

Charter Comm Notes/Ranking	Name	Are You Submitting a Proposed Charter change on behalf of yourself or on behalf of a Board/Committee or Department	What Dept/Commtee?	Article	Section	Proposed Recommendation	Rationale
	Jackie Spataro	Self		Article 1	0 Entire Document	Please update language to reflect changes made to modern vernacular	As the bylaws were updated to reflect Select Board, so should the Charter. Additionally, any persons with visual impairment cannot have the Charter read to them because the document is an image only pdf and not a text searchable (a pdf/UA version that allows for readability by assistive technology.)  Please also consider asking for one more round of feedback from the community, as reading an draft version might be helpful to spark more improvements.  Thank you for your valuable time and insight!
	Denise M Demboski	Elected or Appointed Board or Committee	Select Board	Article 1	0 Entire Document	Please change Selectmen to Select Board	
	Hector Constantzos	Self		Article 1	0 Entire document	Replace all references of Stow Board of Selectmen with Stow Select Board	Because it's obvious
	Hector Constantzos	Self		Article 1	0 Entire document	Replace the word master with the word comprehensive, wherever it is practical	Because it's the right thing to do
	Hector Constantzos	Self		Article 1	0 Entire document	Remove all requirements that restrict communication with the town to using bulletin boards and local papers	We are in the 21st century. Time to allow for whatever technology works best to communicate with residents. Very few people read the bulletin board at the town building anymore.
	Hector Constantzos	Self		Article 1	0 Entire document	Remove all references to chairman and use more gender neutral terms to refer to people who lead multi-member groups.	To become more inclusive
	Laurie Burnett	Self		Article 1	0 Entire Document	Throughout the document: Change Selectman to Select Board. Change	These changes will align our Charter with more inclusive language. Clarification of the meaning of committee, board, and multiple member bodies will allow for clearer definition of roles, responsibilities and application of the Charter for the multiple types of meetings that occur.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 1	1-02 Form of Government	Global Change from Board of Selectmen to Select Board	Committee recommendation
	Jim Salvie	Self		Article 1	1-04, Division of Powers	Here and all places mentioning "school committee," substitute "a" or "any" for "the"	We don't have a school committee, but might one day
	Charter Review Committee	Elected or Appointed Board or Committee	Stow Charter Review Committee	Article 2	2-02 Presiding Officer	Clarify that Deputy Moderator serves for a year or though the Town Meeting; and/or that the Moderator can appoint a Deputy at any Town Meeting; also that Deputy can act as Moderator on any item within the Moderator's purview in the event of a conflict	Flagged by Committee
	Jim Salvie	Town Department	Moderator	Article 2	2-02, Presiding Officer	In second sentence of first paragraph, substitute "any" for "the annual." At end of first paragraph insert two sentences: "The deputy moderator will serve as such until the moderator appoints a new deputy and such appointment is ratified by town meeting. In the absence of the moderator, the deputy moderator shall have all the rights, powers and responsibilities of the moderator."	Avoids frequent appointment of the same person, avoids lack of a deputy in even of extended absence or incapacity of moderator, makes clear that deputy can perform all functions including appointments
	David Walrath	Self		Article 2	2-02: Presiding Officer	Current wording: At the first session of the annual meeting, the moderator may appoint a voter to serve as deputy moderator to assist the moderator. The appointment of a deputy moderator shall be subject to ratification by the town meeting  Simplest proposed change: ... to assist the moderator for a term of one year.  More comprehensive change: At a town meeting session the moderator may nominate a deputy moderator, subject to ratification by the town meeting, for a term of one year ending before the commencement of the next Annual Town Meeting. The deputy shall have authority to act as moderator if the moderator is unable to act; if the moderator is absent; or any other duties as assigned by the moderator.  This makes three proposed changes: - the moderator nominates a deputy at any town meeting session (although obviously the first session of the annual is preferred) - it is for a term of one year ending before the next annual TM (I don't 100% like the proposed wording there) - the deputy can do anything the moderator can, as long as the moderator assigns the authority or is unable to act. This also permits the moderator to let the deputy make an appointment if the moderator has a conflict.	The term and specific duties of the deputy moderator are not clearly spelled out
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 2	2-05 Special Meetings	Determine whether 200 voters is required by state law or if the town has flexibility	Flagged by Committee
	Maureen Ladd	Self		Article 2	2-05: Special Meetings (b)	Current language states: petition of two hundred or more voters We should change to use a % of registered voters. I feel it should at least be 5% or more like 10%.	This would reflect the encouragement to register as well as making sure enough people propose the need for a special meeting, given the efforts required to hold one. Right now, given 2021 statistics of residents, 200 is only 3% of residents.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 2	2-07 Initiation of Warrant Articles	Clarify 10 and 100 voter requirement, required by state law? Also ensure that there is consistency in posting requirements throughout charter, perhaps referencing "town website and such other places as may be identified by the Bylaws."	Flagged by Committee

	Allan Fierce	Self		Article 2	2-07, Initiation of Warrant Articles	Wording of Section 2-7(c) that I (and Sustainable Stow) would like to see changed: In Section 2-7(c), DELETE the requirement in the first paragraph that petitions received from registered voters proposing a warrant article for an annual town meeting must be received by the Select Board "ninety or more days prior to the date fixed by bylaw for the annual town meeting to convene." The proposed alternate wording we would like to see would require that the Select Board include in the warrant a citizens petition that is filed (with the required signatures) at any time before the Select Board "closes" the warrant to send it to the printer.	<p>The rationale is two-fold:</p> <p>(1)The "90-day rule" is profoundly undemocratic. It appears to be designed, without good cause, to discourage "citizen petitions" from being filed by Stow's registered voters. Ninety days is an unjustifiably long time ahead of the annual town meeting. This Charter requirement means that citizen petitions would have to be filed in early February before an annual town meeting that happens in early May. For a citizens' group, such as Sustainable Stow, that deadline means that the group needs to be actively meeting and working on the wording of its petition over the holidays and during January. The 2-page, single-spaced petition that Sustainable Stow submitted last year ("A Nonbinding Resolution Committing Stow to Rapidly Reduce Emissions and Prepare for Climate Change") took the group over two months to prepare, starting with initial drafts that were refined and recirculated to the group for comment multiple times in order to present the most thoughtful, clear, and informative warrant article possible. As a result, even though we filed it with the required signatures two months before the annul town meeting, we missed the 90-day deadline. (No one in town government even mentioned the 90-day rule to us when we obtained the Town's form for a petition). There is also no apparent need for citizen petitions to be filed this far in advance of the annual town meeting. The town's own boards and committees are allowed to work on their proposed warrant articles right up to the date when the Select Board "closes" the warrant to send it to the printer. There appears to be no defensible reason why citizen petitions should not be treated in this same manner. Thus, it appears to many outside observers that Stow's 90-day rule is designed to discourage citizens from filing petitions for the annual town meeting. Why is it that the Town of Stow would want to discourage citizen petitions? Citizen petitions have long been welcomed as one of the revered, basic forms of democracy in the US and Massachusetts. State law requires that towns must allow citizen petitions. See General Laws chapter 39, section 10. Citizen petitions have often brought many useful and praiseworthy changes to towns, as well as state government. Almost every town surrounding Stow has in recent years passed a citizens petition calling for a declaration of a climate emergency and/or calling on the implementation of local actions to reduce greenhouse gas emissions. But not Stow. Perhaps that's because none of these surrounding towns have a rule requiring that citizens petitions be filed months before an annual town meeting. That rule in Stow is so effective in discouraging citizen petitions that it might be described as a type of voter suppression. Stow should be embarrassed that it – and it alone among its neighbors – has this undemocratic 90-day rule for citizen petitions. It is also worth noting that the adverse impact of the 90-day rule doesn't just fall on those who seek to file citizen petitions but cannot meet the deadline. It also, when the deadline is missed, prevents the town meeting voters from having an opportunity to review those petitions that are worthy of their review and might actually improve things around Stow. We, as a town, should not seek to discourage citizen petitions; we should encourage them, for they can often lead to welcome if not needed changes. Thus, the rationale for the change we are proposing – treating citizen petitions just as petitions from town boards and committees are treated – is that it would eliminate this significant discouragement of citizen petitions and allow the democratic give-and-take of a town meeting to decide their outcome.</p> <p>2. A second rationale: The current 90-day rule is unlawful, as it violates state law. A state statute at Mass. General Laws Chapter 39, section 10 (titled "Warrant; Issuance; Contents") states, among other things, as follows:</p> <p>"The selectmen shall insert in the warrant for the annual meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the town and in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by one hundred registered voters or by ten percent of the total number of registered voters of the town whichever number is the lesser."</p>
	Denise M Dembkoski	Town Department	TA	Article 2	2-07, Initiation of Warrant Articles	(c)Inclusion on Warrant – The Select Board shall include in the warrant for an annual town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which have been received by the date the Select Board formally close the warrant.	<p><del>Note that this statute obligation of the selectmen is not subject to a 90-day deadline limitation.</del></p> <p>This would extend the deadline for Citizen Petitions up to the warrant closing date.</p>
	Denise M Dembkoski	Elected or Appointed Board or Committee	Select Board	Article 2	2-07(a) Initiation of Warrant Articles	#2 - Review to potentially increase the number of votes needed for a citizen's petition at an annual town meeting	The Board feels that 10 is too low
	Valerie Oorthuys	Town Department	Planning	Article 2	2-07(c)-Initiation of Warrant Articles	Revise language stating that citizens petitions should be received "ninety or more days prior" to a Town Meeting to align with the timeline allowed by town agencies.	Alignment with town agency's deadlines for providing warrant articles.
	Maureen Ladd	Self		Article 2	2-08 Availability of Town Officials at	Remove the wording that the person attending in capacity as a Town Official is not a voter. The person SHOULD be a voter!	Registering to vote should be paramount to even being a Town Official. If you aren't willing to vote, what are you doing providing any input on this town? You may choose not to vote on all items or even at all times, but being a registered voter means you care.
	Jim Salvie	Self		Article 2	2-08, Availability of Town Officials at	Eliminate section	Not really complied with, and since TA is present there's very little chance of TM not having information. Has been used as means to criticize department heads unjustifiably who don't attend because they have nothing (other than the budget) on warrant
	Denise M Dembkoski	Town Department	TA	Article 2	2-08, Availability of Town Officials at Town Meeting	Town Officials shall be available to attend town meeting, as needed, for the purpose of providing the town meeting with information pertinent to matters appearing on the warrant.	This would remove the requirement that all every department, board, or committee must have someone attend Town Meeting
	Jim Salvie	Town Department	Moderator	Article 2	2-10, Rules of Procedure	Add second sentence "The moderator may from time to time publish supplemental procedural rules for the conduct of town meeting that do not conflict with any such by-law or with the General Laws."	The moderator has historically published rules in the form of the town meeting handbook. Presumably the authority for this was the moderator's inherent authority under the general laws and town meeting time, but it would be good to make this more explicit.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 2	2-11 Town Elections	Clarify if 200 voters is a requirement of state law or if town has flexibility	Flagged by Committee
	Maureen Ladd	Self		Article 2	2-11 Town Elections (b)	Currently: if initiated by a petition of two hundred voters Should be: Some percent of residents or voters. I'm suggesting at least 5% or 10%	Given the amount of work to include ballot questions for special elections, the size needed should be determined by a percentage of residents or voters, common across other sections of Article 2. This will allow a fluctuating number based on town size as well as suggest there needs to be a seriousness to obtaining enough on the petition.
	Denise M Dembkoski	Elected or Appointed Board or Committee	Select Board	Article 2	2-11(b)	Review the number of voters needed to initiate a citizen's petition for a special election	The Board wonders what the right number should be
	Hector Constantzos	Self		Article 3	3-01 (g) (8) Recall of Elected Officers	The section specifically states that someone recalled cannot be appointed to a position for 2 years. Can they be re-elected though? Is this needed in the charter or is it covered by MGL?	Clarity
	Denise M Dembkoski	Elected or Appointed Board or Committee	TA	Article 3	3-01 General Provisions	(d) Change the language to read: "Compensation - Elected town officers shall receive no compensation for their services."	Other than the moderator at \$45/year, no elected officers are compensated and the Board feels that should be clear in the charter.
	Leah Vivirito	Elected or Appointed Board or Committee	The Stow delegation of the Nashoba Regional School Committee without objection	Article 3	3-01, General Provision, Commencement of Term	<p>Current Language:</p> <p>Commencement of Term - If the election is held after the dissolution of the annual town meeting the terms of office of those elected shall commence and the terms of those replaced shall expire the day following the election. If the election is held prior to the dissolution of the annual town meeting, said terms shall commence or expire the day following the dissolution of the annual town meeting.</p> <p>I recommend:</p> <p>Commencement of Term - If the election is held after the dissolution of the annual town meeting the terms of office of those elected, excepting the School Committee, shall commence and the terms of those replaced shall expire the day following the election. If the election is held prior to the dissolution of the annual town meeting, said terms shall commence or expire the day following the dissolution of the annual town meeting. School Committee terms will be dictated by the Nashoba Regional School District regional agreement.</p>	<p>The Regional School Committee is unique in that much of the committee's business happens in the final weeks of the school year (early June), with particular emphasis on the superintendent's summative evaluation. Disrupting the committee membership in early May creates a scenario where we could have three or even four new members roll onto the committee who are then expected to vote on an evaluation that they have very little understanding of considering all the training and benchmark presentations that happen throughout the school year. Allowing current members time to complete the work of the school year prior to rolling off is critical to the legitimacy of our processes.</p> <p>The regional agreement is also under review right now and, if voted for, the proposed language of Section IID would read:</p> <p>D.Term. Each Committee member is elected for a term of three (3) years. Said term will begin at the annual organizational meeting held in June as outlined in Section III.A unless otherwise defined by town charter or bylaws. Each three year term will conclude at the time that the next term begins.</p> <p>Happy to answer additional questions if need be.</p>
	Denise M Dembkoski	Town Department	TA	Article 3	3-01, General	Remove (d) Compensation for elected town officials	Only the moderator gets compensation and at \$50 it is insignificant

	Jim Salvie	Town Department	Moderator	Article 3	3-01, General Provisions, subdivision (a)	at the end thereof, delete "moderator" and insert "select board."	The minuteman regional agreement apparently puts power to appoint reps in the hands of select boards unless charters provide otherwise. IMO there's no need for the moderator to appoint this office.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-01(a) Elected Offices	Research Housing Authority - required to be elected?	Flagged by Charter Review Committee
	Jim Salvie	Self		Article 3	3-01(d), compensation	change period at end to a comma and add "but in no event shall any such officer receive \$5,000 or more annually, and in no event shall any such officer be eligible for town employee benefits."	In the past in many municipalities, elected officials receiving stipends were viewed as "full time" and accrued retirement credit or were in the health insurance plan despite being, in reality, part-time volunteers. Much of that is prevented by state law now, but this would make sure. \$5,000 is the compensation threshold for eligibility in the retirement plan. G.L. c. 32, sec. 4(1)(o).
	Jim Salvie	Town Department	Moderator	Article 3	3-01(f) Filling of Vacancies	Delete period at end, substitute semi-colon and add "provided, however, that if there is a deputy moderator, the position of moderator may remain vacant until the next election."	If there is a deputy moderator, the select board should not have to appoint a moderator in the event of a vacancy, but this section says "shall." This removes requirement for action and allows select board to just let the deputy do his/her job. But, it would not prevent them from appointing the deputy to the moderator position if they wanted.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-01(f)(2) Filling of Vacancies, Multiple Member Body	Evaluate appropriateness of the inclusion of "will or trust" language; also consider modifying to remove requirement for one week notice and simply say that this should be done at validly posted public meeting	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-01(g) Recall of Elected Officers	This section needs to be reworked	Flagged by Charter Review Committee
	Valerie Oorthuys	Town Department	Planning	Article 3	3-02 (b)(3), Board of Selectmen; Powers and Duties	Suggest that this responsibility is listed under the Planning Board's powers and duties.	Per M.G.L. Ch. 41 Section 81D, the Planning Board holds responsibility for creation of the Master Plan (or "Comprehensive Plan")
	Jim Salvie	Self		Article 3	3-02 board of selectmen, subdivision (b) Powers and duties	Delete phrase "which shall be deemed to be the chief executive officer of the town."	Given language in first part of sentence ("executive powers of the town shall be vested in the board of selectmen") and the next sentence, this phrase adds nothing of substance. It has been used, however, by several members as a counterweight to clear language later in the subdivision limiting the board's role to policy making. This phrase adds nothing but confusion and has operated as a way for individual members of the board to argue for a role greater than what the charter gives them, and it should be eliminated.
	Denise M Dembkoski	Elected or Appointed Board or Committee	Select Board	Article 3	3-02, 3-6, 4-2, 7-7	Please change "Master Plan" to "Comprehensive Plan"	.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-02(b)(3) Board of Selectmen Powers and Duties	Eliminate item 3 regarding master plan as this is the purview of the Planning Board	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-02(d) Appointment	Clarify that appointment of subcommittees can be done by elected/appointed multiple member boards if not in OML	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-02(e) Investigations	Delete last two sentences pertaining to filing of reports of investigations and state that such reports shall be made public in accordance with Mass General Laws (many investigations are required to be kept confidential)	Flagged by Committee
	Jim Salvie	Self		Article 3	3-02(e), Investigations	Insert in second line, after "administrator," the following: ", town counsel or independent counsel,"	The current best practice is for a serious investigation to be conducted by counsel, preferably outside counsel
	Jim Salvie	Self		Article 3	3-02(e), Investigations	At the end of the second sentence, add the following: "and shall be a public record to the extent allowed by law."	The last two sentences of this subdivision trouble me since the results of many investigations (e.g. a sexual harassment incident) are considered private, particularly if no fault is found. At the very least, we should add this language.
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 3	3-02b3 Board of Selectmen; Powers and Duties,	This section states that the Select Board is responsible for "the maintenance and revision of any master plan developed". The Planning Board recommends this is removed from the Select Board's responsibilities.	The purpose of the change is to ensure the Town Charter is aligned with M.G.L. Chapter 41 §81D which states, in part, "A planning board established in any city or town under section eighty-one shall make a master plan of such city or town or such part or parts thereof as said board may deem advisable and from time to time may extend or perfect such plan." The section continues, "such plan shall be made, and may be added to or changed from time to time, by a majority vote of such planning board and shall be public record."  The Planning Board would appreciate the opportunity to discuss potential revisions to this section of the Charter with members of the Select Board prior to providing the Charter Review Committee with specific recommended language. While the Planning Board is the local body with statutory authority to create and approve Comprehensive Plans, any revision should reflect a mutually agreed upon understanding.
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 3	3-02dBoard of Selectmen; Appointment,	The Planning Board requests this language is changed to ensure that elected bodies will continue to appoint their own Subcommittees and Associate Members.	This section, as currently written, appears to imply that the Select Board is responsible for making appointments related to Planning Board Subcommittees and Associate Members, which is not the way the Town has been operating to-date. Additionally, this section is in conflict with Section 7.8 (h) of the Charter, which allows for multiple member bodies to establish Associate Members and Section 9.5 of the Zoning Bylaws, which allows the Planning Board to appoint one Voting Associate Member.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-04 Board of Library Trustees	Consider reducing size of committee; also does responsibility for building need clarification? The board is responsible for the budget? Review.	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committe	Article 3	3-06 Powers and Duties of Planning Board	Shorten, remove section on annual report and make clear PB is responsible for Master Plan by Chapter 41, Section 81D; add language "and such additional powers and duties as may be authorized by this charter, by bylaw, or by other town meeting vote" to be consistent with other elected boards.	Flagged by Committee
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 3	3-06(b)Planning Board; Powers and Duties	Should be revised to state "The board shall have the power to regulate the subdivision of land under the State Subdivision Control Law and through within the town by the adoption of rules and regulations. The board serves as a site plan approval and special permit granting authority under the State Zoning Act and the Stow Zoning Bylaw. The board shall be responsible for the ongoing maintenance and review of Comprehensive Plan development, in accordance with M.G.L. Chapter 41 §81D and shall have joint appointing authority."  Further, the Planning Board suggests striking the following from the fourth sentence of this section: "including estimates of their costs".	This revision is recommended in order to more fully reflect the Planning Board's authority. In addition, the fact finding related to cost estimates of proposed developments is felt to be unreasonable and has not been included in Annual Reports for decades.
	Denise M Dembkoski	Elected or Appointed Board or Committee	Select Board	Article 3	3-08 Board of Assessors	(a) Composition, Term of Office – there shall be a board of assessors consisting the Principal Assessor and two appointed members. The appointed members shall serve for terms of three years each, so arranged that the term of the members shall not expire the same year	This is an integral Board for the Town and needs to have certified members. The Town has struggled for years to have a fully certified board. This change would allow the Town to always have at least one member certified (Principal Assessor) and would only require one other certified member versus two out of three needed now.
	Denise M Dembkoski	Town Department	TA	Article 3	3-08, Board of Assessors	Make the Board of Assessors appointed, instead of elected and consider having the Principal Assessor as one of the members.	We have struggled to get people to pull papers to run for elected office. While we currently have 3 members, only 2 members have attended the last 9 meetings. With one member never attending a full meeting since he was elected.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	3-09, Stow Housing Authority,	Research State Law, can housing authority be appointed	Flagged by Committee

	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 3	<b>ADD</b>	Compare to 2.2 and make consistent; list positions appointed by moderator	Flagged by Committee
	LeonardGolder	Self		Article 4	4 2b Town Administrator	When making recommendations for appointment for town employee positions	This will help foster a good work environment in which the department heads will be able to staff people they have confidence .
	Jim Salvie	Self		Article 4	4-1 Powers and Duties	Add somewhere a new subdivision: "to coordinate all inquiries to town counsel"	One of the TA's more important gatekeeping and cost management functions, and it does not seem to be reflected in other subdivisions. Maybe I'm mistaken
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 4	4-1, Appointment; Qualification; Term	Is the TA really appointed for an indefinite term or is this determined in contract?	Flagged by Committee
	Jim Salvie	Self		Article 4	4-1, Appointment; qualification; term	At the end of the first sentence in the second paragraph add "(excluding positions held ex officio as Town Administrator)"	There should be no confusion that when the TA is appointed as TA (not as an individual) to a board or committee, that does not violate the charter
	Denise M Demboski	Town Department	TA	Article 4	4-2 (c.) Powers and	Review 15 day Select Board Veto on appointments	
	Jim Salvie	Self		Article 4	4-2(b) Powers and duties	Insert after "recommend" the phrase ",after consultation with the affected board, committee or department". Add at the end a new sentence: "The town administrator shall inform the select board of all candidates for any appointment."	Preserves the TA's recommendation, which is important and useful, makes sure affected boards etc are consulted but don't control recommendation. Gives select board full information and lets them decide to accept recommendation or not, knowing what the alternatives are.
	Jim Salvie	Self		Article 4	4-2(h) Powers and duties	In first line delete "proposals" and substitute "policies". At end of first sentence add "or other property not under the care and control of the select board."	Not aware that the TA shares with the Board, nor should she, individual proposals for use of property (e.g. a dance group wants a room on a saturday night), but the board does approve and should approve rental policies, fees, etc.. School and con com land are not the only types not within jurisdiction of select board (recreation?), so should narrow it to the appropriate scope
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 4	4-2(s), Powers and Duties,	Eliminate Master Plan duties or clarify that information is passed to Planning Board	Flagged by Committee
	David Walrath	Self		Article 4	4-4 (b) Acting town administrator	In the sentence "Any temporary appointment shall be for a period not exceeding ninety days and may be renewed for an additional period not exceeding ninety days."  change "an additional period" to "additional periods, each"  A possible additional change is to change the first "90 days" in the sentence to "one hundred and eighty days" or maybe "one hundred twenty days".	If, for whatever reason, the selectmen are unable to make a new TA appointment within the 180 day window under 4-6, the town will be in bad shape if we cannot have an acting TA due to the current provision limiting an acting TA to 180 days.  The second additional possible change is because we now know that it is unlikely that a TA search process will complete within 90 days; getting a temporary TA with a starting contract of 90 days may be too limiting for the selectmen.
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 4	4-4(a-c), Acting Town Administrator	Modify Section (a) to read "With the approval of the select board, the TA may designated a qualified town administrative officer or employee to exercise the powers and perform the duties of the TA during an absence... ; modify (b) to providing for acting TA to serve for up to 1 year; eliminate section (c) which limits Acting TA to time sensitive issues and also doesn't read well.	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 4	4-5, Removal and Suspension,	Clarify whether this wording and any contract/state law are in conflict	Flagged by Committee
	Charter Review Committee	Elected or Appointed Board or Committee	Charter Review Committee	Article 4	4-6, Selecting a Town Administrator	Eliminate 180 day time limit and substitute 1 year, also provide for the possibility that none of the 3-5 candidates is hired by adding "In the event the select board shall fail to make an appointment within the said (30 days), the screening committee shall reopen the screening process to solicit more nominees."	Flagged by Committee
	Leonard Golder	Self		Article 4	42b Town Administrator Recommendations for	Additional language : All applications for appointments shall be presented to the Selectboard, ,The Selectboard shall decide by vote the appointments to be made.	The Selectboard under the Charter is to make the appointments The Town Administrator mayor choose not to make recommendations This addition is to give the Selectboard all the applicants information so that .the Board has all the available information to be fully informed and make a determination as to who the Board members want to appoint.
	Karen Kelleher	Self		Article 4	Town Administrator	Town administrator should put forth a list of all applicants for appointment along with a recommendation for appointment with the reasons why.	The Select Board should be aware of all applicants so they may be more informed and out of respect for all applicants. There could be an instance where the Select Board might not be in agreement with the recommendation and may want to interview others and/or thank them for their interest.
	Hector Constantzos	Self		Article 5	5-4 Removals and Suspensions	This section says that a "member of a multiple member body" can be suspended, etc. Select Board members are elected members of a multiple member body, but cannot be suspended, as far as I know.	The vague reference to multi-member body needs clarity
	Hector Constantzos	Self		Article 5	5-5 (a) Appointments	No mention of EMTs. Are they assumed to be fire fighters?	Confusing
	Denise M Demboski	Elected or Appointed Board or Committee	Select Board	Article 5	5-5 Town Administrative Organization	(a) The Select Board shall appoint: A Town Administrator to serve for an indefinite term; An Assistant Town Administrator to serve for an indefinite term; A board of registrars of voters in the manner provided by general law; Constables; An emergency management officer; A superintendent of streets; A police chief and other full-time police officers; A fire chief and other full-time fire fighters or command staff; A town collector and treasurer; A town accountant; An inspector of buildings; A zoning enforcement officer; A wire inspector, a plumbing inspector, and a gas inspector; A sealer of weights and measures; At least two members of the Lake Boon Commission; Town counsel; A tree warden; A veterans' agent; and All boards, committees, or commissions, who are not elected, and have no other statutory appointing authority.	This would clean up and condense the list of positions the SB appoints.

	Denise M Dembkoski	Town Department	TA	Article 5	5-5, Town Administrative Organization	Condense section (a) to the following: (a)The Select Board shall appoint: A Town Administrator to serve for an indefinite term; An Assistant Town Administrator to serve for an indefinite term; A board of registrars of voters in the manner provided by general law; Constables; An emergency management officer A superintendent of streets; A police chief and other full-time police officers; A fire chief and other full-time fire fighters or command staff A forest fire warden; A town collector and treasurer; A town accountant; An inspector of buildings; A zoning enforcement officer; A wire inspector, a plumbing inspector, and a gas inspector; A sealer of weights and measures; At least two members of the Lake Boon Commission; Town counsel; A tree warden; A veterans' agent; and All boards, committees, or commissions, who are not elected, and have no other statutory appointing authority.	Many board and committees that are appointed by the SB are not on this list, and there are many on this list that are no longer in service. Additionally, this would remove the requirement that the SB need to appoint part-time employees in police and fire (reserves, call fire fighters) or highway laborers.
	Denise M Dembkoski	Town Department	TA	Article 6	6-2, Submission of Budget and Budget Message	(a) At least thirty days prior to the date scheduled for town meeting in accordance with the bylaws, the town administrator, after consultation with the Select Board, shall submit to the finance committee a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents.	Change 60 days to 30 days and strike the language about publication in a newspaper of general circulation. We will continue to make every effort for everyone to receive the information, but to require publication as newspapers are becoming more and more obsolete has the potential to be very expensive.
	Jim Salvie	Self		Article 6	6-7, capital outlay program	In second sentence delete "board of selectmen" and substitute "town administrator"	As a practical matter the capital planning committee's recommendations go first to the TA, I believe, and this seems appropriate since the TA has responsibility for developing the capital outlay portion of the budget (as well as the rest of the budget) and presenting it to TM. Charter section 4-2(i).
	Hector Constantzos	Self		Article 6	Entire Document	Many references requiring postings to a local paper should be removed. Communication should be unbound from a specific format and allowed to included modern technology.	Because it's the 21st century.
	Laurie Burnett	Self		Article 7	7-4 Number and	"Words importing the singular number may be applied to several persons"	By limiting our reference to male or female we are not including those who identify as non-binary.
	Kathy Sfera	Self		Article 7	7-7 (c) Master Plan	Eliminate all references to Master Plan/Master Plan Committee from Charter except to say that it is one of the duties of the Planning Board	This level of detail is not appropriate for the charter. No other charters have been found the reference the Master Plan, despite this being a statutory requirement for all Planning Boards. As proposed by the TA, no other appointed multiple member bodies are listed. The Planning Board should have the flexibility to apoint a master plan subcommittee and carry out this important part of their duties. The Plan should be revisited at whatever intervals the Planning Board thinks necessary based on growth and change in the community. If deemed necessary, detail with regard to Master Plan Committee should be in the bylaws, not the charter. It is not part of the overall framework of town government.
	Denise M Dembkoski	Elected or Appointed Board or Committee	Select Board	Article 7	7-7 (c) Master Plan	Hold for discussion/decisions from joint meeting with PB and SB on 12/13/22	
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 7	7-7(c.) Periodic Review of Charter and Bylaws; Master Plan Committee	The Planning Board offers two options for the revision of this section:  Option 1: Strike this section in its entirety.  Option 2: Suggest the following revisions: "Comprehensive Plan Committee: The Comprehensive Plan shall be reviewed at the direction of the Planning Board. The Board of Selectmen shall appoint a special committee of up to seven members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission, and the Finance Committee. The Select Board and Planning Board may jointly appoint two Stow voters at large, who are not members of the above named boards. Each board participating in Comprehensive Plan review may nominate their own representative.  When the Comprehensive Plan is reviewed with a focus on specific plan components, the membership of the committee may change depending on the focus of the topics to be revised. It is the Planning Board's responsibility to gain input from relevant Boards, Committees, and Departments and may appoint relevant subcommittees as needed.  The appointed committee shall present a final report to the Planning Board and said report shall include a Comprehensive Plan or updates to any existing Comprehensive Plan as required by Chapter 41 of the General Laws. The committee shall be discharged within six months after the Comprehensive Plan or Comprehensive Plan updates have been presented to and approved by the Planning Board."	Option 1 Rationale: Per item 4 above, the responsibility for ongoing maintenance of the Comprehensive Plan would be part of the Planning Board's powers and duties. Please note that it is uncommon in Massachusetts to have a Comprehensive Plan include such tactical details. Additionally, removing these tactical details will give the Town flexibility on how the Comprehensive Plan is updated in the future. The Planning Board expects to have ongoing discussions with the Select Board on how the Plan could be more of a living document with smaller more timely updates in the future. Therefore, removing such details would enable this collaboration to proceed within compliance of the Charter.  Option 2 Rationale: The Board requests this section is updated to allow flexibility both with the timing of the creation of a committee and the appointment and makeup of that committee. The rationale for this is that the Planning Board envisions that after the next full revision to the Comprehensive Plan, the plan would subsequently be treated as a living document, meaning that specific chapters may be revised with more frequency and the implementation component of the plan will be reviewed annually. The Board further recommends that any Comprehensive Plan Committee shall not have more than 7 members, as groups of over 5-8 individuals are less effective.
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 7	7-7(c.)Periodic Review of Charter and Bylaws; Master Plan Committee, Section 7-7 (c) (and	The Planning Board recommends that all references to the "Master Plan" throughout the Charter is changed to "Comprehensive Plan", alongside proper reference to M.G.L. Chapter 41 §81D to make clear the document referred to is indeed what the state refers to as the "Master Plan".	The purpose of this change is to provide consistency in the way the Town refers to this plan, as the Planning Board intends to modify language and begin to refer to the plan as the Comprehensive Plan. The shift to Comprehensive Planning has been seen in many communities throughout the Commonwealth and reflects more inclusive language.
	Valerie Oorthuys	Town Department	Planning Dept	Article 7	7-7c Master Plan Committee, Section	Throughout the Town Charter, references to "Master Plan" should be revised to state "Comprehensive Plan".	The Planning Board and Department intend to begin referring to this plan as the Comprehensive Plan. This change would provide consistency and clarity.

	Jim Salvie	Self		Article 7	7-8 (a), (b), (e) and (h)	In (a), insert "and as allowed by the General Laws" after "emergency" in second sentence. Delete fourth sentence. In (b), delete "At least one business day" in first sentence, substitute "As required by the General Laws,". In second sentence, insert ",as may be allowed by the General Laws" after "unless".In (e), delete all in first sentence after "quorum". In second sentence, delete "other". In (h), insert at the beginning "Except as provided in the General Laws or any by-law," and insert "and appoint" after "establish".	Mostly to make sure this section complies with open meeting law, which it contradicts in at least one spot. Also eliminating weird language in (a) and (e) that allows members of the public to call a meeting or a minority of a board to force others to attend (?). Changes in (h) to be clear that they can appoint associates, not just establish the position, and recognizing that other laws restrict appointment of associates for some boards (e.g. ZBA or fincom)
	Valerie Oorthuys	Town Department	Planning Dept.	Article 7	7-8 (a), Procedures Governing Multiple Member Bodies	Include reference to posting agendas online.	More accurately represents current practice.
	Valerie Oorthuys	Town Department	Planning Dept	Article 7	7-8 (b), Procedures Governing Multiple Member Bodies,	Include reference to posting agendas online. Amend to state that agendas must be posted at least 48 hours in advance of a meeting.	More accurately aligns with current practice and open meeting laws.
	David Walrath	Self		Article 7	7-8 (d) and (e), Procedures Governing Multiple Member Bodies	Move the sentence: "No other action of the multiple member body shall be valid or binding unless ratified by the affirmative vote of the majority of the full multiple member body."  from section (e) to the end of section (d) with a related wording change:  "Except as allowed elsewhere in this charter, no action of the multiple member body shall be valid or binding unless ratified by the affirmative vote of the majority of the full multiple member body."	This is a suggested non-substantive change proposed for clarity (and as a test of the on-line form).  That charter provision is a major rule for committee voting, but it is somewhat hidden within section (e) titled "quorum". This proposed change is to move that charter rule from (e) to (d), a more appropriate section titled "voting". This will clarify this rather important but currently obscure charter provision.
	Valerie Oorthuys	Town Department	Planning Dept	Article 7	7-8 (d), Procedures Governing Multiple Member Bodies,	Amend to state that roll call votes are only taken when needed, such as in executive session and through hybrid or remote meetings.	More accurately aligns with current practice.
	David Walrath	Self		Article 7	7-8 (h) Procedures Governing Multiple Member Bodies	Change title of (h) to "Associate Members and subcommittees"  Change "positions of associate member to assist" to "positions of associate member, or subcommittees, to assist"  Change "...subject to such rules..." to "subject to any bylaws, enacting provisions of Town Meeting, or the laws of the Commonwealth"  Alternatively, make the changes only for associates, and add a new section (i) with a copy of the wording, with changed wording in (i) specific for subcommittees.	It has been suggested that some general provisions of Section 3.2 (d) may cause problems with associates and subcommittees. This clarifies "subject to such rules" for associates and adds subcommittees to that section. Note, section 7-3 (specific provisions override general provisions) already appears to causes 7-8 (h) to override charter section 3.2 (d) in regards to associates.
	Denise M Dembkoski	Town Department	TA	Article 7	7-8, Procedures Governing Multiple Member Bodies	(a) Meetings – In accordance with the Massachusetts Open Meeting Law, Ch. 30A, all multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Except in cases of emergency, special meetings of any multiple member body shall be held on the call, by notice to each member at least forty-eight hours (excluding holidays and weekends) in advance of the time set, of the respective chairman or by one-third of the members thereof. A copy of said notice shall also be posted on the town bulletin board and on the official website of the town.  (b) Agendas – At least forty-eight hours (excluding holidays and weekends) in advance of the meeting, and in accordance with the Massachusetts Open Meeting Law, Ch. 30A, an agenda containing all items which are scheduled to come before the multiple member body at the meeting shall be posted on the town bulletin board and on the official website of the town. No action taken on a matter not included in the posted agenda shall be effective unless the multiple member body first adopts by a separate vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the town.	Consider striking all of 7-8, as it all falls under the Open Meeting Law, but if not, you must update the language to comply with the OML.
	Valerie Oorthuys	Elected or Appointed Board or Committee	Planning Board	Article 7	7-8(d) Procedures Governing Multiple Member Bodies; Voting, Section 7.8	Update to indicate when roll call votes may be used and when they are not needed.	The Planning Board recommends this section be updated for accuracy as for Planning Board matters, roll call votes are only needed in executive session and through the Governor's extension of the Open Meeting Law when conducting meetings through either a hybrid or virtual session. Although individual member votes are recorded, in practice, this section of the Charter has not historically been followed by the Planning Board.
	Valerie Oorthuys	Town Department	Planning Dept	Article 7	7-9, Notice of	Include reference to posting vacancy notices online.	More accurately represents current practice.
	Denise M Dembkoski	Town Department	TA	Article 7	7-9, Notice of Vacancies	Whenever a vacancy occurs in any appointed town office, position, or employment, or whenever by reason of a pending or expiration of a fixed term a vacancy be anticipated, the Town Administrator or designee shall forthwith cause public notice of such vacancy to be posted on the official town website for not less than ten days....	We have moved all employment postings to the website. Additionally all Board & Committee postings are available online or outside the Selectmen's Office, but they are not all available on the outside bulletin board due to spacing and accessibility concerns.