Community Preservation Fund, and has no direct impact on the tax rate.*

#### **ARTICLE 44. RESTORATION OF STONE WALLS AT LOWER VILLAGE CEMETERY**

To see if the Town will vote to appropriate and transfer the sum of Nine Thousand Nine Hundred Ninety Dollars (\$9,990), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Cemetery Committee for the reconstruction and rehabilitation of stone walls at the Lower Village cemetery; or to take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. The restoration of the stone walls on town property is a good use of Community Preservation funds. The funding comes from the dedicated Community Preservation Fund, and has no direct impact on the tax rate.*

#### **ARTICLE 45. PURCHASE OF PUBLIC EMERGENCY NOTIFICATION SYSTEM**

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds, or borrow, the sum of Four Thousand Five Hundred Dollars, (\$4,500), or any other sum, for the purpose of purchasing a town wide telephonic public emergency notification service; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. We feel the cost is modest and the system could have great benefit in an emergency.*

#### **ARTICLE 46. SELECTMEN ENGINEERING/CONSULTING EXPENSES**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to any balance remaining from the previous appropriation (Acct. No. 01-10-22-73000-000, "Engineering Services—Highway and Other"), to be expended under the direction of the Board of Selectmen; for the purpose of appraisals, engineering evaluations, legal costs, and any other expenses related to the acquisition of land for a variety of municipal uses; or take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval. This article will fund the acquisition of engineering, appraisal, or other consultant services in connection with land issues, such as drainage repairs or any future "land bank" proposals.*

#### **ARTICLE 47. ACCEPTANCE OF KINGLAND ROAD LAND FOR RECREATIONAL USE**

To see if the Town will vote to authorize the Selectmen to accept a gift of land given to the Stow Recreation Department from the Wildlife Woods Homeowners' Association, approximately 3.26 acres northwest of Kingland Road adjacent to the Pine Bluff recreational land, as shown as Parcel 2A-4A on Map R-25 of the Assessors' Maps of Stow, to be held in perpetuity for access to existing recreation land; or take any other action relative thereto.

(Recreation Commission)

*The Finance Committee will make a recommendation at Town Meeting.*



**ARTICLE 48. TRANSFER OF WEST ACTON ROAD LAND TO CONSERVATION COMMISSION**

To see if the Town will vote to authorize that the following parcel of town-owned land totaling 18 +/- acres located off West Acton Road shown on Assessor's Map R-20 Parcels 31 be transferred to the care, custody, management and control of the Conservation Commission for all purposes included in G.L. Ch. 40 §8C; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee will make a recommendation at Town Meeting.*

**ARTICLE 49. SENIOR TAX RELIEF**

To see if the Town will vote 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 exemption 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 Massachusetts General Laws and Acts and amendments thereof or additions thereto, for FY2008; or take any other action relative thereto.

(Council on Aging)

*The Finance Committee recommends approval of this article. The intent of this article is to increase certain real estate tax exemptions available under state law for senior citizens, veterans and residents with certain disabilities. The amount of these exemptions was set when real estate taxes were lower, and this article increases these exemptions to keep pace with current real estate taxes.*

**ARTICLE 50. VOTING ELIGIBILITY FOR ADJUDICATORY HEARINGS**

To see if the Town will vote to accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of G.L. c.39, §23D, which provides that a member of a board, committee, or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member's absence from one session of such hearing, providing that certain conditions are met; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee will make a recommendation at Town Meeting.*

**ARTICLE 51. STREET ACCEPTANCE – TREFRY LANE**

To see if the Town will vote to accept the laying out of the following named street and establish it as a town way, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan referred to in the description, which plan shall be included in the Order of Layout of the Selectmen to be adopted with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21-23.

Trefry Lane in the Meadowbrook Estates Subdivision, Stow, Middlesex County, Massachusetts, as shown on a plan of land entitled "Definitive Subdivision Plan, Meadowbrook Estates, a Planned Conservation Development, Stow, MA, prepared for Eldamar Development Co., LLC, last revised July 14, 2003," which plan is recorded with Middlesex South District Registry of Deeds as Plan No. 669 of 2003 in Record Book 40123, Page 225.

And to authorize the Selectmen to acquire by purchase, eminent domain, gift, or otherwise for highway purposes the fee or any lessor interests that may be necessary for such town ways; or to take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this article. The Planning Board has reviewed the developer's progress and has voted to approve acceptance of this street.*

#### **ARTICLE 52. STREET ACCEPTANCE – CRANBERRY CIRCLE**

To see if the Town will vote to accept the laying out of the following named street and establish it as a town way, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan referred to in the description, which plan shall be included in the Order of Layout of the Selectmen to be adopted with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21-23.

Cranberry Circle which way is approximately 879.23 feet long, as shown on a definitive subdivision plan entitled "RECORD PLAN DATE: 3/16/98, REV: 5/29/98; 1/8/99 SCALE: 1"=4- ' RECORD OWNER; S.C.C ASSOCIATES, INC. 58 RANDALL ROAD, STOW, MASSACHUSETTS 01775" prepared by ACTON SURVEY & ENGINEERING, INC. AND which map or plan is recorded with the Middlesex South District Registry of Deeds as Plan No. 889 of 1999

And to authorize the Selectmen to acquire by purchase, eminent domain, gift, or otherwise for highway purposes the fee or any lessor interests that may be necessary for such town ways; or to take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this article. The Planning Board has reviewed the developer's progress and has voted to approve acceptance of this street.*

#### **ARTICLE 53. STREET ACCEPTANCE – FAIRWAY DRIVE**

To see if the Town will vote to accept the laying out of the following named street and establish it as a town way, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan referred to in the description, which plan shall be included in the Order of Layout of the Selectmen to be adopted with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21-23.

Fairway Drive which way is approximately 1033.78 feet long and is as shown on a plan of land by Zanca Land Surveyors Inc., dated October 4, 2002, recorded in the Middlesex South Registry of Deeds on March 17, 2003 as Plan 216 of 2003

And to authorize the Selectmen to acquire by purchase, eminent domain, gift, or otherwise for highway purposes the fee or any lessor interests that may be necessary for such town ways; or to take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends rejection of this article. The Planning Board has voted to not approve acceptance of this street until the developer resolves several outstanding issues.*

**ARTICLE 54. STREET ACCEPTANCE – BLUEBERRY COURT AND A PORTION OF WOODLAND WAY**

To see if the Town will vote to accept the laying out of the following named streets and establish them as town ways, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan referred to in the description, which plan shall be included in the Order of Layout of the Selectmen to be adopted with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21-23.

BLUEBERRY COURT (ALL) and a portion of WOODLAND WAY (STATION 19+50+1- TO END) in the WILDLIFE WOODS SUBDIVISION: the descriptions and locations of which are shown on plans entitled “Definitive Subdivision Plan, Wildlife Woods, Stow, Massachusetts” dated May 15, 1997 and revised through October 27, 1999 and recorded with the Middlesex South District Registry of Deeds as Plan Number 1013 of 2000.

And to authorize the Selectmen to acquire by purchase, eminent domain, gift, or otherwise for highway purposes the fee or any lessor interests that may be necessary for such town ways; or to take any other action relative thereto.

(Selectmen)

*The Finance Committee recommends approval of this article. The Planning Board has reviewed the developer’s progress and has voted to approve acceptance of this street.*

**ARTICLE 55. GENERAL BYLAW AMENDMENT – COMMUNITY PRESERVATION MEMBERSHIP**

To see if the town will vote to amend the General Bylaw, Article 3, section 17 (c) to read in its entirety as stated below; or to take any other action relative thereto.

(Community Preservation and General Bylaw Review Committees)

*The Finance Committee recommends approval of this article. It appears this will bring the CPC bylaw into compliance with the Town Charter. This article has no financial effect.*

**Proposed Version**

(c) Membership

Said committee shall consist of nine (9) members. Each of the following shall appoint one of its members or associate members to serve on the Community Preservation Committee:

Conservation Commission, Historical Commission, Planning Board, Housing Authority, Recreation Commission (performing like duties of a Board of Park Commissioners), Finance Committee, Council on Aging, Open Space Committee and Board of Assessors

Each member’s term shall be from the first day of July until the last day of the following June, however each member’s term shall not extend beyond that member’s term of service on his/her appointing agency. Committee members shall hold office until successors are designated. The Committee shall elect a

chairman annually from among its membership. The Committee may appoint clerks and other employees as it may require.

### **Annotated Version**

Deleted – ~~Strikethrough~~    Inserted - Underline

#### **(c) Membership**

Said committee shall consist of nine (9) members. Each of the following shall appoint one of its members or associate members to serve on the Community Preservation Committee:

Conservation Commission, Historical Commission, Planning Board, Housing Authority, Recreation Commission (performing like duties of a Board of Park Commissioners), Finance Committee, Council on Aging, Open Space Committee and Board of Assessors

~~In the absence of such an appointment(s), a member(s) at large shall be appointed by the Board of Selectmen. Each member's term shall expire upon expiration of that member's term of service on his/her appointing agency, or one (1) year, whichever comes first.~~

Each member's term shall be from the first day of July until the last day of the following June, however each member's term shall not extend beyond that member's term of service on his/her appointing agency.

Committee members shall hold office until successors are designated. The Committee shall elect a chairman annually from among its membership. The Committee may appoint clerks and other employees as it may require.

*Rational: This sets the normal term of service. The Community Preservation Committee had no general problems with the selectmen appointing members to empty positions, but upon research, it appears that provision conflicts with the Stow Charter, section 7-8 (f).*

### **ARTICLE 56. GENERAL BYLAW AMENDMENT – FIRE PREVENTION AND PROTECTION CODE**

To see if the town will vote to amend the General Bylaw, Article 10, sections 3,4,5, 6, and 7 to read in their entirety as state below; or to take any other action relative thereto.

(Fire Department and General Bylaw Review Committee)

*The Finance Committee recommends approval of this article. The amendments will update the General Bylaw with the correct language to properly reference the Stow Fire Department in Article 10, sections 3,4,5,6 and 7.*

### **Proposed Version**

**SECTION 3.** The Stow Fire Department shall have the authority to establish rules and orders from time to time pertaining to fire prevention and protection.

**SECTION 4.** New buildings, except residential dwelling buildings of three dwelling units or less, shall have an automatic fire and/or smoke detection and alarm system. Such system shall alert all persons within the building and shall automatically alert the Stow

Fire Department by transmittal of a signal to the fire station alarm system or to a central station alarm. All such detection and alarm systems must be approved by the Stow Fire Department. To the extent feasible, all municipal buildings shall be in compliance with this section.

**SECTION 5.** Standpipes, sprinkler systems, internal or external fire hydrant systems which shall include the water supply mains and pumps for said systems to be installed, altered or changed within the Town of Stow must be approved by the Stow Fire Department. A permit must be obtained for the installation, alteration or change of these systems from the Stow Fire Department, and the application for the permit must be accompanied by the specifications of the building in which it is to be installed, altered or changed, and specifications of the system itself, whether an internal or external system, according to the rules, orders and regulations of the Stow Fire Department.

**SECTION 6.** No person or persons shall block, obstruct or otherwise make unusable any access to a natural water supply that may be used for fire fighting without approval of the Stow Fire Department.

**SECTION 7.** All public buildings and others herein described, which shall include schools, churches, municipal buildings, commercial and industrial buildings, shall maintain a fire access Lane of fifteen (15) feet minimum width, where designated by the Stow Fire Department, which shall not be obstructed for an unreasonable length of time by commercial vehicles which have need of access to said buildings and provided that the operators of other vehicles, or those responsible for any other obstruction, are immediately available to remove said vehicle or obstruction upon orders of the Stow Fire Department.

#### Annotated Version

Deleted – ~~Strikethrough~~ Additions - Underline

*Rational for changing Board of Fire Engineers to Stow Fire Department: This is just housekeeping because we no longer have a Board of Fire Engineers and the Stow Fire Department is now the organization responsible for fire protection.*

### **ARTICLE 10. FIRE PREVENTION AND PROTECTION CODE**

**SECTION 3.** The ~~Board of Fire Engineers~~ Stow Fire Department shall have the authority to establish rules and orders from time to time pertaining to fire prevention and protection.

**SECTION 4.** New buildings, except residential dwelling buildings of three dwelling units or less, shall have an automatic fire and/or smoke detection and alarm system. Such system shall alert all persons within the building and shall automatically alert the Stow Fire Department by transmittal of a signal to the fire station alarm system or to a central station alarm. All such detection and alarm systems must be approved by the ~~Board of Fire Engineers~~ Stow Fire Department. ~~All municipal buildings not in compliance with this section at the time of adoption of this code shall comply with said requirements by July 1, 1976.~~ To the extent feasible, all municipal buildings shall be in compliance with this section.

**SECTION 5.** Standpipes, sprinkler systems, internal or external fire hydrant systems which shall include the water supply mains and pumps for said systems to be installed, altered or changed within the Town of Stow must be approved by the ~~Board of Fire Engineers~~ Stow Fire Department. A permit must be obtained for the installation, alteration or change of these systems from the ~~Board of Fire Engineers~~ Stow Fire Department, and the application for the permit must be accompanied by the specifications of the building in which it is to be installed, altered or

changed, and specifications of the system itself, whether an internal or external system, according to the rules, orders and regulations of the ~~Board of Fire Engineers~~ Stow Fire Department.

**SECTION 6.** No person or persons shall block, obstruct or otherwise make unusable any access to a natural water supply that may be used for fire fighting without approval of the ~~Board of Fire Engineers~~ Stow Fire Department.

**SECTION 7.** All public buildings and others herein described, which shall include schools, churches, municipal buildings, commercial and industrial buildings, shall maintain a fire access Lane of fifteen (15) feet minimum width, where designated by the ~~Board of Fire Engineers~~ Stow Fire Department, which shall not be obstructed for an unreasonable length of time by commercial vehicles which have need of access to said buildings and provided that the operators of other vehicles, or those responsible for any other obstruction, are immediately available to remove said vehicle or obstruction upon orders of the. ~~Fire Department of the Town of Stow~~ Stow Fire Department.

#### **ARTICLE 57. GENERAL BYLAW AMENDMENT – POLICE REGULATIONS**

To see if the town will vote to amend the General Bylaw, Article 6, sections 16, 19, 20, 25, and 26 to read in their entirety in subsections A,B,C,D, and E, and to delete General Bylaw Article 6 section 28 in its entirety; or to take any other action relative thereto.

(Police Department and General Bylaw Review Committee)

*The Finance Committee recommends approval of this article. The proposed amendments will provide for stiffer fines for violations of Article 6, sections 16, 19, 20, 25 and 26 of the General Bylaw and provide a greater deterrent to the actions outlined in each section. The amendment also allows the Police Department to better protect the public from unlicensed canvassers or solicitors, unlawful discharge of firearms and possession of alcohol on property owned or occupied by the Town of Stow.*

A. Amend Section 16 by inserting the term catch basin to assure compliance to storm water management requirements and increasing the fine to one hundred dollars.
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**SECTION 16.** No person shall dispose of garbage, refuse, any bottle, can or any form of rubbish on any public way or on private property, or in any catch basin, waterway, river, brook or pond in the Town of Stow. Any violator of this section to be punished by a fine not to exceed one hundred dollars (\$100).

B. Amend Section 19 by increasing the fine to two hundred dollars.
--

#### **SECTION 19.**

- (a) No person shall fire or discharge any firearms on any private property except with the written consent of the owner or legal occupant thereof.
- (b) This bylaw shall not apply to lawful defense of life or property nor any law enforcement officer acting in the discharge of his duties.

(c) The penalty for violation of this Section 19 shall be a fine of two hundred dollars (\$200.00).

C. Amend Section 20 by increasing the fine to one hundred dollars.

**SECTION 20.** Any person who shall violate any provision of these bylaws shall, in cases not otherwise provided for, forfeit and pay for each offense a fine not exceeding one hundred dollars (\$100.00).

D. Amend Section 25 by increasing the fine to five hundred dollars and allowing police to arrest violaters without a warrant.

**SECTION 25.** No person shall keep, use, consume or have in his or her possession any alcoholic beverages as defined in Chapter 138, Section 1 of the General Laws, in any building, or part thereof, owned or occupied by the Town of Stow, except for the Police Department possession for evidentiary purposes, without the permission of the person or board in control of such premises, and being duly licensed by the licensing authority when required by law; nor shall any person consume any alcoholic beverages while on, in or upon any public way or upon any way to which the public has right of access, or any town common, public park or playground, or any land or place to which members of the public have access as invitees or licensees, or any private land or place, without the consent of the owner or person in control of such public or private land or place, and being duly licensed by the licensing authority when required by law. The penalty for any violation of this bylaw shall be a fine not exceeding five hundred dollars (\$500.00) for each offense. Persons violating this bylaw may be subject to arrest without a warrant by Stow police officers.

E. Amend Section 26 by allowing a fee to issue solicitors license, allow for arrest if unlawful solicitation and increase the fine to two hundred dollars.

**SECTION 26. Regulation and Licensing of Solicitors and Canvassers**

- a. It shall be unlawful for any solicitor or canvasser as defined in this bylaw to engage in such business within the town of Stow without first obtaining a license therefor in compliance with the provisions of this bylaw. A reasonable fee shall be charged for the issuance of such license. The provisions of this bylaw shall not apply to any person engaged in the soliciting for charitable, benevolent, fraternal, religious or political activities, nor any person exempt under Chapter 101 of the Mass. General Laws, nor to any person duly licensed under Chapter 101 of the Mass. General Laws, nor to any person exempt by any other General Law, nor shall this bylaw be construed to prevent route salesmen or other persons having established customers, to whom they make periodic deliveries, from calling upon such customers or from making calls upon prospective customers to solicit an order for future deliveries. Persons engaged in unlawful solicitation and canvassing may be subject to arrest without a warrant. A fine not to exceed two hundred dollars (\$200.00) may be assessed for violations.

F. Delete Section 28.

**Annotated Version**

Deleted – ~~Strikethrough~~    Inserted - Underline

## **ARTICLE 6. POLICE REGULATIONS**

**SECTION 16.** No person shall dispose of garbage, refuse, any bottle, can or any form of rubbish on any public way or on private property, or in any catch basin, waterway, river, brook or pond in the Town of Stow. Any violator of this section to be punished by a fine not to exceed ~~fifty dollars (\$50)~~ one hundred dollars (\$100).

*Rationale: Inserting catch basin assures compliance with stormwater management requirements. A fine of fifty dollars is considered to be inadequate to deter violators.*

### **SECTION 19.**

- (a) No person shall fire or discharge any firearms on any private property except with the written consent of the owner or legal occupant thereof.
- (b) This bylaw shall not apply to lawful defense of life or property nor any law enforcement officer acting in the discharge of his duties.
- (c) The penalty for violation of this Section 19 shall be a fine of ~~fifty dollars, (\$50.00)~~ two hundred dollars (\$200.00).

*Rationale for section ( c ) A fine of fifty dollars is considered to be inadequate to deter violators.*

**SECTION 20.** Any person who shall violate any provision of these bylaws shall, in cases not otherwise provided for, forfeit and pay for each offense a fine not exceeding ~~fifty dollars~~ one hundred dollars (\$100.00).

*Rationale: A fine of fifty dollars is considered to be inadequate.*

**SECTION 25.** No person shall keep, use, consume or have in his or her possession any alcoholic beverages as defined in Chapter 138, Section 1 of the General Laws, in any building, or part thereof, owned or occupied by the Town of Stow, except for the Police Department possession for evidentiary purposes, without the permission of the person or board in control of such premises, and being duly licensed by the licensing authority when required by law; nor shall any person consume any alcoholic beverages while on, in or upon any public way or upon any way to which the public has right of access, or any town common, public park or playground, or any land or place to which members of the public have access as invitees or licensees, or any private land or place, without the consent of the owner or person in control of such public or private land or place, and being duly licensed by the licensing authority when required by law. The penalty for any violation of this bylaw shall be a fine not exceeding ~~fifty dollars (\$50.00)~~ five hundred dollars (\$500.00) for each offense. Persons violating this bylaw may be subject to arrest without a warrant by Stow police officers.

*Rationale: A fine of fifty dollars is considered to be inadequate.*



## **SECTION 26. Regulation and Licensing of Solicitors and Canvassers**

- a. It shall be unlawful for any solicitor or canvasser as defined in this bylaw to engage in such business within the town of Stow without first obtaining a license therefor in compliance with the provisions of this bylaw. A reasonable fee shall be charged for the issuance of such license. The provisions of this bylaw shall not apply to any person engaged in the soliciting for charitable, benevolent, fraternal, religious or political activities, nor any person exempt under Chapter 101 of the Mass. General Laws, nor to any person duly licensed under Chapter 101 of the Mass. General Laws, nor to any person exempt by any other General Law, nor shall this bylaw be construed to prevent route salesmen or other persons having established customers, to whom they make periodic deliveries, from calling upon such customers or from making calls upon prospective customers to solicit an order for future deliveries. Persons engaged in unlawful solicitation and canvassing may be subject to arrest without a warrant. A fine not to exceed two hundred dollars (\$200.00) may be assessed for violations.

*Rationale: It has been the experience of the police department that this bylaw does not adequately protect the public from solicitors and canvassers who ignore the requirement to obtain a license prior to solicitation. There are some instances in which repeated violations by solicitors cannot be effectively dealt with by the police because the bylaw does not specifically authorize arrest without a warrant. The current bylaw does not impose a fine for violations. A fine of two hundred dollars is proposed in the change to section 26.*

## **SECTION 28. Schedule of Fees for Weights and Measures – Delete.**

*Rationale: Maximum fees for weights and measures are set by Massachusetts statutes and not administered or collected by the Police Department. Deleting this section allows Town of Stow officials to collect fees at current rates without future changes to the Bylaw.*

## **ARTICLE 58. GENERAL BYLAW AMENDMENT – PERSONNEL ADMINISTRATION GRIEVANCE PROCEDURE**

To see if the town will vote to amend the General Bylaw, Article 11, section 17 by deleting paragraph d in its entirety and inserting new paragraphs (d), (e), and (f) to read in their entirety as stated below; or to take any other action relative thereto.

(General Bylaw Review Committee)

*The Finance Committee recommends approval of this Article, which has no direct financial impact. The proposed amendments have two general purposes: (1) to lengthen the time allowed for adjudication of grievances and appeals from the present 5 working days to 10; and (2) to clarify the process for grievances filed against department heads, board or commission members, or Selectmen. This article does not apply to union employees, who have a separate, negotiated process.*

## **Proposed Version**

### **d. General Process**

An employee grievance shall be filed in writing with the department head or the appropriate grievance hearing officer.

A hearing will take place within 10 working days from the hearing officer's receipt of the grievance, unless circumstances or conditions reasonably warrant an extension of the grievance hearing date, as determined by the hearing officer. This hearing process encourages the department head to conduct an informal review and investigation of a grievance when appropriate and practicable.

The hearing officer will issue a written decision to the grievance within 10 working days from the date that the grievance hearing has been completed.

### **e. Hearing Officers**

1. General Case: The head of the employee's department shall be the hearing officer.

2. Department Head:

A grievance claim against a department head reporting to another board or commission shall be filed with that board or commission. The chairperson of that board or commission will adjudicate the grievance as the hearing officer.

A grievance against a department head appointed by the Board of Selectmen, not reporting to another board or commission, shall be filed with and heard by Town Administrator.

3. Board or Commission Members: A grievance claim filed against a member of a board or commission member shall be filed with that board or commission. The chairperson of the board or commission shall be the hearing officer. If circumstances reasonably warrant, the board or commission chairperson may request that the Town Administrator adjudicate the grievance. A grievance filed against the chairperson of a board or commission shall be adjudicated by the Town Administrator.

4. Board of Selectmen: A grievance claim filed against a member of the Board of Selectmen shall be adjudicated by the Chairperson of the Selectmen. A grievance filed against the Chairperson of the Selectmen will be adjudicated by another Selectman voted by the Board of Selectman. If circumstances reasonably warrant, the Board of Selectmen may appoint an outside independent third party to adjudicate a grievance against a member of the Board of Selectmen. No paid employee of the Town, or any person appointed by the Selectmen, shall be appointed to adjudicate a grievance filed against an individual Selectman.

f. Appeals: An employee may appeal a grievance decision. The appeal must be made in writing within 10 working days of receipt of the written grievance decision and filed with the appeal hearing officer. The appeal shall be heard within 10 working days of receipt and a written decision of the appeal shall be issued within 10 working days from the date that the appeal hearing has been completed. A grievance shall be deemed waived and settled unless such grievance decision is appealed within the time limits prescribed.

1. A grievance hearing decision issued by a department head or by a board or commission chairman, excluding the Board of Selectmen, may be appealed to the Town Administrator.

2. A grievance hearing decision issued by the Town Administrator may be appealed to the Chairperson of the Board of Selectmen.

3. Employee grievance hearing decisions issued by the Selectmen are final.

### **Annotated version**

Deleted – ~~Strikethrough~~    Inserted – Underline

## ARTICLE 11. Personnel Administration

### **SECTION 17. GRIEVANCE PROCEDURE**

- a. Any dispute arising in connection with wages, hours of work and other conditions of employment, or out of the interpretation of application of the provisions set forth in the town Personnel Administration Bylaws is grievable.
- b. Any grievance that may arise will be discussed promptly and the parties will diligently cooperate in an effort to adjust said grievance at the earliest possible time.
- c. Any grievance must be filed within fourteen (14) calendar days of the event upon which the grievance is based or from the date when the employee should have had knowledge of the event or shall be deemed null and void.

#### ~~d. Steps~~

~~Step 1. Grievance filed in writing with department head who shall hear the grievance and shall answer in writing within five (5) working days. This shall not preclude oral discussion or informal conferences between the supervisor and the employee.~~

~~Step 2. If the employee is not satisfied with the results of Step 1, he or she may file in writing with the Board of Selectmen within five (5) working days after completion of Step 1. The Board of Selectmen, or its designee, shall hear the grievance as presented by the aggrieved employee within fourteen (14) calendar days following receipt of the grievance and shall answer the grievance within five (5) working days following the conclusion of the hearing. The Selectmen's decision is final.~~

#### d. General Process

An employee grievance shall be filed in writing with the department head or the appropriate grievance hearing officer.

A hearing will take place within 10 working days from the hearing officer's receipt of the grievance, unless circumstances or conditions reasonably warrant an extension of the grievance hearing date, as determined by the hearing officer. This hearing process encourages the department head to conduct an informal review and investigation of a grievance when appropriate and practicable.

The hearing officer will issue a written decision to the grievance within 10 working days from the date that the grievance hearing has been completed.

e. Hearing Officers

1. General Case: The head of the employee's department shall be the hearing officer.

2. Department Head:

A grievance claim against a department head reporting to another board or commission shall be filed with that board or commission. The chairperson of that board or commission will adjudicate the grievance as the hearing officer.

A grievance against a department head appointed by the Board of Selectmen, not reporting to another board or commission, shall be filed with and heard by Town Administrator.

3. Board or Commission Members: A grievance claim filed against a member of a board or commission member shall be filed with that board or commission. The chairperson of the board or commission shall be the hearing officer. If circumstances reasonably warrant, the board or commission chairperson may request that the Town Administrator adjudicate the grievance. A grievance filed against the chairperson of a board or commission shall be adjudicated by the Town Administrator.

4. Board of Selectmen: A grievance claim filed against a member of the Board of Selectmen shall be adjudicated by the Chairperson of the Selectmen. A grievance filed against the Chairperson of the Selectmen will be adjudicated by another Selectman voted by the Board of Selectman. If circumstances reasonably warrant, the Board of Selectmen may appoint an outside independent third party to adjudicate a grievance against a member of the Board of Selectmen. No paid employee of the Town, or any person appointed by the Selectmen, shall be appointed to adjudicate a grievance filed against an individual Selectman.

f. Appeals: An employee may appeal a grievance decision. The appeal must be made in writing within 10 working days of receipt of the written grievance decision and filed with the appeal hearing officer. The appeal shall be heard within 10 working days of receipt and a written decision of the appeal shall be issued within 10 working days from the date that the appeal hearing has been completed. A grievance shall be deemed waived and settled unless such grievance decision is appealed within the time limits prescribed.

1. A grievance hearing decision issued by a department head or by a board or commission chairman, excluding the Board of Selectmen, may be appealed to the Town Administrator.

2. A grievance hearing decision issued by the Town Administrator may be appealed to the Chairperson of the Board of Selectmen.

3. Employee grievance hearing decisions issued by the Selectmen are final.

## **ARTICLE 59. ZONING BYLAW AMENDMENT – DEFINITIONS**

To see if the Town will vote to amend the Zoning Bylaw by removing the subsection numbers and listing the Definitions in alphabetical order, and amending Section 9.3.11.2 to read in its entirety as stated below: or take any action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. The article has no financial impact, merely changing definitions from numerical to alphabetic*

9.3.11.2 The DEVELOPABLE SITE AREA shall be clearly identified on the plan and shall meet the requirements of the definition in Section 1.3;

### **PLANNING BOARD SUMMARY**

This article is merely housekeeping. Removal of the subsection numbers and listing the definitions in alphabetical order will accommodate future changes without the need to renumber the entire section.

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

9.3.11.2 The DEVELOPABLE SITE AREA shall be clearly identified on the plan and shall meet the requirements of the definition in Section ~~1.3.16~~ 1.3 (~~definition~~);

## **ARTICLE 60. ZONING BYLAW AMENDMENT – ASSISTED LIVING RESIDENCE**

To see if the Town will vote to amend the Zoning Bylaw by changing the title “ASSISTED LIVING” to “INDEPENDENT ADULT” where it appears in Sections 1.3.8, 1.3.9, 3.3.2.8, 3.10, 4.5.1, 4.5.1.1, 4.5.1.2, 4.5.1.3, 7.3.3.3, 7.7, 8.7, 8.7.1, 8.7.1.1, 8.7.2.1, 8.7.2.2, 8.7.3, 8.7.3.d), 8.7.3.2, 8.7.4, 8.7.4.1, 8.7.5, 8.7.5.1, 8.7.6, 8.7.6.1, 8.7.6.2, 8.7.6.3, 8.7.7, 8.7.7.1, 8.7.7.2, 8.7.7.3, 8.7.7.4, 8.7.7.5, 8.7.7.6, 8.7.8, 8.7.9.1, 8.7.9.2, 8.7.9.2.a), 8.7.9.3, 8.7.10, 8.7.11 and 8.7.12; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. The article changes wording to comply with state definitions.*

### **PLANNING BOARD SUMMARY**

This article proposes to change the title “Assisted Living” to “Independent Adult” to more accurately reflect the type of development, which was not intended to be an “Assisted Living Facility” as defined by the State.

## **ARTICLE 61. ZONING BYLAW AMENDMENT – BED AND BREAKFAST ESTABLISHMENT**

To see if the Town will vote to amend the Zoning Bylaw by amending the Definition in Section 1.3 for BED AND BREAKFAST ESTABLISHMENT, to read in its entirety as stated below; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. This article could allow additional Bed and Breakfast business in town, and therefore could result in additional tax revenue.*

**BED AND BREAKFAST ESTABLISHMENT** - A private DWELLING with an on-site manager where no more than eight rooms are let and a breakfast is included in the rent.

### **PLANNING BOARD SUMMARY**

This article proposes to permit a Bed and Breakfast Establishment to be operated with an on-site manager rather than requiring the owner to occupy the establishment. This change should encourage the Bed and Breakfast community in Stow and result in the preservation of older residences.

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

~~1.3.10~~ **BED AND BREAKFAST ESTABLISHMENT** - A private ~~owner-occupied~~ DWELLING with an on-site manager where ~~at least four but not~~ no more than eight rooms are let and a breakfast is included in the rent.

## **ARTICLE 62. ZONING BYLAW AMENDMENT – OVERLAY DISTRICTS**

To see if the Town will vote to amend the Zoning Bylaw by deleting Section 3.11, Wireless Service Facility, in its entirety and inserting the same text in Section 5, Overlay Districts, as a new Section 5.3 with all subsections as written in Section 3.11 to be consecutively numbered within Section 5.3; and by deleting Section 8.8, Active Adult Neighborhood, in its entirety and inserting the same text in Section 5, Overlay Districts, as a new Section 5.4 with all subsections as written in Section 8.8 to be consecutively numbered within Section 5.4; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. This article moves language in the bylaws relating to overlay districts to the section of the bylaws covering overlay districts.*

### **PLANNING BOARD SUMMARY**

This article is for organizational purposes only, moving the Wireless Service Facility and the Active Adult Neighborhood Sections of the bylaw, which define the requirements of these overlay districts, to Section 5, the Overlay District Section of the Zoning Bylaw.

## **ARTICLE 63. ZONING BYLAW AMENDMENT – USE REGULATIONS**

To see if the Town will vote to amend the Zoning Bylaw, Section 3.2, Residential District Uses, by inserting a new subsection 3.2.3.5 as set forth in subsection A below; Section 3.3, Business District Uses, by inserting subsection 3.3.2.9 as set forth in subsection B below; Section 3.4, Compact Business District Uses, by inserting a new subsection 3.4.2.6 as set forth in subsection C below; Section 3.5, Commercial District Uses, by inserting subsection 3.5.3.12 as set forth in subsection D below; Section 3.5, Commercial District Uses, by inserting a new subsection 3.5.3.12 as set forth in subsection E below; and Section 3.6, Industrial District Uses, by inserting a new subsection 3.6.3.9 as set forth in subsection E below; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee will make a recommendation at town meeting.*

### **PLANNING BOARD SUMMARY**

This article proposes to encourage preservation of historic and/or culturally significant buildings and structures and foster economic development by permitting uses not otherwise permitted in the Residential, Business, Compact Business, Commercial and Industrial Districts if, in the opinion of the Special Permit Granting Authority, the use is in harmony with the character and uses allowed in the district. Such Special Permit would also be subject to the requirements of other Sections of the Bylaw, including but not limited to, mandatory findings as outlined in Sections 9.2 (Special Permit) and 9.3 (Site Plan Approval) of the Bylaw.

<b>A</b>	<b>Amend Section 3.2 (Residential District Uses) by inserting a new use permitted by special permit, granted by the Planning Board, as subsection 3.2.3.5, to read in its entirety as stated below:</b>
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3.2.3.5 Uses not otherwise permitted in the Residential District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Residential District. This Section shall not eliminate the requirements of Section 3.2.2.5, which shall remain intact as written.

<b>B</b>	<b>Amend Section 3.3 (Business District Uses) by inserting a new use permitted by special permit, granted by the Planning Board, as subsection 3.3.2.9, to read in its entirety as stated below;</b>
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3.3.2.9 Uses not otherwise permitted in the Business District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Business District.

<b>C</b>	<b>Amend Section 3.4 (Compact Business District Uses) by inserting a new use permitted by special permit, granted by the Planning Board, as subsection 3.4.2.6, to read in its entirety as stated below:</b>
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- 3.4.2.6 Uses not otherwise permitted in the Compact Business District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Compact Business District.

**D Amend Section 3.5, Commercial District Uses, by inserting a new use permitted by special permit, granted by the Planning Board, as subsection 3.5.3.12, to read in its entirety as stated below:**

- 3.5.3.12 Uses not otherwise permitted in the Commercial District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Commercial District.

**E Amend Section 3.6, Industrial District Uses, by inserting a new use permitted by special permit, granted by the Planning Board, as subsection 3.6.3.9, to read in its entirety as stated below:**

- 3.6.3.9 Uses not otherwise permitted in the Industrial District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Industrial District.

#### **ARTICLE 64. ZONING BYLAW AMENDMENT – SIGNS**

To see if the Town will vote to amend the Zoning Bylaw, subsection 3 of Section 6.3.3.1, Permanent Signs in the Residential and Recreation-Conservation Districts, as set forth in subsection A below; Section 6.3.4.1, Seasonal Agriculture Signs, as set forth in subsection B below; and Section 6.3.4.2, Directional Signs, as set forth in subsection C below; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. This article has no financial impact on the town.*

#### **PLANNING BOARD SUMMARY**

This article is in response to recommendations by the Agricultural Commission and is intended to support the agricultural character of Stow by providing more flexibility in size and quantity of signs during peak seasonal events and by permitting permanent signs on-site and at Town entrances, marketing the presence of Stow's Agricultural Community.

**A Amend subsection 3 of Section 6.3.3.1 (Permanent Signs in the Residential and Recreation-Conservation districts) to read as stated below:**



3. One ON-SITE SIGN pertaining to agriculture, as permitted in Sections 3.1.1.2, 3.1.1.3, 3.1.1.5, and Section 3.2.1.1, each not exceeding sixteen (16) square feet in area, may be ERECTED.

<b>B Amend Section 6.3.4.1 (Seasonal Agriculture Signs) to read as stated below:</b>
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6.3.4.1 Seasonal Agriculture:

- 1) SIGNS for uses permitted/allowed in Sections 3.1.1.2, 3.1.1.3, 3.1.1.5 and Section 3.2.1.1, one not to exceed sixteen (16) square feet in area, and other such SIGNS not to exceed twelve (12) square feet, with a total square footage of all such SIGNS not to exceed seventy five (75) square feet.
- 2) One (1) slot on each community agricultural ladder SIGN posted at the Town entrances, subject to dimension and format requirements of the Planning Board and written approval of the Stow Agricultural Commission.
- 3) Seasonal agriculture SIGNS may be ERECTED one (1) week prior to the beginning of sales and must be removed one (1) week after sales are completed.
- 4) The Planning Board may grant a waiver from the requirements of this Section.

<b>C Amend Section 6.3.4.2 (Directional Signs) to read as stated below:</b>
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6.3.4.2 Directional SIGNS for Businesses located in Stow: A free-standing pole may be ERECTED at intersections of Town roads, located not to obstruct vision on the right of way and affixed with directional SIGNS, with the approval of the Board of Selectmen;

1. Non-agricultural directional SIGNS shall be 6" x 24" and have a dark green background. Lettering shall be yellow and no more than 4" in height.
2. A directional SIGN may bear only the name of a business, logotype, distance and directional arrow.
3. Directional SIGNS shall not be illuminated.
4. The maximum number of SIGNS per business shall not exceed three (3) located at different intersections.
5. Maximum of two (2) direction SIGN poles per intersection, excluding agricultural directional SIGNS.
6. The maximum height of a direction SIGN pole is eight (8) feet above the road surface.
7. Direction SIGN poles and locations will be subject to the approval of the BUILDING INSPECTOR and Superintendent of Streets.
8. A maximum of eight (8) businesses may share a pole for direction SIGNS.
9. The cost of the SIGNS, pole and maintenance shall be the sole responsibility of the SIGN owners.
10. Agricultural directional SIGNS shall be 6" x 24". The colors for the background and lettering and logos may be consistent with the marketing colors and logo used by the agricultural businesses. There is no restriction to lettering or logo size.

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

#### 6.3.3.1

3. ~~Seasonal Agriculture: One~~ ON-SITE SIGN ~~for uses pertaining to agriculture, as permitted in Sections 3.1.1.2, 3.1.1.3, 3.1.1.5, and Section 3.2.1.1, each not exceeding four (4) sixteen~~ (16) square feet in area, may be ERECTED.

6.3.4.1 *Seasonal Agriculture: ~~Two (2) SIGNS for uses permitted in sections 3.1.1.2, 3.1.1.3, 3.1.1.5 and section 3.2.1.1, each not exceeding six (6) square feet in area, may be ERECTED outside of the right of way. Seasonal agriculture SIGNS may be ERECTED one (1) week prior to the beginning of sales and must be removed one (1) week after sales are completed;~~*

- 1) SIGNS for uses permitted/allowed in Sections 3.1.1.2, 3.1.1.3, 3.1.1.5 and Section 3.2.1.1, one not to exceed sixteen (16) square feet in area, and other such SIGNS not to exceed twelve (12) square feet, with a total square footage of all such SIGNS not to exceed seventy five (75) square feet.
- 2) One (1) slot on each community agricultural ladder SIGN posted at the Town entrances, subject to dimension and format requirements of the Planning Board and written approval of the Stow Agricultural Commission.
- 3) Seasonal agriculture SIGNS may be ERECTED one (1) week prior to the beginning of sales and must be removed one (1) week after sales are completed.
- 4) The Planning Board may grant a waiver from the requirements of this Section.

6.3.4.2 *Directional SIGNS for Businesses located in Stow: A free-standing pole may be ERECTED at intersections of Town roads, located not to obstruct vision on the right of way and affixed with directional SIGNS, with the approval of the Board of Selectmen;*

1. *Non-agricultural directional SIGNS shall be ~~no larger than~~ 6" x 24" and have a dark green background. Lettering shall be yellow and no more than 4" in height.*
2. *A directional SIGN may bear only the name of a business, logotype, distance and directional arrow.*
3. *Directional SIGNS shall not be illuminated.*
4. *The maximum number of SIGNS per business shall not exceed three (3) located at different intersections.*
5. *Maximum of two (2) direction SIGN poles per intersection, excluding agricultural directional SIGNS.*
6. *The maximum height of a direction SIGN pole is eight (8) feet above the road surface.*
7. *Direction SIGN poles and locations will be subject to the approval of the BUILDING INSPECTOR and Superintendent of Streets.*
8. *A maximum of eight (8) businesses may share a pole for direction SIGNS.*

9. *The cost of the SIGNS, pole and maintenance shall be the sole responsibility of the SIGN owners.*
10. *Agricultural directional SIGNS shall be 6" x 24." The colors for the background and lettering and logos may be consistent with the marketing colors and logo used by the agricultural businesses. There is no restriction to lettering or logo size.*

## **ARTICLE 65. ZONING BYLAW AMENDMENT – LIGHTING**

To see if the Town will vote to amend the Zoning Bylaw Section 1.3 by adding new definitions as set forth in subsection A below; Section 3.8.1.5, Exterior Lighting, by adding new subsections 3.8.1.5.1, 3.8.1.5.2, 3.8.1.5.3, 3.8.1.5.4, 3.8.1.5.5, 3.8.1.5.6 and 3.8.1.5.7 as set forth in subsection B below; Section 3.8.3, Use Regulations Pertaining to the Residential District by adding a new paragraph to subsection 3.8.3.1 as set forth in subsection C below; and Section 7.7, Off-street parking and Loading Area Design Requirements, by adding two new paragraphs to subsection 7.7.7 as set forth in subsection D below; or to take any other action relative thereto.

(Planning Board)

*The Finance Committee recommends approval of this warrant article. This article has no financial impact on the town.*

### **PLANNING BOARD SUMMARY**

This article is intended to reduce light pollution and to clarify our existing lighting bylaw by providing requirements for the type of exterior fixtures, the intensity of light producing devices permitted with different applications and restrictions on the area of illumination. These changes will generally have more of an effect on larger users of exterior lighting, such as business or commercial users, rather than residential users.

A	<b>Amend Section 1.3 by adding the following new definitions as stated below:</b>
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**DIRECT LIGHT** -Light that reaches a location from a light source or some part of the fixture containing the source, rather than reflecting off an illuminated surface. Light from filaments or other sources, surrounding glass, reflectors, diffusers, or similar components is DIRECT LIGHT. Light arriving from illuminated ground is not direct light.

**EXTERIOR LIGHT** - Any luminaire (light fixture) that is either not within a structure having a substantially opaque roof or is installed so that more than half the light output shines outside. A permanently-installed fixture in a screen- or glass-enclosed porch that is not normally climate-controlled or in a greenhouse or similar structure shall be considered an exterior light.

**FULL-CUTOFF FIXTURE** - A luminaire having a light distribution where zero candela intensity occurs at an angle of 90 degrees above nadir, and at all greater angles from nadir. Additionally, the candela per 1,000 lamp lumens does not numerically exceed 100 (10 percent) at or above a vertical angle of 80 degrees above nadir. This applies to all lateral angles around the luminaire. This kind of luminaire emits no light above the horizontal.

**INITIAL DESIGN LIGHT OUTPUT** - The luminous output of a fixture as determined by specifications of the fixture and lamps (bulbs) that are installed in it, rather than by measuring the actual light output.

PUBLIC STREETLIGHT - An exterior light shining primarily onto a STREET, which is both authorized by the Board of Selectmen and paid for from the Town budget or which is required by the Planning Board.

<b>B</b>	<b>Amend Section 3.8.1.5 (Exterior Lighting) by adding new subsections 3.8.1.5.1, 3.8.1.5.2, 3.8.1.5.3, 3.8.1.5.4, 3.8.1.5.5, 3.8.1.5.6 and 3.8.1.5.7 to read as stated below:</b>
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- 3.8.1.5.1 The INITIAL DESIGN LIGHT OUTPUT of all exterior lighting on a LOT shall be subject to a cap of 25,000 lumens/acre or 10,000 lumens, whichever is greater. Fixtures under an opaque covering such as a canopy or in a parking garage shall count as 0.25 of their output if 5-10 feet from the nearest edge, 0.1 at 10-30 feet and 0 for more than 30 feet.
- 3.8.1.5.2 A Special Permit from the Planning Board is required when installing new fixtures or replacing existing fixtures and the total resulting INITIAL DESIGN LIGHT OUTPUT would be more than 100,000 lumens on any LOT. However, a Special Permit shall not be required when replacing existing fixtures with FULL-CUTOFF fixtures and the total INITIAL DESIGN LIGHT OUTPUT of the replacement fixtures is less than half the total INITIAL DESIGN LIGHT OUTPUT of the removed fixtures.
- The Special Permit application shall show the location, type and output of all fixtures. The Planning Board shall impose mitigating conditions to protect abutters not only from DIRECT LIGHT but also reflected light, and shall limit the total light output and hours of use to that which is reasonably necessary. The Planning Board shall require remediation of existing lighting.
- 3.8.1.5.3 Lighting of athletic fields shall be only by Special Permit from the Planning Board, and shall be exempt from the 25,000 lumens/acre cap. The Planning Board shall require full engineering plans with a design average illuminance of no more than 200 lux. No DIRECT LIGHT shall shine off the LOT containing the field. Athletic field lighting shall be illuminated only while in use and shall not be illuminated between 10 p.m and sunrise under any circumstances. All lighting fixtures shall be set back 500 feet from any RESIDENTIAL or RECREATION/CONSERVATION LOT, and 200 feet from any other LOT.
- 3.8.1.5.4 The Planning Board may issue a Special Permit for lighting that does not conform to the conditions of the table in Section 3.8.1.5.6 up to 4,000 additional lumens of nonconforming lighting if the lighting is found to provide a public benefit. The Planning Board shall impose mitigating conditions such as limiting lighting levels, hours of operation, and requiring shielding to protect abutters from unwanted light.
- 3.8.1.5.5 Shining lasers in excess of 5 mW at wavelengths within the range of human vision or searchlights into the sky, for advertising or any other purpose, is prohibited. Airfield beacons required by the FAA are exempt from this prohibition.

3.8.1.5.6 Each EXTERIOR LIGHT fixture shall comply with the following specific conditions:

***Fixture-Specific Conditions***

<b><i>Fixture Type:</i></b>	<b><i>Conditions:</i></b>
All EXTERIOR LIGHT Fixtures (other than PUBLIC STREETLIGHTS)	<p>Must be FULL-CUTOFF FIXTURES.</p> <p>Must be installed in the proper orientation so as to emit no light above the horizontal.</p> <p>Must be no more than 35 feet above ground.</p> <p>Must not be used to illuminate a LOT, which is across any STREET.</p>
EXTERIOR LIGHT Fixtures (other than PUBLIC STREETLIGHTS) with an INITIAL DESIGN LIGHT OUTPUT of more than 4,000 lumens	<p>Must comply with all above conditions <b>and:</b></p> <p>Must not shine DIRECT LIGHT onto any other LOT or STREET located within a RESIDENTIAL or RECREATION/CONSERVATION district.</p> <p>Must not shine DIRECT LIGHT onto any body of water not on the same LOT as the fixture.</p>
EXTERIOR LIGHT Fixtures (other than PUBLIC STREETLIGHTS) with an INITIAL DESIGN LIGHT OUTPUT of more than 10,000 lumens	<p>Must comply with all above conditions <b>and:</b></p> <p>Must not shine DIRECT LIGHT onto any other LOT located within any district.</p> <p>Must not shine DIRECT LIGHT onto any STREET.</p> <p>Must not shine DIRECT LIGHT onto any body of water.</p>
PUBLIC STREETLIGHTS	<p>Must be FULL-CUTOFF FIXTURES.</p> <p>Must be installed in the proper orientation so as to emit no light above the horizontal.</p> <p>Must be no more than 35 feet above ground.</p> <p>Must not shine DIRECT LIGHT onto any DWELLING.</p>

- 3.8.1.5.7 The following table provides exemptions to both fixture-specific conditions and the cap in 3.8.1.5.1

***Exemptions***

<b><i>Situation:</i></b>	<b><i>Exemption:</i></b>
EMERGENCY LIGHTING FIXTURES	EMERGENCY LIGHTING FIXTURES operated by a public safety agency are exempt. LIGHTING FIXTURES with an INITIAL LIGHT OUTPUT of less than 200 lumens, which are intended to signal the location of emergency services, rather than provide illumination and which are authorized by a public safety agency, are exempt.
Greenhouse LIGHTING FIXTURES for the purpose of supporting plant growth.	Exempt from the 25,000 lumens per acre requirement.
LIGHTING FIXTURES required by the FAA	LIGHTING FIXTURES required to comply with FAA requirements may be installed, but shall not emit more light above horizontal or shine more DIRECT LIGHT onto any other LOT than is required to comply with the FAA regulations.
Low-output fixtures on Residential LOTS.	On a Residential LOT, non-FULL- CUTOFF fixtures having an INITIAL DESIGN LIGHT OUTPUT of less than 500 lumens may be installed, as long as there are five (5) or fewer non-FULL- CUTOFF fixtures after installation. (For this rule, a conventional incandescent bulb of 40W or less shall be considered to have less than 500 lumens output.)
Seasonal Holiday Lighting	Seasonal holiday lighting may be installed and illuminated, provided that it is illuminated for no more than 90 days in any 270 day period. <i>(This allows nonconforming holiday lighting even if the property is not eligible for the nonconforming fixture exemption. Conforming holiday lighting is not restricted in any way.)</i>

<b>C</b>	<b>Amend Section 3.8.3 (Use Regulations Pertaining to the Residential District) by adding a new paragraph to subsection 3.8.3.1 to read as stated below:</b>
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- 3.8.3.1 Exterior lighting shall conform with the requirements of Section 3.8.1.5, except that the use of exterior lighting by a commercial or business activity or operation during the period from one-half hour after sunset to one-half hour before sunrise shall not be permitted. This provision shall not preclude the use of emergency lighting required by a public agency in the performance of its duties, lighting of SIGNS in conformance with the general regulations included in Section 6.3.1, customary holiday lighting or low level illumination of entranceways, exits and driveways.

Signs shall not be illuminated unless the business is open to the general public and employees are present and ready to receive customers, and shall not be illuminated between 9 p.m. and 7 a.m. Any fixture with an INITIAL DESIGN LIGHT OUTPUT of more than 2,000 lumens shall not be considered low level illumination. Any peak illuminance on the ground, a building or a sign, of more than 10 lux shall not be considered low level illumination.

<b>D</b>	<b>Amend Section 7.7 (Off-street parking and Loading Area Design Requirements) by adding two new paragraphs to subsection 7.7.7 to read as stated below:</b>
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7.7.7 Lighting - Off-street parking and loading areas used after sunset shall be illuminated while in use. The height and shielding of lighting standards shall provide proper lighting without hazard to drivers or nuisance to residents, and the design of lighting standards shall be of a type appropriate to the development and Stow and otherwise in compliance with Section 3.8.1.5 of this Bylaw.

A fixture with an INITIAL DESIGN LIGHT OUTPUT of more than 2,000 lumens that shines DIRECT LIGHT into the sky or onto any DWELLING on another LOT shall be considered a NUISANCE and not proper lighting under this section.

Parking lot and driveway lighting with a total INITIAL DESIGN LIGHT OUTPUT of more than 10,000 lumens shall be subject to a Special Permit, which shall show the location, output and type of all fixtures. The total INITIAL DESIGN LIGHT OUTPUT of all fixtures shall not be greater than 6 lumens per square meter of parking lot or driveway.

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

3.8.3.1 *Exterior lighting shall conform with the requirements of Section 3.8.1.5, except that the use of exterior lighting by a commercial or business activity or operation during the period from one-half hour after sunset to one-half hour before sunrise shall not be permitted. This provision shall not preclude the use of emergency lighting required by a public agency in the performance of its duties, lighting of SIGNS in conformance with the general regulations included in Section 6.3.1, customary holiday lighting or low level illumination of entranceways, exits and driveways.*

Signs shall not be illuminated unless the business is open to the general public and employees are present and ready to receive customers, and shall not be illuminated between 9 p.m. and 7 a.m. Any fixture with an INITIAL DESIGN LIGHT OUTPUT of more than 2,000 lumens shall not be considered low level illumination. Any peak illuminance on the ground, a building or a sign, of more than 10 lux shall not be considered low level illumination.

7.7.7 *Lighting - Off-street parking and loading areas used after sunset shall be illuminated while in use. The height and shielding of lighting standards shall provide proper lighting without hazard to drivers or nuisance to residents, and the design of lighting standards shall be of a type appropriate to the development and Stow and otherwise in compliance with Section 3.8.1.5 of this Bylaw.*

A fixture with an INITIAL DESIGN LIGHT OUTPUT of more than 2,000 lumens that shines DIRECT LIGHT into the sky or onto any DWELLING on another LOT shall be considered a NUISANCE and not proper lighting under this section.

Parking lot and driveway lighting with a total INITIAL DESIGN LIGHT OUTPUT of more than 10,000 lumens shall be subject to a Special Permit, which shall show the location, output and type of all fixtures. The total INITIAL DESIGN LIGHT OUTPUT of all fixtures shall not be greater than 6 lumens per square meter of parking lot or driveway.

#### **ARTICLE 66. TRANSFER TO STABILIZATION FUND – GENERAL**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifty Thousand Dollars (\$50,000), or any other sum, to be added to the Stabilization Fund; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article. This transfer is part of a multi-year effort to rebuild the town's financial reserves after having spent most of our reserves several years ago.*

#### **ARTICLE 67. TRANSFER TO STABILIZATION FUND – CLEAN UP OF CARRYOVER ARTICLES**

To see if the Town will vote to appropriate and transfer the sum of Fourteen Thousand Sixty-Six Dollars and Thirty-Three Cents (\$14,066.33), or any other sum, from the associated accounts to be added to the Stabilization Fund; or take any other action relative thereto.

(Finance Committee)

*The Finance Committee recommends approval of this article. When the town votes to fund a capital article or similar project, there are often small amounts left in that account after the work or purchase has been completed. These accounts that are created by town meeting vote usually remain indefinitely until they are spent for the original purpose, or town meeting votes to move them to some other account. This article "cleans up" some of these old accounts by moving them to the Stabilization Fund.*

<b>Purpose</b>	<b>Account Number</b>	<b>Amount</b>
Purchase of Police Cruiser	02-20-10-78500-000	14.47
Painting of Police Station	02-20-10-72400-000	7,933.54
Purchase Digital Mailing Machine	02-10-45-78500-000	649.00
Purchase & Install Radio Repeaters	02-20-20-78515-000	170.87
Replace Hale School Doors/Handles	02-30-10-78700-000	1,281.00
Expand Town Bldg Parking	02-10-92-78200-000	469.29
Improvements to Town Hall	02-10-92-78220-000	313.22
Town Hall Handicapped Access	02-10-92-78230-000	559.88
Town Hall Exterior Improvement	02-10-92-78240-000	401.03
Purchase & Equip New Fire Truck	02-20-20-78500-000	265.34
Purchase & Equip New Fire Vehicle	02-20-20-78501-000	51.27
Purchase & Equip Pumper Truck	02-20-20-78502-000	801.63
Purchase Pickup Truck	02-50-10-78750-000	542.63
Lake Boon Weed Control	02-60-31-73030-000	613.16
<b>TOTAL</b>		<b>14,066.33</b>



## **ARTICLE 68. BALANCE THE FISCAL YEAR 2008 BUDGET**

To see if the Town will vote to authorize the Board of Assessors to use a sum of money from available funds in the hands of the Treasurer-Collector in reducing the tax rate (balancing the budget) for the fiscal year beginning July 1, 2007 and ending June 30, 2008; or take any other action relative thereto.  
(Finance Committee)

*The Finance Committee will make a recommendation at Town Meeting.*

## **ARTICLE 69. TOWN ELECTION**

To vote by ballot on May 15, 2007 at Center School Auditorium/Gymnasium in said Town of Stow the following officers:

One Moderator for three years  
Two Board of Selectmen members for three years  
One Board of Assessors member for three years  
One Nashoba Regional School District Committee member for three years  
One Board of Health member for three years  
One Planning Board member for five years  
Three Trustees, Randall Library Funds for three years  
One Stow Housing Authority member for five years

And also to vote by ballot on May 15, 2007 at the Center School in said Town of Stow on the following questions:

QUESTION 1. Shall the Town of Stow be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the amounts required to pay for the bond to be issued in order to fund engineering and architectural services, Owner's Project Manager (OPM) and any other MSBA related program requirements and related activities for the design and development, and preparation of plans and specifications, through the bidding phase of the project, for the purpose of the renovation of and the construction of an addition to the Center School?

QUESTION 2. Shall the Town of Stow be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the amounts required to pay for the bond to be issued in order to fund engineering and architectural services, Owner's Project Manager (OPM) and any other MSBA related program requirements and related activities for the design and development, and preparation of plans and specifications, through the bidding phase of the project, for the purpose of renovation of Pompositticut School and the renovation of and the construction of an addition to the Center School?

QUESTION 3. Shall the Town of Stow be allowed to exempt from the provisions of Proposition Two and One-half, so called, the amounts required to pay for the bond to be issued to finance the purchase for general municipal purposes, of approximately 13 acres of land, shown as Parcel 18 on Map R-3 of the Assessors Maps of the Town of Stow, located off of Old Bolton Road, Stow, and known as the "Snow property", and to fund the costs associated with said acquisition, including legal, appraisal, engineering, and other costs or fees associated thereto?

QUESTION 4. Shall the Town of Stow be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the amounts required to pay for the bond to be issued in order to finance the

design, development and construction of recreational facilities that may include, but are not limited to, a community pavilion, an improved surface walking path and athletic fields for organized sports?

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Selectmen on or before the time of said meeting.

Given under our hands this 27<sup>th</sup> of March in the year 2007.

BOARD OF SELECTMEN

Stephen M. Dungan, Chairman  
Carole Makary  
Jason Robart, Clerk  
Thomas Ruggiero  
Janet Wheeler

## **CONSENT CALENDAR PROCEDURES**

As part of an effort to make our Town Meeting time more productive, and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented the “Consent Calendar.”

Each year there is a number of warrant articles for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting these articles will be selected for inclusion in the Consent Calendar. As one of the first items of business there will be a motion to take all of these articles as identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the articles included in the Consent Calendar as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes. The use of the Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion, or wishes an explanation of any article included in the Consent Calendar, the voter should say the word “hold” in a loud voice when the article number is called by the Moderator. The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request was merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request was to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant to be brought up, debated and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern. After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **PASSED AS A UNIT** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Please review the proposed motions for the articles for the Consent Calendar and the related comments that follow. Complete articles are found in the warrant. Please review them carefully.

### **THE CONSENT CALENDAR WILL BE TAKEN UP AS ONE OF THE FIRST ORDERS OF BUSINESS AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 7, 2007**

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedure please feel free to call the Town Administrator (978-897-2927) **before** Town Meeting.

Note: The language and the amount of money specified in the articles included in the Consent Calendar as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

## **CONSENT CALENDAR MOTIONS**

### **ARTICLE AND MOTION**

That the Annual Town Meeting take the following Articles out of the order in the warrant and take action on Articles 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34, 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.

### **ARTICLE 6. RESERVE FUND**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Seventy Thousand Dollars (\$70,000) for a Reserve Fund for the fiscal year beginning July 1, 2007.

(Finance Committee)

### **ARTICLE 7. TAX TITLE PROCEEDINGS**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Seven Thousand Dollars (\$7,000) to be added to any balance remaining and previously appropriated for Tax Title proceedings for tax taking and Land Court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector.

(Treasurer-Collector)

### **ARTICLE 8. AUDIT OF FINANCIAL RECORDS**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Ten Thousand Six Hundred Dollars (\$10,600) for a Town financial audit.

(Treasurer-Collector)

### **ARTICLE 9. REVOLVING FUND FOR INSPECTION FEES**

(CONSENT CALENDAR)

Move to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2008, 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 Forty Thousand Dollars (\$40,000) for FY2008, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town.

(Selectmen)

### **ARTICLE 10. REVOLVING FUND FOR ADVANCED LIFE SUPPORT SERVICES**

(CONSENT CALENDAR)

Move to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2008, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000) for FY2008, 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.

(Selectmen)

**ARTICLE 11. TRANSFER TO CONSERVATION FUND – LAND MAINTENANCE**

(CONSENT CALENDAR)

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Seven Hundred Forty Dollars (\$740) to be expended by the Conservation Commission.

(Conservation Commission)

**ARTICLE 12. ADDITION TO CONSERVATION FUND**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the balance remaining in the Conservation Fund, to be expended by the Conservation Commission.

(Conservation Commission)

**ARTICLE 13. TRANSFER FROM WETLANDS PROTECTION FUND**

(CONSENT CALENDAR)

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Six Thousand One Hundred Nineteen Dollars and Fifty Cents (\$6,119.50) as additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

(Conservation Commission)

**ARTICLE 14. UPDATE OF PROPERTY VALUATIONS**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Seventeen Thousand Four Hundred Dollars (\$17,400) to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

(Assessors)

**ARTICLE 15. TOWN RECORDS BINDING AND REPAIR**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Two Hundred Dollars (\$200) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

(Town Clerk)

**ARTICLE 16. TOWN COMMON SIGN MAINTENANCE**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of One Thousand Two Hundred Thirty Dollars (\$1,230) for the repair of the town common sign and to purchase additional sign letters.

(Town Clerk)

**ARTICLE 17. HIGHWAY ROAD MACHINERY AND PRIVATE WAYS**

(CONSENT CALENDAR)

Move to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below.

(Selectmen)

<b>Expense</b>	<b>Amount</b>
1. For the Road Machinery Account	\$33,091
2. For Repairs on Private Ways	\$10,000

**ARTICLE 18. HIGHWAY ROAD CONSTRUCTION**

(CONSENT CALENDAR)

Move to appropriate and borrow the sum of Seventy-Three Thousand Nine Hundred Ninety-One Dollars (\$73,991) from Chapter 122 of the Acts of 2006, and One Hundred Sixty-One Thousand Eight Hundred Seventy-One Dollars (\$161,871) from Chapter 291C of the Acts of 2004 and One Hundred Sixty-One Thousand Four Hundred Thirty-Five Dollars (\$161,435) from Chapter 291B of the Acts of 2004 for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth pursuant to Chapter 246B of the Acts of 2002.

(Selectmen)

**ARTICLE 19. FEDERAL SAFE DRINKING WATER ACT**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulations, to be expended under the direction of the Board of Health.

(Board of Health)

**ARTICLE 20. HOUSEHOLD HAZARDOUS WASTE COLLECTION**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) 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.

(Board of Health)

**ARTICLE 21. EMERSON HOSPITAL HOME CARE**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Two Thousand One Hundred Dollars (\$2,100) 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 home care services and communicable disease follow-up services to Stow residents.

(Board of Health)

**ARTICLE 22. SOLID WASTE DISPOSAL CONTAINER**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Two Thousand Three Hundred Dollars (\$2,300) 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.

(Board of Health)

**ARTICLE 23. MEDICAL RESERVE CORPS EXPENSES**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be expended under the direction of the Board of Health for the purpose of providing for equipment and operating expenses.

(Board of Health)

**ARTICLE 24. MUTUAL AID AGREEMENT – PUBLIC HEALTH SERVICES**

(CONSENT CALENDAR)

Move to authorize the Board of Selectmen, in consultation with the Board of Health, in accordance with M.G.L., c. 40, section 4A, to enter into an inter-municipal agreement with one or more other governmental units to provide public health services which the Board of Health is authorized to perform. Such agreements will be made, in accordance with an Inter-municipal Mutual Aid Agreement to be entered into between the Town and various governmental units.

(Board of Health)

**ARTICLE 25. STOW CULTURAL COUNCIL**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Three Thousand Five Hundred Dollars (\$3,500) to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support Springfest activities.

(Selectmen)

**ARTICLE 26. PLANNING BOARD ENGINEERING/CONSULTING AND MASTER PLAN EXPENSES**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Ten Thousand Dollars (\$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.

(Planning Board)

**ARTICLE 27. PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Sixty-Eight Thousand Seven Hundred Sixteen Dollars (\$68, 716) to be added to any balance remaining from previous appropriation, to be expended under the direction of the Town Administrator for the purchase of computer equipment, software, and services for various Town departments; and to authorize the Town Administrator to sell, trade or otherwise dispose of existing equipment in connection therewith.

(Town Administrator)

**ARTICLE 28. LEGAL SERVICES – TRANSFER FROM OVERLAY SURPLUS ACCOUNT**

(CONSENT CALENDAR)

Move to appropriate and transfer the sum of Thirty-Eight Thousand Dollars (\$38,000) from the Overlay Surplus account into the general Legal account for the purpose of providing supplemental funding to pay for the Town's general on-going legal services.

(Town Administrator)

**ARTICLE 29. LEGAL SERVICES – GENERAL**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Forty Thousand Dollars, (\$40,000) to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account.

(Town Administrator)

**ARTICLE 30. POLICEMEN & FIREMEN MEDICAL PAYMENTS**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of Four Hundred Dollars (\$400) to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Chapter 41, Section 100 of the General Laws, for the payment of medical and other allowable expenses incurred by policemen or firemen injured in the performance of and within the scope of duty.

(Selectmen)

**ARTICLE 31. AGRICULTURAL COMMISSION EXPENSES**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars (\$1,250) to be expended under the direction of the Agricultural Commission for the purpose of providing for operating expenses.

(Agricultural Commission)

**ARTICLE 32. WEIGHTS AND MEASURES TESTING**

(CONSENT CALENDAR)

Move to raise and appropriate the sum of One Thousand Six Hundred Dollars (\$1,600) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing.

(Selectmen)

**ARTICLE 33. COMMUNITY PRESERVATION COMMITTEE EXPENSES**

(CONSENT CALENDAR)

Move to appropriate from FY 2008 Community Preservation Fund Annual Revenues the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorneys' fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2008, in accordance with a budget to be prepared for the Town Administrator.

(Community Preservation Committee)

**ARTICLE 34. COMMUNITY PRESERVATION RESERVES**

(CONSENT CALENDAR)

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Fund Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2008 Community Preservation Fund Annual Revenues for the undertaking of Community Preservation projects.

(Community Preservation Committee)

<b>Reserves</b>	<b>FY 2008 Annual Revenues</b>
Preservation of Historic Resources	\$75,000
Preservation of Open Spaces	\$75,000
Affordable Housing	\$75,000