

Town of Stow

Massachusetts



2021

Annual Report

Front cover photo courtesy of Kathy Sferra.

The Town of Stow's Conservation Commission worked in partnership with the Lake Boon Association and Stow Conservation Trust to protect most of Hallock Point on Lake Boon in 2021. Seen here from Hale Road, Hallock Point was the largest unprotected parcel remaining on Lake Boon in Stow. Many thanks to the many residents, officials, partners, and donors who helped make this project happen and to the Community Preservation Committee for their early support of this project. A public trail opening is planned in 2022.



Town of Stow
Massachusetts
for the year ending
December 31, 2021

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IN MEMORIAM

Robert W. Larkin

1945 – 2021

Community Preservation Committee 2010-2021

Housing Task Force 2002-2005

Stow Housing Authority 1992-2021

John W. Melone

1932– 2021

Elementary School Building Committee 1971-1975

School Committee 1971-1974

George A. Veracka

1942-2021

Veterans' Graves Committee

FEDERAL & STATE OFFICIALS

United States Senators

Elizabeth Warren
2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203

309 Hart Senate Office Building
Washington, D.C. 20510

Edward Markey
975 JFK FEDERAL Building
15 New Sudbury Street
Boston, MA 02222

255 Dirksen Senate Office Building
Washington, D.C. 20510

United States Representative, Fifth District

Lori Trahan
126 John Street, Suite 12
Lowell, MA 01852

Governor of the Commonwealth

Charles D. Baker, Jr.
Massachusetts State House
24 Beacon Street
Office of the Governor Room 280
Boston, MA 02133

Senator – Middlesex & Worcester

James Eldridge
Massachusetts State House
24 Beacon Street Room 511-C
Boston, MA 02133

Representative -- Third Middlesex District

Kate Hogan
Massachusetts State House
24 Beacon Street Room 370
Boston, MA 02133

ELECTED TOWN OFFICERS Listed alphabetically

Board of Assessors

Leonard Golder (2023)
Saji Johnson (2024)
Bruce Morgan (2022), Chair

Field Drivers

Select Board

Board of Health

Merrily Evdokimoff (2023)
Mary McDowell (2022), Chair
Marcia B. Rising (2024)

Moderator

David Walrath (2022)
Laura Spear, Deputy
Moderator (2022)

Nashoba Regional School District Committee

Karen Devine (2024)
Richard Eckel (2023)
Stephen Rubinstein (2023)
Leah Vivirito (2022)

Planning Board

Nancy Arsenault (2026)
John Colonna-Romano (2023)
Lori Clark (2024), Chair
Margaret Costello (2025)
Karen Kelleher (2022)

Randall Library Trustees

Maureen Busch (2024)

Marcy Eckel (2023)
Morgan Hillman (2022)
Andy Riecker (2022)
Marianne Sharin (2022)
Maura Sieller (2024)
Barbara K. Wolfenden (2023)

Select Board

Megan Birch-McMichael (2023)
Zackory Burns (2024)
Cortni Frecha (2022)

James H. Salvie (2022)
Ellen Sturgis (2024), Chair

Stow Housing Authority

W. Robert Dilling, Chair
Steve Jelinek (2022)
Michael Kopczynski (2025)
Cynthia Perkins (2017)
VACANCY (2026)

APPOINTED TOWN OFFICERS

APPOINTMENTS BY SELECT BOARD
Individual Positions, Listed Alphabetically

Assistant Town

**Administrator/Human Resources
Director**

Dolores Hamilton

Constables

Robert A. Kirchman (2022)
Paul Tavalone (2023)

Emergency Management Officer

John P. Benoit

Forest Warden

John P. Benoit

Inspectors

Building Inspectors

Frank Ramsbottom, Building
Commissioner
Douglas Hyde, Assistant Facilities
Manager

Gas Inspectors

Adam Sahlberg
Robert Smith, Deputy

Plumbing Inspectors

Adam Sahlberg
Robert Smith, Deputy

Wire Inspectors

Robert W. Norton
Michael A. Norton, Deputy
Dennis Monteiro, Deputy

**Metropolitan Area Planning Council
Representative (MAPC)**

Jesse Steadman (2023)
Ellen Sturgis, Select Board alternate
(2023)

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

Jesse Steadman (2022)
Zackory Burns, Select Board (2022)

Sealer of Weights & Measures

Commonwealth of Massachusetts

**Select Board's and Town
Administrator's Assistant**

Joyce Sampson

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

Street Numbers
Town Clerk's office

Superintendent of Streets
Stephen Nadeau
Brian Hatch, Assistant Superintendent

Surveyor of Wood & Lumber
Commonwealth of Massachusetts

Town Accountant
Julie Costello (2022)

Town Administrator
Denise M. Dembkoski

Town Clerk
Linda E. Hathaway (2022)

Town Counsel
KP Law PC

Treasurer-Collector
Brad Brightman (2021)

Tree Warden
Bruce E. Fletcher

Veterans' Services Officer
Joseph Jacobs

APPOINTMENTS BY SELECT BOARD
Committees and Departments, Listed Alphabetically

Agricultural Commission
Elena Colman (2024)
Elizabeth C. Painter (2023)
Vacancy (2022)
Vacancy (2023)
Vacancy (2024)

Cemetery Trustees
Kenney Banks (2024)
Glenn Hammill (2022)
Chet Jacobs (2023)
Robert Gledhill, Superintendent

Conservation Commission
Holly Clack (2024)
Serena Furman (2023)
Ingeborg Hegemann-Clark (2022)
Liza Mattison (2022)
Douglas Morse (2022)
Jeffrey Saunders (2024)
Matthew Styckiewicz (2023)

Council on Aging
Charles Aaronson
Bill Byron, Chair

Ruth Delmonico
Susan Matatia
Kathleen O'Brien
Susan Pauley
Vacancy

Cultural Council
Allison Alter (3/2024)
Rachel Gwaltney (9/2023)
Kelly Lawlor (10/2023)
Mary Louton (11/2022)
Debie Maher (11/2022)
Alex Rosiewicz (7/2022)
Charles Streff (10/2022)

**Economic Development & Industrial
Committee**
Andrew Bluestein (2026)
Robert Collings (2022)
Thomas Farnsworth (2024)
Jennifer Gero (2025)
Serena Domolky Howlett (2025)
Mary Bradt Mintz (2023)
Kevin Whalen (2026), Chair

Fence Viewers

Select Board

Fire / Rescue – Full-time

John Paul Benoit, Chief

Barry Evers, Firefighter/EMT

Mark W. Guerin, Firefighter/EMT

Judson Swinimer, FF/EMT

Erick Benoit, Firefighter/EMT

Fire / Rescue –On-call**Firefighters/EMTs**

Jonathan Gray, Call Lieutenant

Paul Dudley

Kristina Ellis

Jason Galofaro

Tim Gray

Camden Herlihy

Todd Jakubek

Yuris Mangolds

Suzanne Siewierski

Jonathan Beharrell

Michael Murphy

Rachel Vroegindewey

Jack Stafford

Steven Walsh

George Taylor

Matthew McNulty

Timothy Benoit

Frank Dzerkacz

Paul Armann

Ron Dostie

Richard Falcioni

Cameron Bower

Stephen Laaper

John Kennedy

On-call Firefighters

Scott Dwinells

Gregg Silverio

Kevin Benoit

Peter Casello

Jonathan Gray

Matthew Lowe

Ralph Rodriguez

Timothy Landry

Alejandro Cabrera

Ryan Boyd

Abigail Taylor

Bryan Kiley

Apprentice Firefighters

Benjamin Glover

Steve Landry

Eddie Warren

Emergency Medical Technicians

Mariana Jimenez

Burak Say

Gleasondale Local Historic District**Study Committee**

Margaret Costello (2022)

Eve Fischer (2022)

Dorothy Spaulding (2022)

Jennifer Gero (2022)

Catherine Hammill (2022)

Green Advisory Committee

Carol Lynn, Select Board (2022)

Michael Naill, ZBA (2022)

Tom Porcher, Conservation (2022)

Robert Collings, EDIC (2022)

Arnold Epstein, Energy Mgr. (2022)

Sharon Brownfield, Energy Mgr. (2022)

George Peterman, At-Large (2022)

John Sangermano, At-Large (2022)

Historical Commission

Barbara Clancy (2023)

Andrew Crosby (2024)

Stacen Goldman (2022)

Dorothy Spaulding (2022)

VACANCY (2023)

Lake Boon Commission

Daniel Barstow (2022)

Kris Krablin (2023), Chair

Conray Wharff, Hudson

Local Access Cable Advisory Committee

James Salvie, Select Board (2022)
Meredith Bartlett (2022)
Robert M. Glorioso (2022)
Lisa R. Lavina (2022)
Lee Pappas (2022)
Jonathan Daisy, Coordinator

Municipal Affordable Housing Trust

Cortni Frecha, Select Board
Michael Kopczynski (2023) Chair
Constantine Papanastassiou (2023)
Cynthia Perkins (2022)
Laura Spear (2023)

Open Space Committee

Vincent J. Antil (2022)
Liz Beck (2023)
Laurie Burnett (2023)
Margaret Costello (2023)
William H. Maxfield (2022)
Kathleen Sferra (2024)
Robert T. Wilber (2024)

Police Officers –Full-time

Michael J. Sallese, Chief
Darren J. Thraen, Lieutenant
David Goguen, Sergeant
Cassandra Scott, Sergeant
Christopher Kusz, Detective
Brendan Fitzpatrick, Detective
Luke Dezago, Prosecutor
Brandon Murphy, Patrol Officer
Jacob Champoux, Patrol Officer
Brandon Murphy, Patrol Officer
Robert Nelson, Patrol Officer
Troy Paradise, Patrol Officer

Special Police

William Bosworth
Jon Butler
John Connors
John Fantasia
Richard Manley
Gary Murphy

Michael Smith
Mark Trefry

Public Safety Dispatchers

John Fantasia, Supervisor
Jon Butler
Gabriel Lopez
Shawn Marques
Laurel Brazao, part-time
Steven Walsh, part-time
Kristen Sieverts, part-time
Dezerae Rodriguez, part-time

Recreation Commission

Samantha Altieri
Michael Busch, Chair
Dan Nicholson
William Sieller
Vacancy
Laura Greenough, Director

Registrars of Voters

Wes Fisher (2023)
Deborah Seith (2022)
Vacancy (2024)
Linda E. Hathaway, clerk ex-officio

SpringFest Organizing Committee

Maura Hyland (2022)
Sherry Jusseume (2022)
Vacancy (2022)
Vacancy (2023)
Vacancy (2023)

Trustees, Hale High School Fund

Linda E. Hathaway
Kathleen Pavelchek
Laura Reiner
Jeffrey D. Smith
Vacancy

Trustees, Randall Relief Fund

Louise E. Peacock, (2024)
Jeffrey D. Smith (2023)
Vacancy (2022)

Trustees, Randall Town Fund

Louise E. Peacock, (2024)
Jeffrey D. Smith (2023)
Vacancy (2022)

Trustees, Town Farm Fund

Louise E. Peacock (2024)
Jeffrey D. Smith (2023)
Vacancy (2022)

Veterans' Graves Committee

Patricia Bolton
Martha Monroe, Chair
Tom Zavorski

Zoning Board of Appeals

William F. Byron, Jr. (2025)
Ernest Dodd (2022)
David Hartnagel (2024)
Mark Jones (2023), Chair
Vacancy (2026)
Andrew DeMore, Assoc. (2023)
Leonard Golder, Assoc. (2023)
Michael Naill (2024)
Ruth Kennedy Sudduth, Assoc. (2022)
Vacancy, Associate, (2022)
Vacancy, Associate, (2025)

APPOINTMENTS BY BOARD OF HEALTH
Listed alphabetically

Animal Control Officer

Phyllis Tower

Inspector of Animals

Phyllis Tower

Burial Agents

John Erb
Town Clerk

Public Health Nurse

Tamara Bedard
Nashoba Associated Boards of Health

Health Agent

Nashoba Associated Boards of Health

APPOINTMENTS BY MODERATOR
Listed alphabetically

Ancient Documents Committee

Robert E. Walrath
Elizabeth Moseley
Dorothy Spaulding
Marilyn Zavorski
Linda Hathaway, Town Clerk
William Byron, Associate

Brian Patuto, (2023)
Kevin Gross (2022)
Evgenia Petrova (2024)

Moderators

Laura Spear, Deputy

Minuteman School District Rep.

Alice B. Deluca (2023)

Finance Committee

Erica Benedick (2022), Chair
Christopher C. Buck (2024)

APPOINTMENT BY TOWN CLERK

Listed alphabetically

Assistant Town Clerk

Deborah Seith

APPOINTMENTS BY TREASURER COLLECTOR

Listed alphabetically

Assistant Treasurer-Collector

Lani Criasia

Payroll Coordinator

Ruifan Zhang

Deputy Collector & Special Constable

Frederick J. Kelley, Jr

JOINT APPOINTMENTS

Listed alphabetically

Capital Planning Committee

Dave Arsenault (2024) - Moderator

Ed DeLuca (2022) - Moderator

Stephen F. Jelinek (2023) – Moderator

Zackory Burns (2023) – Select Board

Peter McManus (2022) – Finance

Mike Kopczynski – Housing Authority

Erica Benedick – Finance

Vin Antil - Open Space

John Colonna-Romano – Planning

Community Preservation Committee

Michael Busch – Recreation

Charlie Aaronson – Council on Aging

VACANCY - Assessors

Ingeborg Hegemann – Conservation

Barbara Clancy – Historical

Nashoba Regional School District

Audit Committee, Stow

Representative

(Joint appointment by Finance

Committee. and Select Board)

Andrea Wikerd

ADMINISTRATION

SELECT BOARD

As the pandemic continued, the volunteer Select Board is extremely grateful for the dedication of all our Town employees, with particular thanks to Town Administrator Denise Dembkoski, and Select Board office staff Joyce Sampson and Phoebe Haberkorn. In spite of the challenges presented to us, we are committed to ensuring transparency, engagement, and respectful debate in all our dealings with residents and individuals that come before us. As described in the Town Charter, the Select Board “shall be deemed to be the chief executive officer of the town,...and shall serve as the chief policy making agency.” A small but historic note is that as of May 2021, this Board is now officially called the Select Board.

The Board started the year chaired by Thomas Ryan, who chose not to run for re-election. He served on the Board for 11 years, following seven years of service on the Finance Committee. His dedication to Stow was recognized at the Annual Town Meeting in May. Incumbent Ellen Sturgis was elected for a full three-year term, and Zack Burns was elected for his first term to the Board in May; Sturgis was voted Chair and Megan Birch-McMichael was voted Clerk.

2021 saw many significant personnel changes in the Town of Stow. After serving as interim Police Chief since May 2020, Michael Sallese was named the new Police Chief in January, having served on the Stow Police force for 23 years. Joyce Sampson joined long time Select Board office assistant Phoebe Haberkorn in March. Following approval at Town meeting, Dembkoski hired Dolores Hamilton as Stow’s first Assistant Town Administrator; Hamilton’s focus initially will be on updating our Human Resources policies and practices. And one of Stow’s native sons, John Paul “JP” Benoit, who has been an active part of the Fire Department for 35 years, was appointed our Fire Chief in November. Benoit stepped up, following the August retirement of Chief Joseph Landry, who started his career with Stow Fire in 1985 and had served as Chief since 2013. Craig Martin, a lifelong Stow resident, retired in July after 14 years as Building Commissioner. He was succeeded by Frank Ramsbottom, who started in July. We applaud Town Administrator Dembkoski for her prompt and exceptional hiring, creating a strong leadership team which is serving Stow with commitment and compassion.

Annual Town Meeting is where registered Stow voters are encouraged to listen and vote on important matters facing the town, including approving an annual budget. It is only the voters that can impact the tax rate in town, through the Town Meeting process. Thanks to the extensive experience of our Town Administrator, the budget increased only 2.14%. Again, we appreciate the efforts of all of our staff in controlling costs, and making the most of our tax dollars. In addition to new capital items, the voters approved two significant conservation purchases: Hallock Point on Lake Boon was purchased to minimize new buildings on a fragile section of the lake, and a conservation restriction was approved to cover the South Course of the Stow Acres project. The Fall Special Town Meeting saw part two of Stow Acres, with the acquisition of the North Course, thereby completing the overall land deal. We applaud the incredible teamwork of the owners of Stow Acres along with staff members Kathy Sferra and Jesse Steadman, as well as the Stow Conservation Trust’s Bob Wilber. The willingness of the golf course to work with the

Town has resulted in a once in a lifetime opportunity to preserve hundreds of acres of land, minimize development, and will ultimately result in a significant increase in rental and affordable housing as well as additional recreation land.

In July, the Board held a strategic planning session with the goal of making an explicit workplan for the next 12 months. Recognizing that our goals intersect with the Town Administrator's work plan, we completed the TA evaluation in August and laid out explicit goals for her second full year in office. The Board gave Dembkoski high marks for her first year: in spite of arriving during the pandemic, she had made a significant impact, especially in the areas of policy clarification, technology and transparency. The Board praised her for being not only hardworking and strategic, but also showing enormous empathy toward the staff and issues arising in her first year. Among her many successes was reaching a legal settlement with the Collings Foundation, a suit that had been pending since 2015. The Board supported a resolution which was in the best interest of Stow and the Foundation's abutters.

Our combined workplan focused on six key areas: moving the Stow Acres project forward; establishing a Green Committee; implementing human resource policies; addressing department structures, specifically in Highway and Facilities; addressing traffic safety needs and moving forward on Lower Village planning. By year's end, we had approved over 14 new policies, primarily in the area of policing and human resources. We commend Chief Sallese for making it a priority to update Police Department policies and moving Stow toward department re-accreditation.

As 2021 came to a close, there were a number of projects for which the groundwork had been laid to bring significant opportunities to town. The October Town Meeting, in addition to the Stow Acres purchase, approved a zoning change which will allow for the Masters Academy, a for-profit school, to take over the Bose property. The Board created a Green Advisory Committee which will work with Town committees on incorporating "green" design and plans in any future projects and working with a consultant to create a Climate Action Plan. Minuteman Airfield, which is already home to a rather unique hydrogen design firm, received our support to apply for expansion plans, not for the runway, but to allow for more business space. Plantation II is finally moving forward, which will bring much needed elderly housing for fixed income individuals, and ARPA funds provide a rare opportunity to fund much-needed infrastructure.

The Select Board added a Recognition section to its meetings, as an opportunity to recognize individuals and activities that we felt were newsworthy. In particular, we recognized the retirement from Town boards of Dorothy Sonnichsen, who has volunteered on many boards and organizations for years; and Rosemary Bawn, a long-serving library page as well as master quilter. We were also thrilled to announce that Krista Flinkstrom, a graduate of NRHS and senior at the US Military Academy, had been named a Rhodes Scholar. We encourage residents to submit requests for such recognitions as it sheds light on some of our many impressive residents, most likely not famous but valuable to our town.

No one could have imagined that we'd still be facing the challenges of a worldwide pandemic throughout 2021. Through the use of technology, attending board meetings has become far more accessible, and we encourage everyone to attend not just Select Board meetings, but any of the

committees for which you have an interest. We are always looking for new members of committees, and this is a great way to explore which one may be of interest to you. Thank you all for your input and support toward us and to our staff and volunteers.

Respectfully submitted,

Ellen S. Sturgis, Chair
Megan Birch-McMichael, Clerk
Zackory Burns

Cortni Frecha
James H. Salvie

Joyce Sampson, Executive Assistant

Phoebe Haberkorn, Office Assistant

TOWN ADMINISTRATOR

The year 2021 was our second year of the “new normal” adjusting to work and life with the Coronavirus. As a result, we continued to look at how we conducted municipal business. We found better ways to utilize our website and social media to communicate with our residents and in July 2021, we reopened our buildings to the public after a long 16 months.

In March 2021, I was fortunate enough to hire Joyce Sampson, as the new Executive Assistant to the Town Administrator & Select Board. Joyce has been a fabulous addition to the office and handles much of the communication with residents and employees, via phone, email, and by updating the website. Additionally, she handles the Select Board’s agenda and their correspondence. Joyce has been a perfect complement to Office Assistant, Phoebe Haberkorn, who is the true backbone of the office. Phoebe’s professionalism, meticulous record keeping, and knowledge of past practices is truly invaluable. I am extremely lucky to have two such dedicated and hard-working employees working in my office.

At the 2021 Annual Town Meeting, the creation of an Assistant Town Administrator/HR Director was overwhelmingly approved by the voters. In September, we welcomed Dolores Hamilton, a longtime municipal HR Director who brought her vast knowledge and experience to Stow. Since her arrival, Dolores has been involved in numerous personnel matters, drafted a number of policies, participated in collective bargaining meetings, and managed the hiring process for several key positions.

During 2021, in addition to hiring Joyce and Dolores, we hired a number of new staff members across all departments, and we hired a new Police Chief, Fire Chief, Fire Captain, and Building Commissioner. Also, in the Police Department, we promoted a Lieutenant, two Sergeants, Detectives, and hired new officers.

There were a number of projects that began or continued to move forward in their process during 2021. We moved another step closer to acquiring the North Course of Stow Acres by perfecting our Conservation Restriction on the South Course. Additionally, we have been working with a group to bring a private sports-focused academy to Stow on the former Bose site. And the Randall Library Building Committee worked all year to develop their vision, with community input, for the future of the library and will bring forth in 2022, a vote to fully renovate the building.

The Town Administrator is also engaged in regularly attending to a wide range of matters critical to ensuring the efficient and effective day-to-day operations of the Town. In performing these duties, the Town Administrator works directly with departmental staff and many Town boards and committees on a frequent basis. Finally, in the normal course of performing the required due diligence affecting most aspects of Town business, the Town Administrator routinely works directly with state and federal agencies and officials, individual constituents, and various community groups.

By charter, the Town Administrator serves as Stow's chief administrative officer. In this capacity, the Town Administrator manages the day-to-day operations of the Town, functioning as its chief budget officer, chief procurement officer, chief personnel officer and its employee union contract negotiator, compliance officer and grievance hearing officer. In addition, the Town Administrator serves as sexual harassment officer. Throughout the year 2021, the Town Administrator was actively engaged in managing significant matters in all these administrative areas.

As chief budget officer, the Town Administrator offered a balanced budget for FY-22 to the voters. The voted FY-22 budget of \$31,689,862 fell well within the statutory tax levy limits of proposition two and one-half.

The voted FY-22 budget has left the Town with a significant amount of unused levy capacity in the sum of approximately \$2,419,544. Unused levy capacity represents the amount of additional taxes that could be voted or appropriated to fund the annual Town budget, if necessary, while remaining within the statutory limits of proposition two and one-half. In other words, this is the amount of additional tax appropriation that could be raised without triggering the need for a proposition two and one-half general override.

Contained in the voted FY-22 budget of \$31,689,862 were several significant numbers. The general municipal budget which contains all departmental wages and operational expenses, together with town-wide expenses (e.g. property and casualty insurance and employee healthcare insurance) totaled \$7,785,191. This represents a 5.4% increase above the FY-21 municipal budget.

The FY-22 Nashoba Regional School District assessment of \$18,059,890 represents a decrease of .42% compared to the FY-21 assessment. And the FY-22 Minuteman Regional School District assessment of \$1,580,804 represents a 22.92% increase above FY-21.

The annual debt payment contained in the FY-22 budget is \$2,090,130 representing a .02% decrease below the FY-21 budget amount. There won't be much savings in debt over the next several years. We will continue making payments on the Snow Property Land Purchase until FY-28. The debt excluded piece of the Lower Village Traffic Project will roll off the books in FY-27. Additionally, the majority of the Center School debt will be on our books until FY-31 & FY-34.

The FY-22 capital budget of \$846,419 represents a 26% increase compared to the FY-21 capital budget. The single largest capital project expenditure contained in the FY-22 capital budget is the purchase of a new highway bucket truck at \$185,000.

As it relates to revenues, in the fall of 2021, as occurs each year, the Town's free cash account was certified by DOR. The amount certified is \$2,049,610 which represents a 13% decrease compared to the previous year's certified free cash amount. Free cash is certified on an annual basis by DOR and serves as an unreserved revenue source that is available on an as needed basis, through Town Meeting appropriation, to fund any needed expense during the fiscal year in which it has been certified. Typically, free cash is utilized to fund most of the Town's annual non-debt

capital appropriations, including heavy equipment and other rolling stock purchases; facilities and infrastructure improvements; and to fund the Town's OPEB Trust account.

Combining the current amount of certified free cash of \$2,049,610 with an estimated stabilization fund balance of \$738,558, the Town's stored assets currently total \$2,788,168. Essentially, these two unreserved fund accounts serve as the Town's savings and investment accounts. For the last several years, on an annual basis, we have been fortunate to be able to maintain a reasonably sufficient stored asset balance representing between 5% and 10% of total annual expenditures. However, the target range for municipalities is between 10% and 15%. As a result, I will continue to recommend we add funds into the stabilization account on an annual basis.

I will also recommend, on an annual basis, that we continue to fund our Other Post Employment Benefits (OPEB) Liability. The term OPEB refers to all benefits, other than pensions, that retirees receive. For public employees in Massachusetts, OPEB largely consists of retiree health insurance but also includes life insurance. As with pension benefits, employees are entitled to these benefits after meeting certain eligibility requirements, such as a vesting period and minimum retirement age. Our current liability is \$7,409,078. The liability defines how much the governments need to set aside today in order to continue to provide these benefits over time, based on a variety of assumptions. Such reporting also helps to gauge the true cost of employee compensation by forcing governments to quantify the present value of a future retirement benefit, even though an employee may not receive that benefit for many years. The federal mandates require municipalities to be fully funded with their OPEB liability by 2034. Stow is currently at \$1,081,675 or 14.5% funded and has made tremendous strides contributing \$235,000/year since starting the fund just five years ago.

Looking ahead to FY-23, I hope to recommend a budget with a minimal increase, while increasing services as compared to the current FY-22 budget. In large part, success in achieving a level funded budget will be dependent upon the amounts of the two school department budgets, as well as the annual debt payment and capital projects budgets, all of which are not under the control of the Town Administrator.

In general, Stow's annual operating budget is constrained by structural impediments on the revenue side. Most burdensome of these revenue source impediments is the Town's increasing dependence over the last two decades on property taxes as its only significant source of annual recurring budget revenues. Taxes, as a revenue source, currently provide approximately 92% of the Town's total annual recurring revenues. Our annual municipal state aid revenues, on average, provide only approximately 2 or 3% of our total annual recurring revenues, and our local receipt revenues are averaging just 5% of our total annual recurring revenues. Further, our annual state aid and local receipts revenue percentage contributions to the budget have remained essentially flat for the last decade. Finally, there have been no new impactful annually recurring local revenue sources added to the budget equation in at least 25 years.

This undiversified, and to some degree un-expanding, revenue problem is compounded by the fact that our current tax base is almost completely residential. Currently, approximately 91% of the Town's total tax base is residential. And this percentage has increased incrementally since

the 1990s, when residential taxes represented 88% of the total tax base. Hence, only approximately 6.5% of Stow's current total tax base is classified as commercial or industrial. The remaining 2.5% of the total tax base is classified as personal taxes.

I would like to thank my Board for all the support over the last year. To all the employees working for the Town, thank you for your hard work and dedication as we continue to maneuver through this crazy world. And finally, to the residents of Stow, thank you for your support at both the Annual and Special Town Meeting, and supporting new positions, equipment, and initiatives. We have so many dedicated residents that participate in meetings, show up for elections, and provide feedback, both good and bad, on Town matters. It is a joy to work in such an engaging community and I look forward to continuing to work for and in the best interest of, the residents of Stow.

Respectfully,

Denise M. Dembkoski
Town Administrator

Joyce Sampson, Executive Assistant
Phoebe Haberkorn, Office Assistant

ASSISTANT TOWN ADMINISTRATOR/HUMAN RESOURCES DIRECTOR

I am honored to be the first Assistant Town Administrator and Human Resources Director for the Town of Stow. The mission of the new Human Resources Department is to be a strategic partner with our departments to provide leadership and guidance, inspiring excellence in all we do. We strive to attract and retain a highly qualified workforce providing the highest quality service to our residents and businesses, while promoting a safe work environment that allows for development, encourages excellence, values and respects diversity, strives for community engagement and transparency through communication, fair and consistent policies in a caring, respectful environment.

Since September there has been a focus on reviewing, updating, and creating policies. In addition, it was challenging keeping up to date with the changing landscape of the Coronavirus (COVID – 19) pandemic, including the confusing and controversial vaccine mandate. Labor and employee relations is also a key area, that includes finding solutions for employees, addressing grievances, and beginning a new relationship with our newest bargaining unit, Teamsters, Local 25.

This fall the following key roles were filled, including Fire Chief, Payroll Coordinator, and two Police Sergeants. Recruitment was somewhat challenging this fall since many prospective employees are looking to work at least two days per week from home.

Recruitment and Hiring:

Received and reviewed 48 resumes/applications

Interviewed: 18 candidates

Hired/Promoted: 8

Conducted 5 background checks, including CORI/SORI

Absence and Injuries:

Employee Injury: processed 2 claims

Lost time average: 10 days

Family Medical Leave Act: 6

Average length of Leave: 24.75 days

Personnel Policies Implemented:

Personnel Records Law

Domestic Violence Leave Policy

Personnel Request Policy & Form

Respectfully submitted,

Dolores Hamilton

Assistant Town Administrator/Human Resources Director

PLANNING BOARD

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

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

Organization

At the annual election, Nancy Arsenault was elected to a five-year term. We are pleased that Nancy Arsenault has chosen to serve the Town as a Planning Board member. Her years of reporting on the Board as a local journalist and deep knowledge of Stow make her an invaluable asset.

Following the election, the Board appointed Lori Clark to serve as Chair, and Karen Kelleher as Vice Chair. John Colonna-Romano and Jesse Steadman were designated to endorse ANR Plans (Subdivision Approval Not Required).

Mark Jones was re-appointed as the Voting Associate Member. Although we encourage Voting Associate members to partake in discussions regarding all matters before the Board, the Associate Member's voting power is limited to Special Permit applications in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the Board during the Special Permit process.

The Board also appointed representatives to various Committees:

- Community Preservation Committee: John Colonna-Romano
- Liaison to Metropolitan Area Planning Council (MAPC): Jesse Steadman
- Representative to Minuteman Advisory Group on Interlocal Coordination (MAGIC): Jesse Steadman
- Liaison to Zoning Board of Appeals: Mark Jones
- Liaison to Gleasondale Neighborhood Area Sub-Committee: Margaret Costello
- Liaison to Lower Village Revitalization Subcommittee: Nancy Arsenault

Assistant Planner/GIS Administrator, Malcolm Ragan joined the Planning Department in February of 2021, bringing a wealth of technical skill to the position. Julie Windzio joined the

Department in July as the Board's Department Assistant and has been responsible for keeping the wheels turning ever since!

In addition to providing administrative and planning support to the Board, the Planning Department also fills a variety of community development roles. The Planning Department provides staff support to the Lower Village Revitalization Subcommittee, Gleasondale Local Historic District Study Committee, Economic Development and Industrial Commission, Complete Streets Committee, and Traffic Safety Advisory Committee, as well as working closely with the Town's Regional Housing Services consultants to maintain the Town's supply of affordable housing units through the Department of Housing and Community Development's Subsidized Housing Inventory. Planning Department staff assist various departments, boards and committees on issues of transportation and land use policy; and participate in land use staff meetings which continue to be valuable in coordinating and streamlining the permitting process for larger development proposals, planning efforts and bylaw updates.

Development Activity:

The Board considered nine (9) Special Permit/Site Plan Approval Applications:

- 156 Great Road, Stow House of Pizza – Special Permit/Site Plan Approval for outdoor dining and associated screening – **Approved**
- 44 Hiley Brook Road – Hammerhead Lot Special Permit/Site Plan Approval – **Approved**
- Spring Hill Estates Subdivision – Minor modifications to shared driveway requirements in Erosion Control and Hammerhead Lot Special Permits – **Approved**
- Minor Modification to Wireless Communication Facility Site Plan Approval at 339 Great Road to allow T-Mobile Northeast, LLC equipment upgrades – **Approved**
- 137 Harvard Road – Erosion Control Special Permit/Site Plan Approval – **Approved, appealed by applicant**
- 271 Great Road, Nan's Market – Special Permit/Site Plan Approval for outdoor dining and associated screening – **Approved**
- Joanne Drive Planned Conservation Development Special Permit – Minor modification to Planned Conservation Development and Erosion Control Special Permit for timing of Lot Releases and Building Permits – **Approved**
- 501 Gleasondale Road, AT&T – Site Plan Approval for installation of backup generator to support wireless transmission equipment – **Approved**
- 57 Barton Road – Hammerhead Lot Special Permit - **Approved**

The Board endorsed four (4) Subdivision Approval Not Required (ANR) Plans:

- 44 Hiley Brook Road – Creation of one buildable lot and one hammerhead lot
- Hallock Point Road – Creation of two buildable lots
- Plantation Apartments II – Land swap to accommodate wastewater infrastructure
- Jillian's Lane – Creation of one five-acre non-buildable lot

The Board rescinded one (1) Definitive Subdivision:

- Hallock Point – Rescission of seven-lot Definitive Subdivision following acquisition of the property by the Town of Stow.

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

- Spring Hill Estates Subdivision – Site Inspections
- 79 Edgehill Road – Site Inspections and Peer Review
- Collings Foundation Erosion Control Special Permit – Site Inspections and Peer Review
- Joanne Drive Definitive Subdivision Plan – Site Inspections and Peer Review
- 137 Harvard Road Special Permit and Site Plan Approval – Peer Review

Town Meeting Action - Zoning and General Bylaws

The Planning Board successfully brought several Zoning Amendments to the Annual Town Meeting in May and the Special Town Meeting in October.

Annual Town Meeting - May

- Amended various Sections of the Zoning Bylaw to remove all references to the “Board of Selectmen” or “Selectmen” from Zoning Bylaws and replace with gender neutral “Select Board;”
- Amended Zoning Bylaw Section 5.4 - Active Adult Neighborhood (AAN) Overlay District to adjust open space requirements, require 15% of housing to be designated affordable, and implement a range of updated design standards.

Special Town Meeting – October

- Amended Zoning Bylaw Section 6.3 – Signs, to allow a single internally illuminated window sign up to 3 square feet in the Business, Compact Business, Commercial, Industrial, and Refuse Disposal Districts;
- Amended Zoning Bylaw Section 5.5 - Recreational Marijuana Establishments, to reflect outcomes of the 2018 Town election;
- Amended Zoning Bylaw Section 9.2 - sidewalk requirements, for the purpose of aligning regulations with the Complete Streets Policy;
- Amended Zoning Bylaw Section 5.4 – Active Adult Neighborhood Overlay District, to resolve an inconsistency in definitions of “floor area” used in the Active Adult Neighborhood Overlay District and improve flexibility of parking standards community facilities.

Planning Efforts

Active Adult Neighborhood Overlay District Amendments

In Fall 2019, a developer approached the Planning Board with a request to raise the cap on allowed units with the Active Adult Neighborhood Overlay District. Rather than simply raise the cap on units that can be developed within the District, the Planning Board undertook a months-long process to develop bylaw amendments to realign the Overlay District with the Town's affordable housing and open space preservation goals. The resulting amendments to the Overlay District included dropping the age requirement for residents and instead utilizing age-targeted design standards. Additionally, the amendments require a diversity of housing types, and new standards to ensure functional community and open spaces. The amendment also raised the inclusionary housing standards to require 15% of all units developed in a new Active Adult

Neighborhood to be deed-restricted affordable, with no allowance for a fee-in-lieu of construction of the affordable units.

Lower Village Business District Planning

The Planning Board continued its commitment to improving Lower Village in 2021. Specifically, the Board continued a partnership with Dodson and Flinker, Inc., hired in 2020 with a grant from the Community Compact Cabinet. Dodson and Flinker, Inc. were tasked with reviewing the Board's draft zoning amendments to the Business District and providing recommendations on how to craft specific zoning language that can incentivize the vision for Lower Village established in the *Lower Village Revitalization Subcommittee's* final report of 2019. Planning staff will use the recommendations to draft a bylaw amendment for Lower Village.

Complete Streets Construction Projects

In May of 2018, the Complete Streets Committee was awarded over \$265,000 in construction funding in the first grant application round as a Tier 3 member of MassDOT's Complete Streets Program. Tier 3 communities are those that have passed a Complete Streets Policy to guide implementation of pedestrian, bike and traffic safety measures, and in addition have completed an approved project Prioritization Plan.

The two projects constructed in 2021 include:

- Reconfiguration of the intersection of Route 117 and Old Bolton Road to improve sight lines, increase safety for cyclists through the use of a dedicated bike lane and extend sidewalks through the intersection for eventual connection with the Stow Community Park;
- Two push-button, rapid flashing pedestrian lights were installed at the intersection of Harvard Road and Route 117. The intersection marks a significant crossing of the walkway stretching from Old Bolton Road to Town Center. The improvement will increase visibility and safety for pedestrians.

Complete Streets Signage

Together with the Complete Streets Committee, Planning Board and Highway Department staff worked to procure various traffic safety signage for Stow's roads, including warning signs for sharp curves, bicycle share-the-road signage and others. Additionally, two sets of solar powered speed feedback signs were purchased, for use on Town roads that have documented an increase in cut-through traffic. The signs are anticipated to be installed in the Spring of 2022.

Shared Streets Grant

Through the Commonwealth's Shared Streets and Places Grant Program, Highway Department and Planning Staff worked together to gain \$72,000 in grant funds for the installation of rapid flashing pedestrian beacons at the Town Building/Town Hall crosswalk on Route 117 in Town Center, as well as two such lights for crossings at the Stow Shopping Plaza in Lower Village and a Route 117 crosswalk at Pompositticut Street. The installations will further support traffic calming and pedestrian safety in Stow's village centers.

Affordable Housing

The 2010 Master Plan and 2016 Housing Production Plan recommend an increased diversity in housing units to ensure that people of all abilities, income levels, and ages have appropriate housing options. To advance this effort Planning Staff has been working with Metrowest Collaborative Development (MWCD), a Regional Housing Services Consultant serving Stow and six other neighboring communities. Planning Staff and the Stow Municipal Affordable Housing Trust coordinate with MWCD to ensure that Stow's Affordable Housing Inventory remains intact. MWCD, in turn, helps Stow to keep track of affordable unit compliance through annual mailings to residents to ensure income compatibility and documentation of any concerns.

MAPC COVID-19 Taxicab, Livery, and Hackney Transportation Partnership

In an effort to advance Stow's *Age Friendly Community* goals of improving transportation options for older adults, the towns of Stow, Bolton, Concord, Maynard, and Sudbury entered into an inter-municipal agreement to administer an MAPC grant aimed at providing no-cost taxi rides to vulnerable populations. The Planning Department and Stow Council on Aging have worked closely with the Town of Sudbury as the host community, to successfully roll out the *GO! Stow* Taxi Program, which is available to all residents over 50 years old. In 2021, the program provided roughly 40 no-cost trips to Stow residents, primarily for assisting residents in transportation to medical appointments. The Planning Department and Council on Aging will continue to work with neighboring communities to develop and improve the program.

Making Connections Transportation Pilot

The towns of Sudbury, Bolton, Boxboro, Acton, Carlisle and Stow were awarded a Community Compact Best Practices grant by the Commonwealth of Massachusetts in spring 2019 for the purpose of creating a multijurisdictional program of on-demand transportation pilots, called *Making the Connections*. The *Making the Connections Program* is focused on connecting seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities with on-demand transportation services. The Town of Stow is working to craft an individualized pilot program that utilizes ride-hailing applications, such as Uber, to augment existing Council on Aging transportation services, and specifically, to provide subsidized rides for residents at times when the Town's service is not running. The long-term purpose of the Pilot Programs is to gather community transportation needs data and disseminate that data to our Regional Transit Authorities, in order to confirm additional transportation needs and incentivize service expansion. This service will be administered through the existing *GO! Stow* program.

Stow Acres Planning Initiative

Led by the landscape architecture firm Dodson and Flinker, Inc., a five member Planning Team, including representatives of Stow Conservation Trust (SCT), Stow Conservation and Planning Departments, local development firm MCO Housing, and Peter Brown, representing the owners of Stow Acres Country Club, embarked on a multi-disciplinary Master Planning effort aimed at creating a shared vision for the future of Stow Acres Country Club. The core goal of the planning effort is to leverage shared visioning to reach mutual goals that would otherwise likely be out of reach if pursued independently.

At Annual Town Meeting in May, voters approved the allocation of \$1.5 million in Community Preservation Act funds for purchase of a Conservation Restriction on the South Course of Stow Acres. This permanent restriction on the 151-acre South Course ensures the most ecologically significant features will be preserved by limiting future uses and will also provide for creation of a new trail around the perimeter.

At a Special Town Meeting in October, voters approved an additional \$2.5 million in Community Preservation Act funds to purchase a 115-acre portion of the North Course, with the ability for golf operations to phase out over a period of up to 10 years. The remaining 65 acres of the North Course will be sold by Stow Acres to MCO Housing & Associates, Inc. to develop 189 units of housing in a traditional neighborhood design. The Comprehensive Permit for the housing development is expected to be filed in the spring of 2022.

Bridge Reconstruction

In collaboration with other departments and boards, the Planning Board continued to provide feedback and guidance to MassDOT regarding the Gleasondale Bridge Replacement which began reconstruction in July. The Boxmill Bridge Replacement project advanced to the 75% design phase.

Geographic Information Systems (GIS)

Planning Staff continued to assist with GIS mapping and database upgrades, including support for the Highway Department with plow route mapping, visualizations for various planning efforts, including Lower Village zoning upgrades and Stow Acres master planning, as well as transportation data visualizations for the Complete Streets Committee and Traffic Safety Advisory Committee.

Communications

We encourage residents to keep updated on the latest information on current developments and projects by visiting the Planning Board Web Page at <https://www.stow-ma.gov/planning-board>, or stopping by the office on the third floor of the Town Building when in the Town Building.

Thanks

None of the planning efforts would be possible without the enormous contributions of time and attention by Stow residents serving as volunteers on the boards and committees of Stow. Despite the difficulties that the pandemic has caused in our ability to work together, the Planning Board has been adaptive and resilient, continuing to advance efforts to improve Stow.

Planning Board members and staff bid farewell to Valerie Oorthuys, the Board's Assistant Planner/GIS Administrator as she moved on to the position of Town Planner in Bolton, MA. Valerie's thoughtful approach to planning in Stow over the previous four years was greatly appreciated and will be sorely missed. The Board wishes her all the best in her new position.

The Planning Board also extends a special thanks to our very capable and always reliable professional consultants - Susan Carter of Places Associates, Inc. and Town Counsel services from Koppelman and Paige Law firm.

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

Respectfully submitted,

The Planning Board:

Lori Clark, Chair

Karen Kelleher, Vice Chairman

Nancy Arsenault

Margaret Costello

John Colonna-Romano

Mark Jones, Voting Associate Member

Jesse Steadman, Town Planner

Malcolm Ragan, Assistant Planner/GIS Administrator

Julie Windzio, Administrative Assistant

CONSERVATION COMMISSION

The Conservation Commission consists of seven members appointed by the Select Board to administer and enforce the Massachusetts Wetlands Protection Act and the Town of Stow Wetlands Protection Bylaw and associated regulations. The Commission reviews and issues permits for all proposed activities within 100 feet of wetlands and 200 feet of most ponds and streams. As the Town's largest landowner, the Commission is also responsible for management of approximately 1,650 acres of Town Conservation Land and stewards an additional 850 acres of Conservation Restrictions on private land in Stow. The Commission works closely with the Stow Open Space Committee and the nonprofit Stow Conservation Trust to protect high priority lands identified in the Town's Open Space and Recreation Plan. It also oversees the Stow Conservation Fund, which helps fund land acquisition and land stewardship. Conservation Department staff support and help carry out the work of the Commission.

Stow Acres Master Planning and Land Protection

For decades, residents of Stow have been concerned about the future of Stow Acres, the town's largest golf course and the largest undeveloped parcel in Stow. This 360-acre property contains significant conservation values – including riparian corridors along Elizabeth Brook and the Assabet River, scenic views from Randall Road and Gleasondale Road, and opportunities for significant large-scale conservation and restoration. The 2016 Open Space and Recreation Plan identifies planning for the protection of Stow's "at-risk" golf course properties, including Stow Acres, as one of the Town's highest priorities, and the parcel is listed as a regionally significant Priority Preservation Area in the 495/Metrowest Development Concept Plan.

In 2019, when rumors began circulating about the possible development of Stow Acres, the Town, and the nonprofit Stow Conservation Trust (SCT) began negotiations with the property owners. These discussions led to the creation of a groundbreaking partnership that included the Town, SCT, a private for-profit purchaser, and the owners of Stow Acres, who worked together to develop an overall vision for the entire property with the support of a professional landscape design firm, Dodson and Flinker. Together, the partnership identified priority locations to focus development and meet the town's housing diversity needs, and areas that had the highest conservation and recreation values which will support future trails, recreation facilities, restored wetlands and streams, and conserved corridors along Elizabeth Brook and the Assabet River. Multiple community forums were held via Zoom during 2021 to build community consensus in support of the overall land use vision for the property.

The Town and the Trust worked with the property owners to negotiate a two-phase plan for the conservation of more than 85% of the property at a price that was significantly below market value. In May 2021, residents voted overwhelmingly at Town Meeting to expend Community Preservation Funds to purchase a Conservation Restriction with a public access trail on the 151-acre South Course of Stow Acres for \$1.5 million. In October 2021, they again voted in favor of expending \$2.5 million in Community Preservation Funds toward the Town purchase of approximately two-thirds of the North Course for conservation and recreation purposes, with the balance of the purchase price to be raised from gifts and grants.

The purchase is expected to be consummated in late 2022. The overall vision will guide the development of the remaining 1/3 of the North Course as a 180-unit village-style housing community that is designed to interconnect with the Town property and which will begin permitting in 2022.

Other Calendar Year 2021 Highlights

While Stow Acres unquestionably took center stage during 2021, the Conservation Commission worked to complete several other high priority land protection projects this calendar year. In the summer of 2021, a partnership comprised of the Conservation Commission, Lake Boon Association, Lake Boon Commission, and Stow Conservation Trust completed the acquisition of nine acres of land at Hallock Point on Lake Boon, the largest remaining unprotected property on Lake Boon in Stow. The Town was offered the land under the Chapter 61 program. This project could not have been completed without many generous donors and the tireless efforts of the members of the fundraising committee. As part of this project, two lots were sold by the Town for development to defray the cost of the Town's purchase.

The Commission also worked with the residents of Harvard Acres to acquire 12 acres of land from the Harvard Acres Homeowners Association which includes a beautiful emergent marsh and pond. A 21-acre parcel was acquired at Spring Hill Estates in the southwestern corner of Stow which abuts Stow Conservation Trust's Hale and Corzine properties.

The Commission also worked with the Lake Boon Commission, the Lake Boon Association, and the Town of Hudson's Conservation Commission to carry out the first of two years of a study of Lake Boon water quality and the impacts of climate change on Lake Boon funded by the state's Municipal Vulnerability Preparedness Program. This effort involves considerable citizen science involvement in collecting water samples and will culminate in the development of recommendations and an action plan in 2022. Rebecca Longvall has worked part-time to coordinate the citizen science effort and support the overall project and we are appreciative of her efforts.

Conservation Land Management

A significant responsibility for the Commission and its staff is the management and oversight of conservation land and restrictions held by the Town. These lands help protect our air and water quality, provide important wildlife habitat, maintain the rural character and aesthetic of Stow, and offer year-round outdoor recreation and environmental education opportunities. The Conservation Department staff monitors these properties and prioritizes management and maintenance needs including boundary posting, working with neighbors to resolve encroachment issues, removing hazardous or downed trees, reblazing trails, updating conservation land maps, and mowing of trail entrances and open fields. As the COVID pandemic continued into its second year, we continued to see heavy use of our properties by residents of Stow and beyond.

Significant initiatives on conservation land begun or completed in 2021 include:

- Hiring our first-ever seasonal trail steward Aimee Graeber, to help maintain our properties this past summer. Aimee assisted with trail construction, trail marking, invasive species removal, maintaining trailhead kiosks and more. We hope to continue this position in coming years.
- Opening a major extension of the trail network at Captain Sargent Conservation Area with a new blue trail which connects the main parking lot to the Tuttle Lane fields and beyond to the former Kunelius property and Red Acre Woodlands.
- Continuing to carry out management of invasive Japanese knotweed at Heath Hen Meadow Brook Conservation Area and along Tuttle Lane at Captain Sargent Conservation Area and manage invasive stilt grass patches at Flagg Hill Conservation Area.

This year we had many significant storms which caused tree damage on conservation land. All tree clearing is done by Department staff. Trail users and neighbors can help us manage Town conservation land by contacting our office regarding any maintenance needs, downed or hazardous trees, or other conservation land issues. The Stow Highway Department is always helpful with plowing parking lots for winter trail users and removal of large items dumped on conservation land.

Community Gardens and Agriculture

The Conservation Commission manages the Stow Community Gardens at Captain Sargent Conservation Area on Tuttle Lane, and licenses fields at Captain Sargent and Noonan Field behind the Arbor Glen development to area farmers. These farmers do a great job helping to maintain the property and keep fields in active production while saving the Town money that would otherwise need to go into mowing. For the first time this year, the managers of Taproot Farm on Tuttle Lane sold Christmas trees, which proved to be a popular and well-managed community event.

Impacts of the pandemic also continued to be felt at the Stow Community Gardens. There was a significant increase in new gardeners during the 2021 season. New and returning gardeners noted concerns about food insecurity due to the pandemic as a reason for gardening. Many of our gardeners grew fruits and vegetables for the Stow Food Pantry. Gardeners also noted the increase in free time allowing them to join the Community Gardens and the physical and mental health benefits of growing their own food.

Stow residents Myong Hunt, Mary Coombs and Laura Reiner continued volunteering in 2021 as Garden Stewards and on-the-ground managers of our Community Gardens. As a team, they did a wonderful job coordinating participants, laying out plots, educating on organic gardening, and creating a sense of community among both annual and perennial gardeners.

Plots are assigned to returning gardeners and then to new gardeners on a first come, first served basis. Garden plots are available to both residents and non-residents. Applications for Community Garden plots are available on our website or may be picked up at Town Building upon request.

Wetlands Permitting

Calendar year 2021 saw a slight reduction in the number of permit applications submitted to the Conservation Commission. The Commission reviewed a total of 18 permit applications and issued one Emergency Permit, as it continued to increase proficiency with conducting public hearings via Zoom in the second year of the pandemic.

Among the more notable projects included an expansion of Plantation Apartments and a wood processing operation at a former landfill on Hudson Road. The Commission also continued to monitor work to remediate PFAS contamination in wetlands at the Fire Training Academy. Continuing the trend of past years, many permits reviewed were for work on lots surrounding Lake Boon, including multiple house reconstructions. The Commission also issued 11 Certificates of Compliance for closed projects, 2 permit extensions and 12 permit modifications. The Commission worked cooperatively with residents, businesses, and contractors to resolve five violations of the Wetlands Protection Act, most of which involved formal Enforcement Orders.

As a reminder, any work within 100' of wetlands and 200' of streams requires a permit. This includes tree and understory clearing, pools, and other structures. Please contact the Commission to discuss your project in advance.

Collaborative Efforts, Outreach, and Long-Range Planning

The Commission has also been involved in several cooperative and long-range planning efforts in conjunction with other Town boards and departments. A representative of the Commission sits on the Complete Streets Committee. Conservation Department staff serve on the advisory board of the Metrowest Conservation Alliance, and the Board of Directors of the statewide Massachusetts Society of Municipal Conservation Professionals and regularly serve as workshop speakers on a wide range of topics.

We have worked closely with the Planning Department on several issues including Stow Acres, design of a replacement bridge on Box Mill Road near Carver Hill, assisting residents of Gleasondale with a trail project on Town land, and advancing pedestrian and bicycle improvements to Track Road. We also work with OARS, the nonprofit focused on water quality and recreation in the Assabet River, to help fund water chestnut management along the River and review permits for upstream wastewater treatment plants.

Administration

The Commission's work is supported by full-time Conservation Director Kathy Sferra, part-time Conservation Assistant Jacquie Goring, and part-time Conservation Land Steward Bruce Trefry.

This year saw several changes in membership of the Commission. Andrew Bass left the Commission in June. The Commission welcomed new members Liza Mattison and Holly Clack. Jeff Saunders stepped down as Chair after many years of excellent service in that role and was succeeded by Serena Furman, and Matt Styckiewicz was elected Vice Chair.

Ingeborg Hegemann Clark continued to serve as the Commission's representative to the Community Preservation Committee and Associate Member Tom Porcher was appointed the Commission's representative to the Green Advisory Committee.

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

Respectfully submitted,

Commission Members:

Serena Furman, Chair
Matthew Styckiewicz, Vice-Chair
Ingeborg Hegemann Clark
Doug Morse

Jeffrey Saunders
Andrew Bass (resigned 6/21)
Liza Mattison (appointed 3/21)
Holly Clack (appointed 9/21)

Associate Members:

Bruce Trefry, Land Steward
Dan James
Cortni Frecha
Sandra Grund
Nickole McGachey

Tom Porcher
Myong Hunt, Garden Steward
Mary Coombs, Assistant Garden Steward
Laura Reiner, Assistant Garden Steward

Staff:

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

Aimee Graeber, Seasonal Trail Steward
Rebecca Longvall, Lake Boon Citizen
Science Coordinator

BOARD OF HEALTH

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

Stow is a member of the Nashoba Associated Boards of Health, which is a regional health district. Established in 1931, it provides robust public health services to small communities and Stow has been a member since 2015. There are now 16 member towns (including Stow) from North Middlesex and Worcester counties. All the services the Stow Board of Health provides are bolstered by the excellent knowledgeable agents and nurses who work at Nashoba.

The SARS COVID-19 pandemic which impacted millions of people worldwide in 2020 is still with us in 2021, waxing and waning with highs and lows that give us hope that we are winning the battle and then show us that we haven't done enough yet. Vaccines appeared under the EUA (Emergency Use Authorization) banner and there has been a major effort all across the country to encourage vaccinations and booster shots. Stow has an excellent rate of participation. Our town-wide Stow information bulletin board continues to post weekly numbers for positivity, and vaccination and booster percentages help to keep our residents up to date on information from the state Department of Public Health and the CDC. Wearing of masks continues, with people on both sides of the fence about mandating them or letting personal choice be the guide.

Along with all the pandemic work, we conducted a Flu Clinic in Stow with the Nashoba nurses in October. We served about 350 residents and their families. The Department of Public Health supported this work, recognizing that the flu virus was also making an appearance and the need was greater than ever to make sure that we had a robust defense against this virus.

Hazardous Waste

Stow continues as a member of the Devens Regional Household Hazardous Products Collection Center located at 9 Cook Street, Devens, MA. In 2021, 100 Stow residents and small businesses took the opportunity to properly dispose of their toxic wastes safely and easily at the center. Approximately 8,200 pounds of toxic waste were disposed of by Stow residents.

The Center is open 20 days/year, the first Wednesday and the following Saturday of each month from 9:00 AM to 1:00 PM, March to December. Informational flyers are available on the Board of Health and Devens websites at www.devenshhw.com and health@stow-ma.gov.

Recycling and Medical Disposal

The Health Department continues to offer recycling of certain types of batteries, (non-alkaline), mercury thermometers, fluorescent bulbs and sharps. Residents can call the Board of Health office (978-897-4592) to set up an appointment for drop off. There is a statewide ban on the disposal of sharps, including unopened packages of hypodermic needles and lancets in the trash.

We provide sharps containers for a small fee that covers the cost of the container and disposal. Unused leftover prescription drugs may be disposed of safely at the Stow Police station. Information on proper disposal and what can be brought can be found on the Town of Stow Police webpage.

PFAS Update

The MassDEP Private Wells PFAS sampling program is studying PFAS levels in towns that are not predominantly served by Public Water Systems (PWS). There are more than 500,000 residents of Massachusetts being served by private wells. MassDEP is partnering with its contractor, UMass, to undertake this program. There are 85 towns where more than 60% of the population is served by private wells. Up to 40 wells in each of these towns are selected for PFAS drinking water lab analysis.

Within these 85 towns, MassDEP and UMass work with local Boards of Health, legislative representatives, and other local partners to identify private wells for potential PFAS analysis, based on geographic distribution with the town and proximity to potential sources of PFAS. For a listing of the 85 towns go to the FAQ: <https://www.mass.gov/doc/frequently-asked-questions-about-the-massdep-private-wells-pfas-sampling-programs/download>.

The Board of Health has been notified that there is still testing capacity for interested private well owners in most of the 85 towns. For up-to-date information about the private well sampling, see the private well story map at: <https://www.mass.gov/info-details/per-and-polyfluoroalkyl-substances-pfas-in-private-well-drinking-water-supplies-faq#pfas-testing-in-private-wells>

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health (NABH) continues to serve the **Stow Board of Health** in meeting the challenges of environmental and public health needs in the community. As our Health Agent, entering the second year of the pandemic, this NABH office continues adapting to the changes brought on by COVID-19 while continuing to provide the normal public health services for our community.

- Informed, educated, and stayed current with the information from the Department of Public Health to assist residents, schools and businesses.
- Inspected businesses for compliance, upon complaint, in accordance with the ever-changing guidance from the Governor, Department of Labor Standards and Executive Office of Environmental Affairs and provided interpretation and education to improve compliance.
- Provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- Added additional public health nursing staff and contact tracers to help with contact tracing and outreach.
- Provided COVID-19 vaccination clinics, along with our well adult and flu clinics.
- The VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19.

NABH looks forward to continuing our work with Stow's Board of Health to meet the public health, environmental and nursing needs of our community as the pandemic continues, including assistance with the rollout of the COVID-19 vaccine.

ENVIRONMENTAL HEALTH DEPARTMENT

The Nashoba Sanitarian is available in the Ayer office and as Town Halls have re-opened we have returned to office hours.

Food Service Licensing and Inspections18

- Licenses, inspects, responds to complaints and conducts follow-up on concerns in licensed operations. Many of the inspections done this year were in response to COVID complaints;

COVID affected inspections, as some businesses were closed or closed part of the year (schools).

As more businesses opened, the office increased inspections.

Recreational Permitting and Inspections.....8

- Licenses, inspects, and responds to complaints for recreational camps for children, bathing beaches and public and semi-public pools. Arranged for the sampling of bathing beaches on a weekly basis. Though COVID-19 restrictions were being reduced, and ultimately lifted in June, many camps didn't open. Many of the town beaches and public and semi-public pools resumed operation.

Housing & Nuisance Investigations.....40

- NABH inspects dwelling units for compliance with the State Sanitary Code upon complaint and prior to occupancy. Orders are issued to effect corrective actions, reinspection is performed and legal action is initiated if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work – On-site Sewage Disposal

- Application for soil testing (testing needed for the design of a sewage disposal system).....14
 - Tests performed (perc tests and soil evaluation witnessed).....50
- Applications for sewage disposal plans filed.....23
 - Sewage disposal system plans reviewed.....33
 - Sewage disposal system permits.....30
 - New construction.....19
 - Existing construction.....11

- Sewage disposal system inspections.....86
- Sewage disposal system consultations/review of Title 5 inspection reports.....76

Private Well related services

- Well permits issued.....19
- Water Quality/ Well Construction.....61

*(Private wells are regulated by local regulations: construction plans are reviewed,
wells sampled and results reviewed/interpreted)*

Rabies Clinics – Animals Immunized

- Due to COVID-19, clinics were limited in 2021

Nashoba Nursing Service & Hospice

- Nashoba’s Certified Home Health Registered Nurses visit and provide skilled services to patients in their home under physician’s orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.
- Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing, dressing, exercises, and meal preparation.
- Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment, and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

Nursing Visits.....316

Home Health Aide Visits.....25

Rehabilitative Therapy Visits.....237

Medical Social Work/Spiritual Care Visits.....14

Community Health Nursing

Nashoba’s Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice. Staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways. This year, 2021, was very different due to COVID-19!

The office provided the following services for the District.

- Conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- Served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State’s response to the pandemic.

- Instructed individuals who tested positive and those who were close contacts on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- Worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- Served as a resource for daycare facilities regarding infections in their facilities and interpreting the ever-changing guidance.
- Worked with the school nurses in the District to provide information, offer advice, and support contact tracing in the schools.
- Collaborated with all municipal staff, including Councils on Aging, to address questions on COVID-19 exposures, and actions which may be necessary to address these exposures.
- Conducted flu clinics in the community. The State didn't require vaccinations for school children this year. We administered 148 flu shots through our annual clinics.
- Conducted COVID-19 vaccination clinics open for all Stow residents.

Nashoba reviewed, investigated, and reported on the following cases of communicable diseases, reported to us from the Department of Public Health, for your community. Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease. In addition to the cases listed below the nurse investigates suspected and probable cases of communicable diseases to provide education for individuals and information for the State.

Communicable Disease Number of Cases:

- Babesiosis.....2
- Human Granulocytic Anaplasmosis.....7
- Influenza.....8
- Lyme Disease.....17
- Novel Coronavirus (SARS, MERS, etc) ...465
- Salmonellosis.....1

Animal Control Report

The Town of Stow shares regional services for Animal Control with the Town of Boxborough, providing full-time access to an Animal Control Officer through the Stow Police Department.

Dog Calls (Loose, Found, Missing, Barking)	78
Struck by vehicle.....	3
Safety concerns, other issues.....	38
Wildlife calls.....	97
Total Calls	216

Animal Inspector Report

Quarantine Calls:

5 Dog/Person.....10 Day Quarantine
2 Cat/Person
4 Dog/Dog..... 10 Day Quarantine
1 Cat/Cat
2 Dog wound of unknown origin 45 day
3 Cat wound of unknown origin 45 day

Barn/Livestock Inspections

78 Residential Barn Inspections performed by the Animal Inspector 2021

Permitting and Licenses

In addition to the Permitting and Inspections by the Nashoba Board of Health, the Stow Board of Health issued the following permits and licenses:

- Rubbish Hauler Permits.....7
- Stable Licenses.....19
- Dumpster Permits.....11
- Retail Tobacco Permits.....5
- Title 5 Inspection Report reviews.....102

The Board of Health office is located on the second floor of the Town Building. Please call if you would like more information on any of the services we offer, such as sharps disposal, or recycling. As always, we encourage you to call if you have any questions, problems, or concerns. We can be reached by phone at 978-897-4592 or email at health@stow-ma.gov.

Please visit us on the Town of Stow website at www.stow-ma.gov.

Respectfully submitted,

Stow Board of Health

Mary McDowell, Chair
Marcia B. Rising
Merrily Evdokimoff

Cynthis Colosi, Executive Assistant
Julie Windzio, Department Assistant
Phyllis Tower, ACO/Animal Inspector

ZONING BOARD OF APPEALS

The Zoning Board of Appeals, consisting of up to five (5) full members and six (6) associate members, is appointed by the Select Board. As authorized by MGL c.40A, the Board is responsible to hear and decide applications for special permits, variances, and appeals from decisions of the Zoning Enforcement Officer. Consistent with MGL c.40B (affordable housing), the Board is responsible to hear and decide applications for Comprehensive Permits. The Board typically meets on the first Monday of each month and is supported by a part-time Administrative Assistant.

One full member vacancy exists to complete an unexpired term ending on June 30 in the year 2026. Two Associate Member vacancies exist to complete unexpired terms ending on June 30 in the years 2022 and 2023. Associate Member Andrew DeMore was appointed, by the Chair, as acting voting member until the June 30, 2022 vacancy is filled. Associate Member Michael Naill was appointed to the Green Advisory Committee as the Zoning Board of Appeals Representative.

The Board met twenty-seven (27) times with hearings held on nineteen (19) applications for Special Permits; four (4) for Variances; one (1) application on Appeal of the Building Commissioner/Zoning Board of Appeals Decision; and one (1) working meeting to discuss policy and regulations. In addition, there were ongoing appeals of the Board's decisions.

Special Permit Applications on Pre-Existing Non-Conforming Lots

- 147 Red Acre Road - Granted
- 214 Red Acre Road – Granted
- 23-25 Hale Road – Granted
- 44 Deerfield Lane – Withdrawn
- 156 Barton Road – Granted
- 103 Kingland Road – Granted
- 313 Red Acre Road – Granted
- 165 Red Acre Road – Granted
- 123 Barton Road – Granted
- 8 Davis Road – Granted
- 102 Peabody Drive – Granted
- 36 Crescent Street - Granted
- 51 Hale Road – Public Hearing Continued
- 206 Barton Road – Granted
- 99 Pine Point Road – Granted
- 126 North Shore Drive – Granted
- 4 Kirkland Drive – Granted
- 122 South Acton Road – Granted
- 92/102 Great Road – Ongoing

Property Line Setback Variance Applications:

- 117 Great Road – Granted
- 8 Davis Road – Granted
- 51 Hale Road – Public Hearing Continued
- 206 Barton Road – Denied

Appeal of Building Commissioner/Zoning Enforcement Officer Decision

- 84-102 Great Road - Ongoing

Ongoing Litigation on Decisions under Appeal

- Collings Foundation v. Stow Zoning Board of Appeals - Settled
- Stow Elderly Housing Corp. – Plantation Apartments II Comprehensive Permit (Appealed by Applicant to Housing Appeals Committee - Settled
- Reynolds et al v. Stow Board of Appeals - Appeal of Plantation Apartments II Comprehensive Permit - Settled
- Kathleen A. Fisher v. Zoning Board of Appeals and Presti Family Limited Partnership
- Presti Management Corporation, General Partner of the Presti Family Limited Partnership v. Zoning Board of Appeals and Kathleen Fisher

Rules

On May 3, 2021 the Board amended Rules for Application Requirements, Procedural Rules and Application Forms for Special Permit, Variance and Appeal of Building Commissioner/Zoning Enforcement Officer/Sign Officer Decision.

Respectfully submitted,

Members:
Mark Jones, Chair
William Byron
Ernie Dodd, Clerk
David Hartnagel

Associate Members:
Andrew J. DeMore
Leonard Golder
Michael Naill
Ruth Kennedy Sudduth

Karen Kelleher, Administrative Assistant

TOWN SERVICES

AGRICULTURAL COMMISSION

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

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

Respectfully submitted,

Liz Painter
Elena Colman

BUILDING DEPARTMENT

The year 2021 was a transitional year for the Stow Building Department. As the world continued to face the threat of COVID-19 – the Building Department continued to run “business as usual”. With the Town Buildings being closed for most of the year - it was challenging to conduct business on a day-to-day basis. We had to modify many aspects of office operations to make things run smoothly during this uncertain time.

The Building Department issued a total of 881 permits in 2021 – of that number, there were 363 building permits, 262 electrical permits, 118 plumbing permits, 108 gas permits, 15 sign permits, 3 trench permits and 12 annual certificates. We performed over 1,400 inspections over the course of the year, which is up by about 56% since last year. We saw an increase of additions, renovations, new roofs, and new dwellings.

To modernize Building Department operations, we contracted Point Software of East Longmeadow, MA to develop our online permitting software. We began accepting online permit applications in mid-July and by August began accepting credit card payments.

Longtime Building Commissioner Craig Martin retired after 14 years of service. Craig’s experience, positive attitude, and integrity were great assets to the Department, and he will be very much missed. We wish him well in his retirement! I started as the new Building Commissioner in July. I have previously worked for the towns of Boxborough and Acton. Doug Hyde, our Assistant Facilities Manager / Local Building Inspector, has continued overseeing the maintenance and repair of the Town Buildings. Ben Shepardson, our part-time Custodian, resigned from the position to return to college. Jamie Higgins was hired in early October to fill the part-time Custodian position. Charlie Weeks, our Deputy Wiring Inspector, retired from his position after years of valued service. We brought on Dennis Monteiro to serve as Deputy Wiring Inspector.

Because of cost increases and supply chain issues we have not been able to pursue building capital projects which were approved by the 2021 Annual Town Meeting. One project which did move forward is the interior painting of the Police Station. This was made possible by Dave Goguen offering to do the painting for the cost of materials only.

We have maintained the Town Buildings as follows:

Town Hall

The Town Hall Restoration Committee that was formed in 2018 continued its work with architect Mills Whitaker to prepare a final restoration design and estimated construction cost. Annual maintenance of the oil burners was completed as well as annual testing of the smoke detectors and fire alarm notification system. Custodial services are provided by the Building Department.

Town Building

The following is a list of some of the work done at the Town Office Building this past year:

The Building Department sectioned off the second-floor copy room to create an office for our new Assistant Town Administrator, Dolores Hamilton.

We replaced heat cables on the roof.

Water line repairs on the water system were made.

We continue to work on the PFAS situation and hope to have a filter system/ water treatment design by BETA Group soon.

We contracted with Wright-Pierce to conduct a study of the water system which serves the Town Offices, Town Hall, Randall Library, the old Fire Station & First Parish Church.

We performed annual inspections of the elevator, smoke alarm system, and sprinkler system.

Custodial services and COVID sanitation are provided by the Building Department.

West School & Crescent Street Garage Building

These buildings were checked periodically for security.

Old Crescent Street Fire Station (Cemetery Department)

The building continues as the office and equipment storage space for the Cemetery Department.

Storage for Police and Highway Department equipment is provided as needed.

Randall Library

We provide assistance to the Director and the Library Trustees for any building issues that may develop. Custodial services and COVID sanitation are provided by the Building Department.

Police Station

We provide assistance to the Police Department for any building issues that may develop. We had batteries and hoses replaced for the standby generator and made repairs to the garage door.

Custodial services and COVID sanitation are provided by the Building Department.

Highway Building

Construction of the replacement HVAC system was completed at the beginning of 2021. We had batteries and hoses replaced for the standby generator. Custodial services and COVID sanitation are provided by the Building Department.

Pompositticut Community Center /Fire Station

The Community Center was closed for the first half of the year due to the ongoing worldwide pandemic. The building was re-opened over the summer and continues to offer programs both in person and virtually. Activities held by the Council on Aging and the Recreation Department resumed in the fall. The Building Department replaced two expired starting batteries, radiator hoses, one coolant filter hose, and one block heater hose for the standby generator. Repairs were made to the garage doors at the Fire Department. The Stow Food Pantry continued to use the unassigned space in the Community Center to stage client orders for their drive-through pantries. The building utility costs are paid through the Building Department. We also provide building and equipment assistance to the Fire Department. Custodian services, snow removal, and operation and maintenance of building systems are provided by the Building Department.

In summary, I want to thank all the Town Departments and the Building Department staff for their support and assistance.

Sincerely,

Frank Ramsbottom

Building Commissioner/
Facilities Manager

Doug Hyde

Assistant Facilities Manager/
Local Building Inspector

Courtney Poulson

Administrative Assistant

Inspectors

Robert Norton, Wiring Inspector

Michael Norton, Deputy Wiring Inspector

Dennis Monteiro, Deputy Wiring Inspector

Adam Sahlberg, Plumbing & Gas Inspector

Robert Smith, Deputy Plumbing Gas Inspector

Custodians

Geoff Beharrell

Jamie Higgins

TOTAL PERMITS & CERTIFICATES ISSUED IN 2021		
#	Permits & Certificates	Fees Collected
363	Building Permits	\$164,236.89
262	Electrical Permits	\$21,220.00
118	Plumbing Permits	\$10,422.00
108	Gas Permits	\$6,830.00
15	Signs/Banners	\$536.60
3	Trench Permits	\$150.00
12	Annual Certificates	\$400.00
881	TOTAL PERMITS	\$203,795.49

BUILDING PERMITS ISSUED IN 2021		
NUMBER of Permits	Type of Construction	Construction Value
14	Additions	\$2,012,063.00
12	Basements/Attics	\$572,061.00
1	Cell Tower Antenna	\$50,000.00
11	Commercial	\$585,500.00
30	Decks/Porches	\$790,899.00
2	Demo	\$62,000.00
8	Foundation Only	\$354,000.00
16	Insulation	\$79,189.70
29	Kitchen & Bath	\$972,309.00
1	Municipal	\$75,750.00
9	New Dwellings	\$4,772,981.95
8	Pools	\$380,885.00
17	Renovations	\$1,750,245.12
10	Repair	\$159,597.46
82	Roofs	\$1,553,272.68
8	Sheds/Barns	\$287,750.00
13	Sheet Metal	\$142,400.00
11	Solar	\$385,615.86
14	Tents	\$0.00
58	Windows, Siding & Doors	\$1,419,251.26
9	Wood & Pellet Stoves	\$45,500.00
363		\$16,451,271.03

#	INSPECTIONS
916	Building
303	Electrical
147	Plumbing
112	Gas
1478	TOTAL

CEMETERY COMMITTEE

The Cemetery Committee, which reports to the Select Board, is composed of three members, each serving a three-year term. The committee oversees the daily management and operation along with the property upkeep of the Town's three cemeteries, as it has for over 80 years.

The three cemeteries in Stow (Hillside Cemetery on Crescent Street, Lower Village Cemetery on Great Road and Pompositticut Street, and Brookside Cemetery on Gleasondale Road and Box Mill Road) comprise 15 acres, all of which are maintained by the Superintendent and with assistance from the crew of the Highway Department.

We are hoping with the slowdown of Covid that we'll be able to put together a conception/ plans/ drawings for the future layout of roadways, burial plots and other possible options on the nine acres of the former Derby property, which overlooks both Pot Ash and Elizabeth Brook. We are looking forward to putting another six-foot pathway in the extension, along with 3,000 feet of water lines, and some planting of trees, shrubs and perennials.

We are looking forward to working with the Highway Administrative Assistant in helping bring the cemetery's computer and paperwork up to the 21st century and beyond. We are willing and able to continually grow as a department.

We would also like to thank the Select Board, the Town Administrator and the new Town Human Resources/Assistant Town Administrator and all the townspeople who supported us during the past year. Thanks also go to the Council on Aging for allowing us to bring forth the open discussion with family members on burial information.

In the year of 2021, we performed 33 burials totaling \$18,625.00 into the General Fund Account. Plot sales totaling \$16,900.00 went into Perpetual Care and Sales of Lots accounts. We had 50 inquiries about genealogy, general plots and burial information. We look forward to serving in any way we can, as we are continuing to prepare for the future needs of not only the cemeteries but for the community needs also.

Respectfully submitted,

Kenney Banks
Glenn Hammill, Chair
Chet Jacobs

Robb *GH* Gledhill, Superintendent

COMMUNITY PRESERVATION COMMITTEE

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

The fiscal year ending June 30, 2021 was the twentieth year of collections and state matching grants in Stow. In November of 2021 Stow was awarded \$419,252.00 - a 61% match. Stow has received approximately \$5.2 million in matching state funds over the past 20 years. Community Preservation funds are deposited in a locally controlled, interest-bearing account. All projects recommended by the CPC must first be approved by Town Meeting before expenditures can be made from Stow's Community Preservation Fund. The CPC carefully reviews each project before bringing it to Town Meeting to determine whether or not it is eligible for CPA funding, assesses the feasibility of completion, and evaluates whether it might be possible to leverage other funds to make each project the best possible investment of the Town's funds.

Annual Town Meeting was held on May 22, 2021; voters approved Hallock Point Acquisition in the amount of \$400,000.00. (\$116,860.00 was returned to the CPC unused), Kane Land Trail \$30,000.00, Stow Acres Phase I, \$1,500,000.00. The Community Preservation Committee also set aside administrative funds (\$40,000) and allocated for Community Preservation annual reserves required under the Community Preservation Act: Historic Preservation (\$125,000), Open Space and Recreation (\$125,000), and Affordable Housing (\$125,000).

A Special Town Meeting was held October 30, 2021 and at that meeting, Stow Acres Phase II was approved in the amount of \$2,500,000.00.

The CPC added Nancy McManus as the CPC Assistant in August, 2021.

The Community Preservation Committee consists of the following members:

Vin Antil (Chair)	Open Space Committee
Ingeborg Hegemann-Clark (Vice Chair)	Conservation Commission
Erica Benedick	Finance Committee
Barbara Clancy	Historical Commission
Mike Busch	Recreation Commission
John Colonna-Romano	Planning Board
Charlie Aaronson	Council on Aging
Mike Kopczynski	Housing Authority
Vacancy	Board of Assessors
Nancy McManus	CPC Assistant

Year	Approved Stow CPA Projects 2001 to Present	Approved Project Amount	Final Project Cost
	Totals for Open Space/Recreation	\$ 9,672,975.00	\$ 8,145,594.76
2004	Con Comm Open Space Funds	\$ 50,000.00	\$ 50,000.00
2016	Con Comm Additional Open Space Funds	\$ 50,000.00	In progress
	Funds spent thus far \$6,656.64		
2005	Hale Woodlands	\$ 35,000.00	\$ 35,000.00
2007	Lake Boon Preservation Project	\$ 77,000.00	\$ 33,299.89
2008	Assabet Rail Trail Easement	\$ 227,000.00	\$ 135,949.50
2004	Moseley APR	\$ 23,600.00	\$ 23,600.00
2010	Maple Street CR for SCT	\$ 80,000.00	\$ 75,000.00
2007	Snow Property Acquisition	\$ 673,000.00	\$ 658,899.46
2007	Stow Community Park Construction	\$ 1,000,000.00	\$ 999,595.93
2013	Fitzpatrick Property Acquisition	\$ 95,000.00	\$ 89,676.19
2014	Design Funds for Pine Bluffs	\$ 40,000.00	\$ 39,730.50
2016	Improvements at Pine Bluffs	\$ 39,500.00	\$ 39,500.00
2015	Creation of Rec Facilities at Pine Bluffs	\$ 242,000.00	\$ 242,000.00
2015	Tuttle Lane Land Acquisition	\$ 140,000.00	\$ 140,000.00
2015	Invasive Species Mapping and Control	\$ 25,000.00	In progress
	Funds spent thus far \$17,975.60		
2016	Purchase of Boon Road APR	\$ 140,000.00	\$ 140,000.00
2017	Creation of 323 Community Park	\$ 275,000.00	\$ 275,000.00
2017	Carver Hill Conservation Restriction	\$ 1,400,000.00	\$ 1,400,000.00
2017	Small Farm Conservation restriction	\$ 275,000.00	\$ 275,000.00
2018	Final Phase of work at Pine Bluffs	\$ 20,000.00	\$ 19,889.21
2018	Purchase of the Kunelius Property	\$ 215,875.00	\$ 214,910.81
2020	Pre-Engineering Services for Track Road	\$ 70,000.00	In progress
	Funds spent thus far \$31,099.50		
2020	Town Center Park Playground	\$ 50,000.00	\$ 49,999.20
2021	Hallock Point	\$ 400,000.00	\$ 283,140.00
2021	Stow Acres Phase II	\$ 2,500,000.00	\$ 2,500,000.00
2021	Kane Land Trail	\$ 30,000.00	In Progress
2021	Stow Acres Phase I	\$ 1,500,000.00	\$ 1,500,000.00
	Totals for Historical	\$ 1,342,419.00	\$ 725,911.47
2004	West School Parking/Access	\$ 20,000.00	In progress
	Funds spent thus far \$6,932.66		
2004	Blacksmith Shop	\$ 929.00	\$ 745.00
2007	Lower Village Cemetery Wall Restoration	\$ 9,990.00	\$ 9,918.28
2008	Lower Village Cemetery Wall Restoration #2	\$ 19,500.00	\$ 14,199.08
2010	Lower Village Cemetery Wall Restoration #3	\$ 20,000.00	\$ 17,500.00
2010	Rehab Monuments & Headstones	\$ 48,000.00	\$ 46,300.00

Year	Approved Stow CPA Projects 2001 to Present	Approved Project Amount	Final Project Cost
2012	Historic Document Preservation Project	\$ 100,000.00	\$ 100,000.00
2009	Town wide Inventory of Historic Properties	\$ 50,000.00	\$ 50,000.00
2017	Historic Document Preservation , Phase II	\$ 85,000.00	In progress
	Funds spent thus far \$0.00		
2013	Brookside / Hillside Cemetery Wall Restoration	\$ 60,000.00	\$ 56,000.00
2014	Design Funds for Randall Library	\$ 25,000.00	\$ 25,000.00
2016	Additional Design Funds for the Library	\$ 25,000.00	\$ 19,755.11
2017	Library 2nd Floor Restoration	\$ 380,000.00	\$ 380,000.00
2015	Mapping of Lower Village/Hillside Cemeteries	\$ 24,000.00	\$ 24,000.00
2016	Additional Funds for Cemetery Mapping	\$ 5,000.00	In progress
	Funds spent thus far \$207.00		
2018	Town Hall Roof Repair	\$ 30,000.00	\$ 28,794.00
2018	Stow Town Hall Improvements	\$ 175,000.00	In progress
	Funds spent thus far \$79,468.26		
2018	Additional Funds for Library Restoration	\$ 65,000.00	In progress
	Funds spent thus far \$20,666.15		
2020	Design Funds for the Town Hall Restoration	\$ 200,000.00	In progress
	Funds spent thus far \$0.00		
	Totals for Affordable/Community Housing	\$ 3,002,200.00	\$ 350,000.00
2004	Pilot Grove Perpetual Deed Restrictions	\$ 350,000.00	\$ 350,000.00
2012	Consultant SMAHT	\$ 7,200.00	\$ 6,163.00
2015	Affordability Safeguard Program	\$ 220,000.00	In progress
	Funds spent thus far \$0.00		
2017	Affordability Safeguard Program Extension	\$ 200,000.00	In progress
	Funds spent thus far \$0.00		
2017	Habitat for Humanity Units	\$ 150,000.00	In progress
	Funds spent thus far \$0.00		
2020	Red Acre Road Design Funds	\$ 25,000.00	In progress
	Funds spent thus far \$0.00		
2020	COVID-19 Emergency Rental Assistance	\$ 300,000.00	\$ 0.00
	Any monies spent were reimbursed by the CARES Act		
2009	Pilot Grove and Plantation Expansions	\$ 1,750,000.00	In progress
	Pilot Grove is complete \$825,000 &		

Year	Approved Stow CPA Projects 2001 to Present	Approved Project Amount	Final Project Cost
	<p>Spent \$100,000 on Plantation</p> <p><i>Funds spent thus far listed in the approved CPA projects column are not part of the final project totals (only totals of completed projects).</i></p>		
	Figures shown are current as of 02/23/2022		

COMMUNITY SERVICES DIRECTOR

The Stow Community Services Coordinator is a 15 hour per week position providing confidential, professional social work services to residents of all ages. Residents can visit the Community Services Coordinator office at the Pompositticut Community Center for information, advocacy, referrals, and supportive counseling. Home visits are also available for residents with limited mobility and after hours appointments may be arranged to accommodate resident work schedules. Office hours are **Monday, Wednesday and Thursday 9 am to 2 pm. Appointments are recommended.** Stow residents may self-refer by calling 978-897-2638 or emailing townsocialworker@stow-ma.gov.

Ongoing Coronavirus restrictions continue to limit the option of home and field visits. Brief home and office visits have continued and have followed the guidelines set by the CDC, state, and local health departments. The number of households served increased from 133 to 137, demonstrating an increased need for services in the town. Most households sought support on multiple occasions. The Community Services Coordinator conducted **44 office visits, 33 home visits, 5 virtual visits and fielded 334 phone calls or emails** to assist Stow residents in need of social service resources. Many clients who requested assistance had multiple challenges. The most common areas of need were: emotional support, emergency financial assistance, food insecurity, securing mental health services, health insurance issues, transportation options and housing resources.

In addition to direct resident meetings, the Community Services Coordinator also communicates with local agencies to ensure that residents are connected with supports that meet their complex needs. Agencies include local health care providers, Fire Department, Police Department, Board of Health, Council on Aging, Recreation Department, Warm Hearts of Stow, Plantation and Pilot Grove Apartments, Nashoba Public Health Nursing, Stow Food Pantry, Stow Community Chest, SMOC, Minuteman Senior Services and local faith groups. The Community Services Coordinator has continued as a member of the Emerson Hospital Care Transitions Collaborative, although meetings were suspended for most of the year due to the pandemic. Other group involvement includes the Regional Social Work Group and the Stow Interdisciplinary Group. The Community Services Coordinator has also served on the search committee for the hiring of the fire chief and is a member of the Stow Diversity, Inclusion, and Awareness Team.

The Community Services Coordinator looks forward to continued opportunities to promote the health and well-being of all Stow residents.

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

Respectfully submitted,

Brian O'Sullivan, LICSW, Stow Community Services Coordinator

COUNCIL ON AGING

The Council on Aging (COA) acts as the social service agency for the town, serving as front door, point of access and a vital resource for seniors and their families. The COA is paramount to the daily lives of our older residents. The COA staff are the trusted confidants and the human connection that is crucial to the well-being of those aging in Stow. This past year was very challenging dealing with Covid. When Covid was on the rise, the Community Center building had to close, but COA staff were still working behind the scenes, finding creative solutions to continue serving our residents in a safe and contact-free way. COA staff worked long hours helping Stow's oldest residents register for Covid vaccines.

The COA team assisted approximately 1,215 people. On average we received 22 calls per day. We served daily on average 20 people. Outreach staff provided numerous hours of assistance through information and referrals regarding Covid, housing, homecare, legal, fuel assistance, food stamps, Meals on Wheels, Lifeline, medical equipment, assistance with consumer complaints, scams, and a variety of other concerns. The staff also kept in touch with residents via friendly check-in calls, visits, and sending get well and birthday cards. Ongoing Covid restrictions continued to limit options of home, nursing home, assisted living and hospital visits.

The COA Outreach staff continued to partner with the Community Services Coordinator on the more challenging cases. In addition, the COA staff worked with other Town departments such as Board of Health, Fire, Library, Police, Town Clerk and Treasurer's office. The COA and the Assessor's office joined together to help 13 Stow seniors participate in the Senior Tax Work-Off Program. The participants worked in various Town departments and the library.

Transportation Service is crucial for a town like Stow with no other public transportation available. No wonder it is our number one service. The COA provided approximately 2,321 trips covering 15,037 miles. The cost of services (van driver salaries & fuel only) totaled \$46,078. This, minus the \$2,968 rider fare income collected, equaled \$43,110. This amount was fully reimbursed by Montachusett Regional Transit Authority (MART). The Town of Stow offered a new transportation option called "Go Stow," a taxi ride program coordinated through the COA for eligible residents that need services outside COA hours and geographic area. This program was funded with a grant from the Metropolitan Area Planning Council.

Nutritional Programs were offered such as Congregate Meals (changed to pick up during the pandemic) and Meals on Wheels. The COA continued offering day-old food that local supermarkets have generously donated. This program was especially essential during the pandemic where there has been an increase in food insecurity. The COA volunteers continued picking up food during the week. The food was distributed at the COA, available all day for Stow residents. Approximately 141 people participated in this program.

Program and Events offered were limited due to Covid. Weekly **Exercise Classes** offered include Qi Gong, Senior Fitness, Stretch & Flex, Yoga and Zumba Gold. Some were offered in-person or hybrid when Covid rates were low; others were available remotely - live via Zoom or on Stow TV or YouTube. Free workouts were available on our exercise equipment in the Community Center Circuit Room. To comply with guidelines set by the CDC, state and local

health departments, staff came up with some creative events such as Valentine gift delivery, drive thru chili cook-off, “grab & go” lunches, outdoor concerts, ice cream social, veterans social, genealogy, monthly movie and more. During the year depending on the Covid numbers, we offered a few creativity events such as quilting and holiday boxwood tree arranging class. Our weekly peer-led support group called “Buried in Treasures”, helping people deal with clutter, continued remotely via Zoom.

Health and Educational: a presentation on Medicare Open Enrollment was held. We started a new program called “Wellness Wednesdays”, offering weekly wellness-themed events. We continued to offer Blood Pressure, Flu, Hearing and Podiatry Clinics. We offered weekly SHINE (Serving Health Insurance Needs for Everyone) appointments. Outreach distributed winter preparedness emergency packs. The COA loaned out 198 items of Durable Medical Equipment including: wheelchairs, tub transfer benches, shower chairs, commodes, walkers, and other miscellaneous items. The COA Director is a member of the Stow Diversity, Inclusion and Awareness Team. In October, the Town recognized “Breast Cancer Awareness” and every Wednesday in that month we had different activities such as free pink ribbons, bra & memory boards, 1-mile pink walk. In November we recognized Alzheimer’s Awareness.

The COA 16-page colorful newsletter “The Stow Senior Scoop” continued to be mailed out as an insert in the Action Unlimited to every household in Stow on the last Friday of every month. The Stow Friends of the COA generously covered this expense. New monthly articles offered this past year were “Ask SHINE a Question”, Senior Guest Interviews and Senior Scam alerts.

The COA relied heavily on the 84 dedicated volunteers who provided over 5,763 hours of their time, offering their talent to improve all that the COA offers and the quality of life for the seniors of Stow. This is a savings of over \$77,000 to taxpayers. Volunteers were assigned to a variety of duties such as: receptionist, data entry, newsletter editor, and general office help. We also had volunteer drivers, food program assistants, birthday cake bakers, handymen, crafters, and a variety of other requested skills. The COA would not be able to do all we do without their help.

Free Professional Services offered were AARP Income Tax Preparation. In addition, a few Stow residents (retired accountants) offered to help. Other services offered include Qigong Exercise class and Free Technology Assistance.

The COA wanted to know what Stow residents were interested in, so we sent out a survey “Your Voice, Your Choice”. Almost 500 surveys were completed. Thank you to all who spent the time to give us feedback.

The COA has a Gift Shop at the Community Center that offers a variety of beautiful handmade gifts thanks to the numerous volunteers. Many items are made in our creativity classes and generously donated to sell. The Gift shop also offers products with the Stow logo on them. The first Saturday in December, the shop opened for holiday hours and had record breaking sales that day. The Gift Shop is a noteworthy source of income for the Stow Friends of the COA (SFCOA).

The SFCOA raises funds to supplement the COA. They usually have numerous fundraising events throughout the year but, due to Covid, were limited to only a clothing drive. This popular

year-long ongoing project is a joint effort between the SFCOA, the Epilepsy Foundation, Savers, and seniors, a win-win for all. SFCOA funds our monthly newsletter, outreach activities and events, and helps pay for the cost of the instructors for our exercise classes. Through the years, the SFCOA has purchased and maintained all COA vans. In the past few years, the SFCOA has purchased two brand new vans for the COA. Without this financial support, the COA would not be able to offer such a variety of programs and services.

Minuteman Senior Services is the Area Agency on Aging (AAA) and the Aging Service Access Point (ASAP) for the Town of Stow. This past year, they provided services to approximately 378 residents. Stow's Local Share contribution for this service is \$1,573. Services include Care Management & In-Home Care, Caregiver Support and Options Counseling, Protective Services, Information & Referral, SHINE Health Benefits Assistance, Meals on Wheels, Senior Dining and Clinical Eligibility Screening.

Local organizations including the Rotary Club of Nashoba Valley, Stow Garden Club, the Stow Schools, the Scouts, and the Stow Lions Club have assisted the COA. Local businesses which have supported the COA include Shaw's, Stop & Shop, and local farms and orchards.

COA Funding Sources include the Mass. Executive Office of Elder Affairs (Formula Grant), Stow Community Chest, SFCOA, and the Stow Lions Club.

Board & Staff Updates: We wish to thank Peter Cirioni and Roger Zimmerman, (who resigned this past year), for their volunteer service as COA Board Members. We want to welcome new COA Board members: Charles Aaronson, Al Arthur, Michelle Fuller, Jeanne Genereux and Jessica Moriarty. We also want to thank Chet Jacobs, Van Driver, for his loyal and dedicated service to the COA.

Respectfully submitted,

Alyson Toole, COA Executive Director

COA Staff:

Martha Shea, Outreach Coordinator

Kathleen Surdan, Outreach Worker

Gilda "Gigi" Lengieza, Office Manager, Transportation and Volunteer Coordinator

David Ashman, Van Driver/Dispatcher

Chris Schuch and James Moulton, Van Drivers

COA Board Members:

William Byron, Board Chairman

Ruth Delmonico, Board Secretary

Members: Charlie Aaronson, Susan Matatia, Kathy O'Brien, and Susan Pauley

Associate Members: Al Arthur, Brian Burke, Michelle Fuller, Jeanne Genereux, State Rep. Kate Hogan, Jessica Moriarty, and June Thall

CULTURAL COUNCIL

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

The Stow Cultural Council completed a successful year, receiving a total of \$6,700 in grants from the following sources: \$5,200 from the State Legislature through the Massachusetts Cultural Council and \$1,500 from Town Meeting.

The council voted to grant funds to the following projects for 2021 fiscal year:

Howie Newman	Music for Seniors	\$350
Anna Celestrya-Carr	All My Relations	\$1000
Clear Path for Veterans New England	Photography for Beginners	\$350
Sounds of Stow	Sounds of Stow 2020-2021	\$750
Donna Dodson	The Amazons Among Us	\$250
Randall Library	Summer Reading 2021	\$610
Virginia Thurston Healing Garden	Nature and Art Therapy	\$200
Discovery Museum	Open Door Connections	\$200
Stow Conservation Trust	Leggett Woodlands	\$440
Girl Scout Troop 66156	Outdoor Mural - Hartley Rd	\$2150
	Total	\$6,550

We also hosted our first ever Stow Cultural Fest, which ran four events in partnership with the Randall Library: Hidden Cultures with Briar; Online Trivia: So You Think You Know Stow; In Partnership with World Farmers' Flats Mentor Farm Online Cooking class The ART of Cooking; and Live at Pine Bluffs music and dance performances. Our festival was entirely run by volunteerism and partnered with Stow TV, Stow Select Board, Town Clerk, Randall Library, Stow Historical Society, and Stow Department of Recreation.

The Stow Cultural Council encourages any Stow resident or organization to apply for a grant for a project of his or her own imagination or to sponsor an event by an area artist or performer, that will benefit the Stow community through arts, science, and/or culture. Area residents and organizations with ideas for projects benefiting the Stow community are also welcome to apply. Grant applications were due October 15, 2020, for the 2021 grant cycle. Awards were announced in January 2021. For more information see the Cultural Council page on the Town website, www.stow-ma.gov. Local Cultural Council grants are to be considered a temporary aid to encourage groups to find added sources of funding.

Membership currently stands at nine voting members. The Council is required to have five voting members in order to receive and disburse funds. Members are Mary Louton (chair), Kelly Lawlor (Secretary), Rachel Gwaltney (Treasurer), Debie Maher, Allison Alter, Meredith Wood, Rebecca Lynch, Charles Streff and Alex Rosiewicz.

Respectfully submitted,

Mary Louton, Chair



Leggett Woods (photo courtesy of the Stow Cultural Council)



From All My Relations (photo courtesy of the Stow Cultural Council)



Stow Cultural Fest Poster (photo courtesy of the Stow Cultural Council)

ECONOMIC DEVELOPMENT AND INDUSTRIAL COMMISSION (EDIC)

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

Organization

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

Mission Statement

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

Commission Efforts

The EDIC continued to engage in planning processes for Lower Village, through continued education and outreach on mixed use zoning, public water supplies, and the potential effects zoning updates could have on patterns of use in Lower Village. The Commission also helped advance efforts to revise zoning related to signage, later approved by Special Town Meeting. The Commission will continue to advance efforts for more comprehensive updates to signage bylaws in 2022.

In 2021 the Commission was pleased to accept the appointment of Mary Bradt-Mintz. Her experience as a business owner and Nashoba School Committee member have made her a welcome addition to the Commission. The Commission also accepted the appointment and later resignation of Andrew Bluestein in 2021, as well as the resignation of David Elkins. The Commission wishes them both well in their future endeavors.

Together with input from town residents, the EDIC is looking forward to a productive 2022. This past year's focus on enhancing the economic climate in Stow would not have been possible without the dedicated time and effort volunteered by the Stow residents making up the Commission.

Economic Development and Industrial Commission Members

Thomas Farnsworth | Chair
Kevin Whalen
Bob Collings

Jennifer Gero
Serena Howlett
Mary Bradt-Mintz

GREEN ADVISORY COMMITTEE

The Green Advisory Committee (GAC) is a nine-member Town committee of volunteers appointed by the Select Board in September 2021 to assist the Select Board and Town Administrator in developing programs and projects to foster energy conservation, greenhouse gas reductions, and sustainability planning. The committee will gather, study, and evaluate the efficiency of the town's buildings (commercial, municipal, and residential) and transportation, investigate energy technology alternatives, and identify funding opportunities to help the town achieve its energy and sustainability goals. Specific goals include:

- Reducing greenhouse gas emissions consistent with Massachusetts' goals
- Mitigating environmental impacts
- Advancing the community towards a clean energy future.

Additionally, the GAC will develop and monitor the implementation of Stow's Climate Action Plan, identify project funding opportunities (state, federal, and other organizations), and recommend approaches for influencing the town residences and businesses to maximize their sustainability through educational outreach, information, and incentives.

Organization

At the first meeting of the committee, Arnie Epstein and Sharon Brownfield, who were appointed to the committee by the Town's energy manager, and Carol Lynn, appointed Select Board GAC representative, were elected Committee Chair, Vice-Chair, and Clerk, respectively.

Four members are representing other Town committees: Bob Collings: Economic Development and Industrial Commission, Tom Porcher: Conservation Commission, John Colonna-Romano: Planning Board, and Mike Naill: Zoning Board of Appeals. Two members are residents-at-large: George Peterman and John Sangermano.

The GAC meets on the first and third Thursdays of each month, from 7:00 pm to 9:00pm. Due to the COVID pandemic, most meetings were held via Zoom.

Planning Efforts

Members read and discussed a number of background materials with the goal of sharing a common understanding of the climate crisis and state goals, where we are as a town, and key milestones for planning purposes. Committee members agreed to adopt the Massachusetts reporting format regarding vocabulary and structure.

Prior to the formation of the GAC, Arnie Epstein, Stow Energy Manager, applied for and received a \$5,000 grant from the Metropolitan Area Planning Council (MAPC) for technical support in creating a Climate Action Plan. The earliest the MAPC consultant could begin to work with the GAC was January. The committee agreed to begin research that would help the development of the plan.

Ongoing planning work by team members includes:

- Research climate-related funding that is currently available, and proposed to be available, from federal, state, local, and other sources. The committee appreciates any input regarding federal, state, local, or other funding resources for greenhouse gas reduction projects and advancing Stow towards a clean energy future.
- Discussions with the developers of the proposed housing projects for Athens Lane and Stow Acres, to encourage them to build efficient, all-electric housing. The developers were introduced to the developers for the Devens' Green Housing project. So far, the response is favorable, although not a commitment.
- Meetings with Hudson Light & Power Department (HLPD) personnel and Board, regarding establishing financial incentives to encourage developers to build efficient, all-electric housing. HLPD is receptive to the idea but requested more in-depth analyses. GAC members partnered with members from Green Hudson in this endeavor.
- Support Police Chief Michael Sallese's request to the Town for the purchase of a new hybrid command car. The committee supports the decision and will help him apply for a Green Communities grant to support the purchase of the vehicle.
- Discussions with Concord's and Acton's sustainability managers to learn about their processes, community outreach efforts, challenges, and successes for the creation of their towns' climate action plans.
- Inclusion of resilience and adaptation in the Climate Action Plan, as described in the Stow Resilience Plan, as requested by Town Planner Jesse Steadman. Jesse would welcome someone from the GAC to join the Climate Resiliency Coalition in the MAGIC Region meetings.
- Discussions with Library Director Tina McAndrew regarding new HVAC system for the Randall Library, which is in the conceptual stage of a renovation project. Tina invited the GAC to have a team member join their renovation group.
- Research and creation of a draft resolution to present to the Select Board regarding fossil-free new construction and gut renovations of municipal buildings.

Committee members identified a preliminary list of key activities to be included in the Climate Action Plan, which will evolve over time:

- Community education and involvement, including inviting the help of Sustainable Stow members on GAC projects
- Building related (municipal, commercial, residential), such as heat pumps, weatherization
- Transportation related, such as EVs, charging stations, Town electric vehicles
- Federal, state, and local funding sources, such as incentives for development of all-electric buildings, charging stations, electric vehicles

- Land use and natural resources
- Energy related, such as solar and storage
- Equity
- Resilience, adaptation, and conservation

Communications:

We encourage residents to attend GAC meetings and have had visitors attend every meeting. Pertinent documents are saved in the GAC Google drive and will be provided upon request to the committee.

Thanks

The scope of our responsibilities involves a lot of fact finding and problem solving. GAC members appreciate the patience and help of Town Administrator Denise Dembkoski, Executive Assistant Joyce Sampson, Town Clerk Linda E. Hathaway, Town Planner Jesse Steadman, Building Commissioner/Facilities Manager Frank Ramsbottom, Police Chief Michael Sallese, Members of the Stow Select Board, Board members and management of HLPD, and the sustainability managers of Concord and Acton, as we organize to form a plan for a fossil-fuel free, climate resilient future for Stow.

Green Advisory Committee,

Arnold Epstein, Chair
Sharon Brownfield, Vice Chair
Carol Lynn, Clerk
Bob Collings
Michael Naill

John Colonna-Romano
George Peterman
Tom Porcher
John Sangermano

HIGHWAY DEPARTMENT

This has been a busy year, and one of many challenges. Like all departments and many businesses, supply chain issues and personnel shortages affected us all. Despite these issues, the Highway Department had a very productive year and did an outstanding job working on the myriad projects around town including emergency repairs to the Lake Boon Dam in late August.

This spring, the Highway Department along with the Planning Department finally got the Complete Streets grant work for the intersection of Old Bolton Road and Great Road completed, along with the intersection of Harvard Road at Great Road installing the new rapid flashing rectangular beacons at the crosswalk to advise drivers there a pedestrian in the crosswalk. The team effort between our two departments allowed us to complete the project under budget; and with the additional funding left over, we were able get permission from the state to pave the intersection - which was not part of the original scope – a definite bonus for the residents of Stow.

On the paving front, the Highway Department paved the first half of Hudson Road and the intersection of Hudson Road, Walcott Street and Randall Road along with installing new guard rails at this location. Highway repaved two miles of Town roads. Crew members also worked on five miles of roads around Town doing spot repairs then applying crack sealants with one of our vendors; crack sealing is one of the most important tasks the Town can do to prevent potholes in the winter. These repairs were funded by Chapter 90 funds, which is largely funded by state-levied gas taxes. Additionally, the October Lane re-paving was completed this year; that was approved and funded during the 2021 Annual Town Meeting. We are always grateful when residents approve the funding for work on these low-volume roads every year.

The Highway Department also worked closely with the Town Tree Warden, Bruce Fletcher, private contractors, and Hudson Light & Power crews to remove over fifty trees along public roadways that were deemed hazardous to drivers and pedestrians. Highway Department Tree Crews also spent 960 hours this year trimming and pruning along roadways to raise the canopy to 14 feet to ensure we meet minimum clearances.

Our employees are some of the most dedicated in the profession, and they continue to impress me with their ability to do whatever it takes to make sure the Town's roadways are safe, clear, and well-maintained. Furthermore, we have hired a new department assistant with a background in statistics and data science, who has cleared out a large backlog of projects in the office and has begun helping the department migrate processes to being automated with code and scripting and has moved us from paper record storage to digital and database level storage. This will ensure that more accurate logs, records, and projections for budgeting in coming years are available to the Town and its residents. We have also been lending aid to the Cemetery Department to help modernize its documentation in preparation for a possible merger of the departments into a Department of Public Works.

Respectfully submitted,
Steve Nadeau,
Superintendent of Streets

TREE WARDEN

The Tree Warden is responsible for the care and control of all public shade trees and the enforcement of all provisions of law for their preservation. All trees within or on the boundaries of a public way are considered public shade trees. In Stow, the work of the Tree Warden falls under the fiscal umbrella of the Highway Department, and all the physical tree work is performed under the direction of the Superintendent of Streets and Assistant Superintendent.

In 2021, the Tree Warden was contacted about trees at 37 different locations for various reasons, including requests for determination of ownership, evaluation of the health or condition of trees perceived to be hazardous, reports of possibly diseased trees, or merely for recommendations or advice. In many instances, the trees that were of concern to the reporting party were deemed to be healthy and fine, others were determined to be on private property, or when the concerns were valid, the trees were added to the list to be dealt with by the Town.

Tree work is performed year-round, as manpower and/or fiscal resources allow, or as dictated by the fury of Mother Nature. The work involves the removal of trees that are dead, dying, storm-damaged, or deemed to be hazardous. Approximately 43 trees were completely removed in 2021, and an innumerable number pruned for safety. The Tree Warden worked extensively with one builder/developer in determining appropriate species and locations for planting of shade trees, plus inspections of the plantings, in order to satisfy the Town's requirements for the planting of shade trees along new subdivision roads.

The law requires that public hearings be held before a public shade tree can be cut, unless the tree is declared a hazard. Two hearings held in 2021 resulted in permits to cut: one for the purpose of relocating power lines, and the other for the purpose of widening a driveway.

In addition to a tree being deemed a hazard, another exception to the public hearing requirement involves the widening of a road. Trees at the Gleasondale bridge project fell under this exception. After determining which trees were within the limits of the State highway layout that encompasses the bridge, and the County layout of Gleasondale Road on each approach to the bridge, a formal letter was issued by the Tree Warden stating that all of the trees slated for removal could be cut without holding a public hearing or the issuance of a permit, under the law.

Many of our large, stately street trees have outgrown the ability of their immediate environment to provide them with the nutrients they need to survive. Many others suffer from the effects of road salt, compacted roots, trauma from motor vehicles, pruning by utility companies, storm damage, and a myriad of pests and diseases. It's sad to see them go, especially when considering how many useful, and often intangible and unrecognized, purposes they serve.

I'd like to thank all the Highway Department employees who perform the tough tree work, often under adverse conditions, and all those residents who help in the preservation of our shade trees.

Respectfully submitted,

Bruce E. Fletcher, Tree Warden

STOW HOUSING AUTHORITY

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

Respectfully submitted,

W. Robert Dilling, State appointee
Steve Jelinek
John Kendra

Michael Kopczynski
Cynthia Perkins
Jaclyn Beaulieu, Administrator

INFORMATION TECHNOLOGY DEPARTMENT

The COVID pandemic continues to complicate life for everyone. The Information Technology department is charged with providing computer and telecommunications services to the local government. We at the town government do our best to keep services and support available to the residents and merchants of Stow. This past year, the IT Department provided updated hardware and software to the many departments of Stow town government. This coming year we anticipate adding additional modernization to the Pompositticut Community Center and the Fire Station in the form of improved network and Wi-Fi communications. Improvements at the Highway Department as well as improvements to our Police Station will help Stow continue a first-class information infrastructure.

I want to personally thank all the residents of Stow for their support of the IT Department in its efforts to provide and support all of the town's technology related needs.

Respectfully Submitted,

Ron Eld
Director of Information Technology

LAKE BOON COMMISSION

The Lake Boon Commission (LBC) was enacted by the Massachusetts legislature as Chapter 712 of the Acts of 1941, with a charter of regulating the use of the waters of Lake Boon. It is an unpaid Commission comprised of three members: two appointed by the Stow Select Board and one by the Hudson Select Board. The LBC generally holds publicly posted meetings about eight times per year or as otherwise needed. Throughout 2021, the LBC continued hosting its Public Meetings via Zoom as part of Covid 19 precautions.

For 2021 the LBC was comprised of: Kris Krablin (Commissioner/Chairperson, Stow), Dan Barstow (Commissioner/Clerk, Stow) and Conray Wharff (Commissioner, Hudson). The LBC acknowledges the invaluable volunteer work of David Gray (Stow) in responsibilities related to drawdown activities and community communications, and Red Aylward (Stow) for coordinating weed treatment. 2021 also brought the retirement of Lee Heron as the Stow Police Safety Officer on the lake. The LBC and lake community are very thankful for Lee's many years of dedicated service in that critical role and as a past LBC commissioner.

Healthy Lake Boon Initiative (HLBI)

2021 was the second year of our 2-year \$154,000 MA Municipal Vulnerability Program (MVP) grant, a collaborative initiative with the Lake Boon Association, and the Stow and Hudson Conservation Commissions. The project successfully engaged local residents as "Citizen Scientists" to collect a variety of measurements and observations for an integrated picture of the health of the lake, and worked with the selected consultants (Caldwell and Brown) to interpret the data which is resulting in recommendations for future action to help improve and maintain the health of the lake. Dan Barstow represented the LBC on the HLBI Steering Committee.

Safety & Patrolling

2021 was another year without any significant safety issues. Enforcement of boating rules and regulations are the responsibility of sworn police officers. These functions are performed by the Stow Police and the Environmental Police, with Stow Police patrolling the lake on a regular basis throughout the boating season. NOTE: All calls concerning Lake Boon safety and/or law violations must be made directly to Stow Police at 978-897-4545 or by calling 911. It is the responsibility of all persons using the lake to know and abide by the MA State boating rules/regulations, and the Lake Boon ByLaws & Rules (which can be found on the LBC section of the Stow Town website). Failure to do so can result in citations and fines.

Weed Treatment & Drawdown

Lake Boon has for many years been host to non-native invasive weeds, exacerbated by increased nutrient loading. The primary way to address this problem is through a comprehensive lake management program. Key features are steps to reduce nutrients reaching the lake, and aquatic vegetation management. The latter involves the annual licensed application of state-approved herbicides in accordance with state permits and Orders of Conditions (OOC) from the Conservation Commissions of Stow and Hudson. Total Lake Management through education, non-native invasive weed treatment, and lake drawdown continued to be a focus in 2021 with additional data collected via the HLBI. "Solitude Lake Management" completed the third year of services on our 3-year Herbicide Treatment Program contract, with targeted treatments of

Basins 2 & 3 with the diquat herbicide on June 2, focused on curly-leaf pondweed and variable watermilfoil. The lake drawdown program, which lowers the level of the lake during the winter to help purge nutrients from the lake and kill peripheral vegetation by exposing it to deeper freezing, also continued in 2021 with the Spring refill being completed by April 1, and the Fall drawdown level reached prior to December 1.

Water Quality

This year we continued to experience algae blooms in the lake (including some with cyanobacterial blooms) with higher frequency in the fall after the lake de-stratified from the cooler weather.

Respectfully submitted,

Kris Krablin, Commissioner/Chairperson, Stow

Dan Barstow, Commissioner/Clerk, Stow

Conray Wharff, Commissioner, Hudson

OPEN SPACE COMMITTEE

The purpose of the Open Space Committee is to advise the town on open space protection priorities and to assist the Conservation Commission in implementing Stow's Open Space and Recreation Plan.

The Committee continued to explore the southwest quadrant of Stow for opportunities to extend Stow's Emerald Necklace trail and expand conservation holdings as recommended in the Open Space and Recreation Plan, and monitored proposed developments in this area. The committee was kept informed about the group discussing the future of Stow Acres golf courses by Bob Wilber and Kathy Sferra. We supported the May Town Meeting article to purchase the development rights for the Stow Acres South Course and the October Special Town Meeting article to purchase the North Course. Both articles were successful, and we expect to be involved with the open space aspects of the North Course.

We also remain involved with the large proposed development of Athens Lane. The Committee spent a considerable amount of time studying the area and advising as to the most important areas for conservation.

The Committee spent time evaluating the Chapter 61 withdrawal of land on Hallock Point and helped shape the proposal and case for the protection of the majority of that property which went to Town Meeting and was approved. A part of the proposal was put forward to the Community Preservation Committee to assist with funding from Community Preservation Funds.

The Committee also monitored several ongoing open space and recreation projects including Track Road multiuse path and the development of walking trails on a parcel of Town-owned land in Gleasondale.

The Committee voted unanimously to reappoint Committee member Vin Antil as the representative to the Community Preservation Committee for another year. Bill Maxfield was elected Chair, and Vin Antil, Vice Chair. Liz Beck and Laurie Burnett were appointed to the Committee in 2021.

In 2022, the committee will be working on the update of the Stow Open Space and Recreation Plan that is due to be completed in 2023. The coming years look to present key development and conservation opportunities for Stow. Interested prospective members are encouraged to attend our meetings and get involved.

Respectfully submitted,

Bill Maxfield, Chair
Vin Antil, Vice Chair
Bob Wilber
Kathy Sferra

Margaret Costello
Liz Beck
Laurie Burnett

RANDALL LIBRARY

The Library continued to uphold its mission to use its resources to contribute to individual and community informational, educational, cultural, recreational, and social enrichment by providing free and equal access to materials despite the continuation of the COVID-19 pandemic. The physical doors of the Library remained closed until July 6, 2021 when full library services resumed.

Attendance and Circulation

There were 16,038 visits to the Randall Library from July to December 2021 to pick up materials, browse the collections, use computers, attend special events, and use the Library for meetings and quiet study. Total circulation of non-digital items was 41,320. These included check-outs and renewals done at the Randall Library circulation desk and the remote renewal of Stow owned print items. Checkouts of e-books to Stow patrons totaled 8,241.

Databases

The Randall Library continues to provide special databases for Stow library card holders to use both on-site and remotely. These databases include:

- Consumer Reports – unbiased results on product testing
- Ancestry – operates genealogical and historical records
- Freegal – provides 15 million songs and 40,000 videos
- Hoopla – includes streaming access to eBooks, music, TV, and audio books
- Mango Languages – online language learning resource
- Kanopy – offers on-demand films and documentaries

As a member of the Minuteman Library Network, the Randall Library provides patrons with access to the Boston Globe and the New York Times online, Novelist, Heritage Quest, and business and educator resources. These can be accessed at the Randall Library website at <https://www.stow-ma.gov/randall-library> or by visiting <https://www.minlib.net/online-resources/stow>.

Programming

The library staff provided 114 educational and cultural programs for adults, children and young adults with an attendance of 2,480 participants both in person and virtually.

Just a sampling of the adult, young adult, and children's programs offered included trivia, ghost and legend presentations, Wellness During COVID, a Jazz performance in collaboration with area libraries, local musician Ed Morgan, fairy and gnome house building, Indigenous dancing, STEAM and story times.

The Randall Library had another successful year of summer reading with its "Tails and Tales" reading program, designed by Youth Services Librarian Christine Morrison. During the summer, a variety of animal playing cards were given out for those who participated in the reading program, ending in a full stack of cards to keep. More than 600 children received prizes for reading all summer.

One Book, One Stow was held in April 2021 when Debbie Irving, author of *Waking Up White*, presented and held a book discussion via Zoom.

Collection Development

Currently, the Library owns

- 37,251 adult, young adult, and children's print books
- 67,491 e-books
- 2,741 books, audiobooks, and DVDS were added to the Library collection in 2021

Hotspots were given to the Randall Library via a grant from the MBLC. WiFi hotspots are internet access points that allow you to connect to a WiFi network using your computer, smartphone or another device.

Facilities

Continued maintenance was done to the heating system on the roof of the Library to sustain heat on the second floor. A tarp was placed on the inside of the slanted windows in the Children's Room due to continuous leaking. Adirondack chairs, donated by the Gero Family, were added to provide additional gathering space outside. The Stow Garden Center donated several plants to enhance the front entrance to the Library.

Funding

In addition to the municipal budget, the following funding was received by the Library:

- A Library Services and Technology Act grant to initiate a doorstep delivery program through which homebound community members can receive library materials
- Museum passes, a copier, grants, and online fundraising campaigns such as Library Giving Day and Giving Tuesday provided by the Randall Library Friends
- Additional story walks funded by the Second Century Fund
- Online databases supported by the Hale High School Fund
- Library materials, books, DVDs, electronic media, and e-resources funded by the Randall Library Trustees

Building Committee

The Building Committee released a Request for Proposals (RFP) for designs for a renovated Randall. Twelve firms visited the Library; eight firms submitted RFPs. Out of the five firms interviewed, designLAB from Boston was chosen to submit three options of a renovation for consideration. A final option will be presented at Town Meeting for approval. The Committee consists of

- Kat Copeland, community member
- Morgan Hillman, Library Trustee member
- Lisa Lavina, community member and Vice-Chair
- Tina McAndrew, Library Director and Chair
- Peter McManus, Capital Planning Committee member
- Brian Patuto, Finance Committee member
- Jim Salvie, Select Board member

Staff

Janet Ellis, Library Aide, retired after more than 17 years of service to the Randall Library and its community. Jael Gorham was promoted from Library Aide to Circulation and Technical Services Librarian. Sarah Hurtig was hired as a Library Assistant and Kyle Coston and Elizabeth Paulsen were hired as Library Aides.

Trustees

Maureen Busch, Treasurer
Marcy Eckel, Chair
Morgan Hillman
Andy Riecker

Maura Sieller, Vice-Chair
Marianne Sharin
Barbie Wolfenden, Secretary

Carol Stoltz retired after her term ended as Trustee and Maura Sieller was voted in at the 2021 election. Kathy O'Brien and Laura Reiner stepped down as Trustees after many years of service; Morgan Hillman and Andy Riecker were appointed to fill these positions until the terms expire in 2022.

Acknowledgements

Special thanks to the Copeland Building Envelope Consulting, DCU Kids, Hale Reference Fund, Randall Library Friends Association, Randall Library Trust Fund, Second Century Fund, Stow Cultural Council, and the MBLC for their financial support during 2021.

The Library staff would also like to thank all the special volunteers who have supported the library with their time and efforts during 2021: Marty Sheehan, Casey Combs, Allie Jones, and Sunny Richardson. Thank you to the members of the Stow Garden Club who continue to keep the garden at the front of the Library beautiful and well cared for.

I personally want to thank the Library trustees and staff for their support as we continue to navigate through the COVID pandemic. The staff have been hard working, flexible, friendly, and determined to continue to serve the Stow community in a positive way. An enormous thanks to Town Administrator Denise Dembkoski for her support and guidance and to the Select Board, Fire Department, Police Department, and all Town employees for their support of the Randall Library.

Tina McAndrew, Library Director

Christine Morrison, Youth Services Librarian

Randall Library Trust Fund
Financial Statement CY2021

Beginning Balances 01/01/2021

Checking	\$ 27,540.83	
Market Value All Investments	\$ 802,771.60	
Total		\$ 803,312.43

Sources of Funds

Private Donations	\$ 5,200.00	
Randall Library Friends	\$ 815.00	
Cultural Council Grant	\$ 610.00	
Second Century Fund	\$ 313.00	
Hale High Fund	\$ 13,008.00	
American Library Assoc. Grant	\$ 3,000.00	
Avidia Bank Grant	\$ 1,440.00	
Refund for overpayment	\$ 268.00	
Fines	\$ 105.66	
Total all sources		\$ 24,759.66

Investment Activity

Net Income/Dividends	\$ 13,058.74	
Long Term Gains	\$ 19,711.88	
Short Term Gains	\$ 2,304.88	
Unrealized Gain/Loss (Market Value Change)	\$ 66,635.63	
Fees	\$ (2,953.45)	
Total		\$ 98,757.66

Subtotal all sources \$ 953,829.75

Expenditures

Books & Periodicals	\$ (20,446.40)	
Programs	\$ (4,462.71)	
Databases/Electronic Media	\$ (10,354.36)	
Library of Things	\$ (6,460.75)	
Other	\$ (9,029.23)	
Total all expenditures		\$ (50,753.45)

Ending Balance 12/31/2021 \$ 903,076.40

RECREATION COMMISSION

This past year has been exciting and eventful for the Stow Recreation Department.

The Recreation Department is very excited to offer year-round programs for all ages at the Pompositticut Community Center in 2022. Some of our more popular programs include, ballroom dancing, bridge club, Pilates, babysitter training, Skyhawk Youth Sports, dance, and music programs. We plan to continue our partnership with the Randall Library for more programs, all of which so far have been a tremendous success!! We look forward to adding more programs and events. Please give us your ideas.

Camp Stow was created in 2011 for the purpose of simultaneously providing an affordable, safe, and fun day camp experience for local kids while also generating income to be used for the maintenance and upkeep of Stow's parks and fields. The program has been and continues to be a huge success! During summer 2020, we were unable to run Camp Stow due to the Covid-19 pandemic. In 2021, we made a comeback, and the community was excited and eager to have Camp Stow back. Camp Stow reached its compacity of 80 campers per week within hours of registration opening. We are so proud to offer approximately 40 seasonal jobs to our local teens and young adults. We thank them for their hard work!

What's coming up? More improvements to Camp Stow, our fields, our parks and our programming! We are excited about the possibilities that can be accomplished in the years ahead to make recreation in Stow an important ingredient towards maintaining and improving the quality of life for all town residents.

We are also working towards adding a pickleball court to the area in 2022. We couldn't secure funding for a new pickleball court at Town Center Park in 2021. However, coming in Spring 2022 we will be adding pickleball lines to our existing tennis courts at Stow Community Park.

The Recreation Commission encourages you to let us know the kind of programs in which you would like to participate. If you have a hobby or talent you could share with the community, let us know. Please feel free to bring any issues or ideas to the Commission. We always welcome community input.

Recreation Commission Members:

Michael Busch, Chairperson

Samantha Altieri

Dan Nicholson

William Sieller

Laura Greenough, Recreation Director

Laura Dow, Recreation Assistant

SPRINGFEST ORGANIZING COMMITTEE

Due to the ongoing COVID-19 pandemic, no SpringFest activities were held in 2021.

The committee hopes to bring an extra special SpringFest for 2022. If you have an interest in planning events to celebrate our town, please consider joining us!

Respectfully submitted,

SpringFest Committee
Maura Hyland

Sherry Jusseaume

SpringFest Committee
springfest@stow-ma.gov

STOW TV and LOCAL ACCESS CHANNEL ADVISORY COMMITTEE

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

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

Stow TV is available in Stow on Verizon channels 32 and 33 and Comcast channels 8 and 9. The even-numbered channels are allocated to public programming, and the odd-numbered to government, with Schools and Education across all channels. The Stow TV schedule is published in the local newspaper, The Stow and Bolton Independent, and on the Stow TV website at www.stowtv.org.

The Stow TV YouTube Channel (www.YouTube.com/StowTVNow) offers an online archive of informational and entertaining shows. Town officials and residents find the Select Board, Lake Boon Commission, Planning Board Forums, and Nashoba Regional School Committee videos a useful resource on YouTube. During 2021 the amount of YouTube views increased 141%, from 56k to 135.8K, and the number of subscribers increased 96% to a total of 1,276, up from 855. The most viewed video is “Reflections on the Blizzard of ‘78”, in which Lew Halprin and a few local officials share their memories of the famous storm; it has been viewed over 60,000 times. The Stow TV Facebook page (www.facebook.com/StowTV/) serves to publicize the videos on the YouTube channel, the bi-weekly broadcast schedule, and maintains Stow TV’s presence in the public eye. Currently, 497 people follow Stow TV on Facebook, up from the 423 in 2020 for an increase of 17%.

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

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

Jonathan Daisy has served as Executive Director for the past four years, having started in June of 2018. His previous position as production manager has not been filled, and instead the production duties are shared between the Executive Director and the remaining employees and

volunteers. The duties of preparing, and publicizing program schedules, archiving videos, populating the YouTube Channel, producing Bulletin Board announcements, posters, and creating YouTube posts have been performed by the Executive Director with help from freelance videographer/editor and Nashoba High senior, Fletcher Hohn. Hiring a regular Access Coordinator has been postponed due to the pandemic-related slowdown of in-person events. Stow on-call firefighter Yuris Mangolds worked as a freelance videographer and editor, shooting many events and doing the editing. With his wife Anna-Celestrya Carr, he produced “StoryTime with Anna” sharing Native American stories with children. Noah Travalent, Chris Barrett and Fletcher Hohn worked for Stow TV as videographers and editors, shooting and livestreaming Nashoba Regional High School sports and concerts, as well as other local events. Chris helped with the live broadcasting and recording of the Select Board’s meetings.

Technical Assistant Lew Halprin retired from Stow TV in 2021 after having been with the station from its beginning. He leaves Stow TV and the town with a rich archive of videos showing local history and a vast record of local events. We thank him for sharing his talent and expertise for so many years. He continues to write his PAST TENSE articles in The Stow and Bolton Independent.

As the pandemic continued, Nashoba High indoor sports attendance in the Winter and Spring 2021 seasons was limited to players and officials to help stop the spread of the virus. Stow TV continued to livestream games, allowing family and fans to watch from the safety of their homes. In 2021 Stow TV live-streamed over 50 home games that included basketball, volleyball, hockey, and swim meets.

Even with the COVID pandemic restricting public get-togethers, Stow TV aired over 400 unique videos in 2021, many being online performances, zoom meetings and virtual presentations. Some of the 2021 highlights were: the interviews and the swearing in of Police Chief Sallesse and the new Stow Fire Chief, John P Benoit, the Memorial Day and “Wreaths Across America for Veterans” town events, the Sounds of Stow “A New Beginning” (their first live performance in 2 years), an outdoor dance performance by On your Toes Studio, as well as a performance of The Nutcracker by Tricia’s Dance studio. Stow TV live-broadcasted the Stow Cultural Council’s “Live at Pine Bluffs”, “Hidden Cultures” at Randall Library, and the virtual “So You Think You Know Stow” events over the summer. Other highlights included the return of Nashoba High Band and Choral concerts, and a production of Rudolph the Red-Nosed Reindeer by Hale Drama. Stow TV helped produce episodes of Sustainable Stow, travelling to Devens to learn about new “green housing” being built there, and also to various Stow yards to film a presentation showing sustainable and ecological practices residents can implement at home.

A number of shows produced in the NRSD towns of Bolton and Lancaster were also cablecast, including School Committee and Tri-Town meetings and other shows on topics of local interest. In 2019 Stow TV began running videos from House Broadcast Services, showing State hearings and legislative proceedings at the MA House of Representatives. In 2021 Governor Charlie Baker gave frequent updates on the state and federal response to COVID-19. Stow TV aired the

videos of the updates frequently on the government channels as well as on the StowTVNow YouTube website.

Stow TV has built up an archive of shows covering over a decade of Stow community events. Many shows from previous years were replayed for a fond look back to times before the pandemic. Sounds of Stow and Nashoba Symphonic Band concerts, New Revival Coffeehouse, Hale and Center school talent shows, and entertaining and informative talks held at Randall were brought back to be enjoyed and to remind us of times when we could gather.

Stow TV encouraged participation in town government by creating public service announcements and bulletin board slides to run between shows on the cable channels, and by broadcasting on YouTube and the cable channels virtual presentations given by local agencies addressing local issues. Stow TV continued to collaborate and exchange videos with Bolton and Lancaster TV.

The collaborative use of hardware and software tools has notably enhanced production quality. Stow TV has four High-Definition cameras, an aerial drone, a Go Pro action camera, and six 4k cameras. Producers have become adept at using several cameras to capture multiple views. The Sony Anycast, and newly acquired ATEM mini portable video mixers allow capture of ready-to-cablecast multi-camera shows. Videos are edited with a variety of professional software tools including Adobe Premiere Pro and Davinci Resolve.

In 2021 LACAC continued the cable contract renewal process, working closely with contract attorney William Solomon. The Comcast contract is to be renewed in October 2022, and the Verizon contract in June of 2023. The members of the 2012 cable contract committee - Arnie Buckman, Lew Halprin, Bob Mong - and previous Executive Director Anne VanTine, were welcomed as associate members of LACAC to gain their valuable insight from the previous contract negotiations.

LACAC met on April 5 & 28, May 3, July 21, August 3 & 24, and November 8 in 2021. LACAC members contributed time, advice, and oversight for planning, equipment, and policy decisions.

Respectfully submitted,

James Salvie, Select Board
Robert Glorioso
Lisa Lavina

Lee Pappas
Meredith Bartlett

Jonathan Daisy, Executive Director

VETERANS' GRAVES COMMITTEE

The primary responsibility of the Veterans' Graves Committee is to ensure the proper marking and identification of veterans' graves in each of the town's three cemeteries (Hillside, Lower Village, and Brookside). We are also responsible for replacing annually all U.S. flags that mark veterans' graves and for ensuring that a military medallion is available to hold each flag. We always have ample and enthusiastic support from the Stow Minutemen and the local Boy, Girl, Cub, and Brownie Scouts for this task. The committee coordinates all Memorial Day parade activities, including the Nashoba Regional High School (NRHS) Marching Band, the Stow Minutemen, the Stow Fire Department color guard, the Stow Police Department traffic control, veterans, Boy and Girl Scouts, Civil Air Patrol, Select Board and guest speakers. Our thanks go to State Rep. Kate Hogan and Senator Jamie Eldridge for their sincere recognition of, and support to, our veterans and their families.

Every year many of Stow's citizens volunteer to help prepare for our Memorial Day Parade. The Moseleys, the Verackas, and the Zavorskis plant flowers and spruce up the monuments at Brookside Cemetery and Randall Library. The Garden Club generously donates the wreaths for the wreath laying ceremonies and the geraniums for the Library Memorial. The Stow TV personnel record the events for viewing on the Stow TV channel.

The Memorial Day ceremony in 2021 was different due to COVID-19, but a bit more back to our traditional ceremony. We performed a flag and medallion refresh at the cemeteries on the Saturday before the ceremony. The Boy Scouts, Girl Scouts, and Stow Minutemen all volunteered and supported this event.

The weather was cold and rainy on 31 May 2021. We did not march as we typically did to Brookside Cemetery. Instead we met at Brookside Cemetery for the ceremony. This year we opened it back up for public attendance and had a mid-sized crowd. Noah Travalent from Stow TV filmed the ceremony so all the residents could watch it and honor our veterans as well as remember those who died in service to our country. Air Force Reserve Colonel Martha Monroe led the ceremony. At Brookside Cemetery, Col. Monroe delivered the Invocation, and a speech, and Ms. Bonnie Brench placed a Wreath. Mr. Jon Mascia and Ms. Ann Gibson read the names of the Stow veterans who died in service to their country, and Mr. Matt Ervin and Ms. Ava Klein performed Taps and Echos. Lincoln's Gettysburg Address was read by Mr. Thomas Tripi and a poem was read by Mr. Grayson Edwards. The National Anthem was sung by Ms. Law. State Representative Ms. Kate Hogan gave a speech. Finally Major Ted Johnson gave a benediction. Col. Monroe provided recognition for all the great support provided and closing remarks.

We then transitioned to the Stow Library Memorial where Chief Sallese placed a wreath and Mr. Matt Ervin and Ms. Ava Klein performed Taps and Echos. A song was also played by the Stow Minutemen.

Please view our page on the Stow website to see photos of past parades and ceremonies. Maybe you will see yourself in one! A HUGE "Thank You" to all who have served our country. We are hoping to perform a traditional ceremony this year, providing that the pandemic situation will allow us to do so.

Respectfully submitted,

The Veterans' Graves Committee

Chairperson: Air Force Colonel Martha Monroe

Member: Army Sergeant Ret., Tom Zavorski,

Member: Army Captain Ret., Patricia Bolton



Memorial Day Ceremony at the Center Common (photo courtesy of Marilyn Zavorski)

VETERANS SERVICES

To the Honorable Select Board, the Town Administrator, the Citizens, and the Veteran Community of Stow, this report is submitted for the year ending 2021.

Veterans Benefits

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

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

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

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

Office

In the year 2021 this department assisted over 50 veterans and family members' requests for Federal, State, and Local Veterans Benefits, some which include Burial Assistance, Service-Connected Disabilities, Aid and Attendance, Pension, VA Healthcare, Annuities, and Exemptions in addition to State Chapter 115 Assistance.

Respectfully submitted,

Joseph Jacobs
Director

FINANCIAL REPORTS

FINANCE COMMITTEE

Introduction to the Finance Committee

Every town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee (Fincom) that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the Town.”

According to the Department of Local Services (DLS), the Finance Committee is “the official fiscal watchdog for a Town. Because it is difficult for all taxpayers to be completely informed about every aspect of a Town’s finances, Fincoms were established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens.”

With this in mind, the Fincom’s primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on each article. It also administers the Reserve Fund (\$80,000) to provide for urgent and unforeseen expenditures that might arise between Town Meetings. Lastly, although it is not required in our Charter, the Finance Committee Annual Report provides the voters with an overview of the Town’s financial condition.

In Stow, the Moderator appoints five voting members and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of the publication date, there are five voting members and zero associate members on the committee.

Town Revenues

Town revenues totaling \$32,178,429 in FY21 is a -0.51% decrease from FY20, with property taxes mainly funding the Town’s operations at just over 90% of the total. This percentage increased from 87% in FY20.

Local receipts decreased by just over 10% for FY21 which accounted for a loss of \$187,000. The COVID-19 pandemic continues to impact our revenues and we hope to see that start to turn around in FY23. It is worth noting that \$675,835 of Savings and Other Funds was used to balance the budget, which is significantly lower than the amount needed for FY20 - \$1,503,500. Table 1 shows a comparison of revenue sources for FY20 and FY21.

Table 1: Revenue Sources

	FY20	FY20 % of Total	FY21	FY21 % of Total	\$ Change FY21-FY20	% Change FY20-FY21
Property Tax	\$ 27,991,820	86.99%	\$ 28,924,173	87.43%	\$ 932,353	3.33%
Local Receipts	\$ 1,832,000	5.69%	\$ 1,645,000	5.72%	\$ (187,000)	-10.21%
State Aid	\$ 503,433	1.56%	\$ 509,755	1.57%	\$ 6,322	1.26%
Savings and Other Funds	\$ 1,503,500	4.67%	\$ 675,835	4.70%	\$ (827,665)	-55.05%
Override	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Transfers from Other Funds	\$ 347,676	1.08%	\$ 260,427	1.09%	\$ (87,249)	-25.09%
Total	\$ 32,178,429		\$ 32,015,190		\$ (163,239)	-0.51%

Town Expenditures

Total town expenditures decreased by \$656,021 (-2.01%) in FY21 driven by a \$1,178,975 (-64%) decrease in capital spending.

Table 2: Town Expenditures

	FY20 Voted	FY20 % of Total	FY21 Voted	FY21 % of Total	\$ Change FY21 - FY20	% Change FY21 - FY20
Municipal Govt						
General	\$1,607,900	4.92%	\$ 1,777,801	5.55%	\$169,901	10.57%
Public Safety	\$2,503,617	7.66%	\$ 2,562,983	8.01%	\$59,366	2.37%
Public Works	\$1,106,319	3.39%	\$ 1,142,690	3.57%	\$36,371	3.29%
Human Services	\$374,431	1.15%	\$ 386,849	1.21%	\$12,418	3.32%
Culture/Rec	\$359,081	1.10%	\$ 374,563	1.17%	\$15,482	4.31%
Town Wide Expense	\$1,106,008	3.39%	\$ 1,141,154	3.56%	\$35,146	3.18%
Total Municipal Govt	\$7,057,356	21.60%	\$ 7,386,040	23.07%	\$328,684	4.66%

Table 2: Town Expenditures

Education						
Nashoba	\$17,889,278	54.76%	\$ 18,135,162	56.65%	\$245,884	1.37%
Minuteman	\$881,595	2.70%	\$ 1,286,083	4.02%	\$404,488	45.88%
Total Education	\$18,770,873	57.45%	\$ 19,421,245	60.66%	\$650,372	3.46%
Other						
Debt Service	\$2,627,933	8.04%	\$ 2,090,560	6.53%	-\$537,373	-20.45%
Special Articles	\$1,025,969	3.14%	\$ 1,066,101	3.33%	\$40,132	3.91%
Capital Spending	\$1,839,810	5.63%	\$ 660,835	2.06%	-\$1,178,975	-64.08%
Recap Items	\$1,349,269	4.13%	\$ 1,390,408	4.34%	\$41,139	3.05%
Total Other	\$6,842,981	20.94%	\$ 5,207,904	16.27%	-\$1,635,077	-23.89%
GRAND TOTAL	\$32,671,210		\$ 32,015,189		\$ (656,021)	-2.01%
Source: Town Administrator FY20 & FY21 Budget Request Worksheets & Financial Summary Report						

Town Savings

Town savings (Free Cash plus the Stabilization Fund) are “rainy day” accounts that are built up during good times and drawn down in bad times. Free Cash comes from receiving more-than-budget revenue (taxes, state aid, budget money left over from the prior year) and/or spending less than our voted budget. It is annually certified each year by the Department of Revenue (DOR). Once certified, free cash is available for appropriation throughout the fiscal year to be spent for any lawful purpose. Every dollar of free cash appropriated as a revenue in the FY21 budget is a dollar that does not need to be raised and appropriated through taxation.

These savings are a necessity, not a luxury, and accumulate to build a targeted balance or used to fund the next year’s budget. In discussions with Standard and Poor’s leading up to our AAA rating approval, the Town was encouraged to attempt to maintain a stored asset balance of between 5% and 10% of the overall budget.

Table 3 Town Savings**FREE CASH AND STABILIZATION FUND**

(Beginning of Fiscal Year)

Fiscal Year	Free Cash	% of Budget	Stabilization Fund	% of Budget	Total	% of Budget
2021	\$ 2,385,510	7.45%	\$ 523,077	1.63%	\$ 2,908,587	9.09%
2020	\$ 2,897,441	8.87%	\$ 520,971	1.59%	\$ 3,418,412	10.46%
2019	\$ 2,735,392	9.00%	\$ 929,062	3.06%	\$ 3,630,835	11.94%
2018	\$ 2,787,417	9.40%	\$ 895,443	3.02%	\$ 3,666,392	12.37%
2017	\$ 2,266,676	8.09%	\$ 878,975	3.14%	\$ 3,132,207	11.18%
2016	\$ 1,890,072	7.03%	\$ 865,531	3.22%	\$ 2,742,691	10.20%
2015	\$ 1,832,298	6.96%	\$ 852,619	3.24%	\$ 2,672,631	10.16%
2014	\$ 1,696,289	6.83%	\$ 840,333	3.38%	\$ 2,476,145	9.97%
2013	\$ 1,395,874	5.94%	\$ 779,856	3.32%	\$ 2,109,184	8.98%
2012	\$ 1,283,016	5.61%	\$ 713,310	3.12%	\$ 1,932,969	8.45%
2011	\$ 778,703	3.58%	\$ 649,953	2.99%	\$ 1,365,701	6.27%

Property Tax Rate and Property Valuations

The information presented in Table 4 shows the trends in the tax rate, average single family home valuation and average single family tax bill. The town's tax rate decreased by 3.06% over FY20.

Table 4: Property Tax Rates and Valuations Trends (based on MA Class 101 Properties)

	FY 17	FY 18	FY 19	FY 20	FY21
Tax Rate (per \$1,000)	\$ 20.59	\$ 20.98	\$ 20.13	\$ 20.61	\$ 19.98
YOY % Change	3.05%	1.89%	-4.05%	2.38%	-3.06%
Avg Single Family Valuation	\$ 449,301	\$ 460,309	\$ 483,500	\$ 495,763	\$ 531,500
YOY % Change	1.58%	2.45%	5.04%	2.54%	7.21%
Avg Single Family Tax Bill	\$ 9,251	\$ 9,657	\$ 9,733	\$ 10,201	\$ 10,619
YOY % Change	4.68%	4.39%	0.79%	0.79%	4.10%

Other Post Employment Benefits (OPEB)

Other Post-Employment Benefits (or OPEB) are benefits (other than pensions) that U.S. state and local governments provide to their retired employees.

Table 5: OPEB		
	OPEB Savings	% of Liability
FY21	\$ 822,807	11.11%
FY20	\$ 577,144	7.79%
FY19	\$ 329,296	4.44%
FY18	\$ 218,453	2.95%
FY17	\$ 160,028	2.16%
Current OPEB Liability	\$ 7,409,078	

Conclusion

Coupled with the growth in housing prices, the town-wide valuation has grown faster than our costs (i.e. budget expenditures growth) allowing the Town to fund approved projects and capital items for the last several years. Moreover, the Town enjoys more than enough stored assets, and could borrow at the lowest rates due to our AAA rating. Moreover, the Town Administrator is estimating a \$2.4M excess Tax Levy capacity. As previously mentioned, this allows the Town to borrow money at a more favorable rate.

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

Respectfully submitted,

Erica Benedick (Chair), Chris Buck (Member), Kevin Gross (Member), Brian Patuto (Member), Evgenia Petrova (Member), and Jean Vangsness (Administrative Assistant).

with thanks to the FY21 committee:

Erica Benedick (Chair), Atli Thorarensen (Vice Chair), Chris Buck (Member), Zack Burns (Member), Brian Patuto (Member), and Jean Vangsness (Administrative Assistant).

CAPITAL PLANNING COMMITTEE

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

Prior to Annual Town Meeting, the Committee reviewed and recommended that the Town support approval of capital outlay requests totaling \$853,419 for fiscal year 2022, as follows:

- By the Building Department: \$47,000 to install handicap access exterior doors and an electronic key access system at the Town Building, \$30,000 to study improvements in the drinking water system serving the town center, and \$26,800 to paint interior spaces in the Police Station;
- By the Fire & Rescue Department: \$71,000 to replace 25 sets of turnout gear for full-time and on-call firefighters;
- By the Highway Department: \$185,000 to purchase a new bucket truck, \$135,000 to replace a six-wheel dump truck, \$68,000 to replace a pickup truck, and \$35,000 to resurface and replace curbing on October Lane;
- By the Planning Board: \$60,000 for a long range study of possible transportation improvements for Route 117 from Lower Village through the Town Center;
- By the Police Department: \$98,619 to purchase two gas-electric hybrid police cruisers, and \$60,000 to repair and resurface the parking lot at the Police Station; and
- By the Nashoba Regional School District: \$37,000 to construct a drop-off and pickup lane for Center School Students on Hartley Road.

With the exception of the Hartley Road project, voters approved all of the above-listed outlay requests at Annual Town Meeting held on May 22, 2021.

The Committee also reviewed and recommended that the Town support an expenditure of \$25,000 from the Sale of Lots Account for the Cemetery Department to undertake capital improvements to the Brookside Cemetery. This expenditure was also approved by voters at Annual Town Meeting.

Prior to Annual Town Meeting, the Committee also reviewed and recommended that the Town support the following projects sponsored by the Community Preservation Committee:

- \$400,000 to acquire and conserve land at Hallock Point on Lake Boon;
- \$30,000 to acquire an easement and to develop a walking trail to the Kane conservation land in Gleasondale;
- \$65,000 to construct a pickleball court at the Community Center Park, and
- \$1,500,000 to purchase a conservation restriction on the South Course of Stow Acres Golf Club.

With the exception of the pickleball court, voters approved each of these Community Preservation Act funded expenditures at Annual Town Meeting.

Finally, the Committee reviewed and recommended the Town support an expenditure of \$2,500,000 from Community Preservation Act funds to acquire and develop for recreation purposes a portion of the North Course of Stow Acres Golf Club. This expenditure was approved by voters at the Special Town Meeting on October 30, 2021, along with a request for \$60,000 by the Highway Department to study alternatives to repair the Lake Boon Dam under Barton Road.

In summary, for fiscal 2022 voters approved a total of \$913,419 in tax levy-affecting capital outlay requests, as compared to an approved annual average outlay of \$1,324,498 over the previous five fiscal years.

Respectfully submitted,

Steve Jelinek, Chair

Ed Deluca, Clerk

Dave Arsenault

Peter McManus, Finance Committee appointee

James Salvie, Select Board appointee

BOARD OF ASSESSORS

The Stow real estate market has seen an increase in sale prices during the past year. The final valuations for FY2022, which have an assessment date of January 1, 2021, show an upward turn on average. Sales of real estate occurring in 2020 were used to determine assessments for the current fiscal year. The new average assessment of a single-family home is \$556,900. For FY2022, the average residential tax bill increased 2.58% based on approved spending at the Annual Town Meeting.

Fiscal 2022 was an interim adjustment year for Stow, and the Assessors' office performed sales analysis to provide the Department of Revenue with data required to certify that property assessments are uniform throughout the town and are representative of the real estate market. The Assessors' office adjusts values every year to reflect the current market, as required by the Department of Revenue.

For FY2022, the residential sector was up an average of 4.5%. The total assessed value for FY2022 increased from \$1,447,656,322 in FY2021 to \$1,511,258,311. New Growth decreased this year by 35%, largely due to the lack of new construction projects. The commercial, industrial, and personal property sectors all increased slightly. Land values were adjusted to reflect the market, with waterfront properties reflecting the largest increase.

Seniors on fixed incomes can be particularly vulnerable in the current economy. The Town offers various exemptions, deferrals, and other programs designed to help with taxes. The 41C tax exemption of up to \$2,000 is available for those over the age of 65 that qualify with limited income and assets. Other exemptions are also available. Do not hesitate to check with the Stow Assessors' office to see if you qualify for any of these programs.

The Community Preservation Act (CPA) surcharge system continues to be administered by the Assessors' office. The total CPA surcharge raised during FY2021 was \$689,722 with \$419,252 in matching funds received from the State in the fall. Exemptions from the surcharge are available for certain income brackets. Please check with the Assessors' office for more information.

The members of the Board of Assessors are: Bruce Morgan, Chair, Leonard Golder, Member, and Saji J. Lukose, Member. The Assessors' office is staffed by: Kristen Fox, Principal Assessor, Stuart Carter, Assistant Assessor and Deborah George, Assessors' Clerk.

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

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

Respectfully submitted,

Bruce Morgan, Chairman
Leonard Golder, Member
Saji J. Lukose, Member

Kristen Fox, M.A.A., Principal Assessor
Stuart Carter, M.A.A., Assistant Assessor
Deborah George, Assessors' Clerk

FISCAL 2022 TAX RATE RECAPITULATION

TAX RATE SUMMARY

A.	Total Amount to be Raised	\$38,713,992.06
B.	Total Estimated Receipts & Other Revenue	\$ 9,153,779.50
C.	Tax Levy	\$29,560,212.56
D.	Distribution of Tax Rates & Levies	

CLASS	LEVY PERCENTAGE	LEVY BY CLASS	VALUATION BY CLASS	TAX RATES
Residential	93.1084%	\$27,523,040.95	\$1,407,108,632	\$19.56
Open Space	-0-	-0-	-0-	-0-
Commercial	3.7016%	1,094,200.83	55,941,003	\$19.56
Industrial	1.7253%	510,002.35	26,073,700	\$19.56
Personal	1.4647%	432,968.43	22,134,976	\$19.56
<hr/>				
TOTAL	100%	\$29,560,212.56	\$1,511,258,311	

TAX COLLECTOR'S REPORT FY 2021

Tax & Levy Year	Tax Outstanding as of 7/1/2020	New Commitments	Amount Collected	Exemptions & Abatements	Refunds	Tax Takings & Deferrals	Tax Outstanding as of 6/30/2021
2021 Real Estate	\$0.00	\$28,500,359.70	\$28,241,354.75	\$67,565.24	\$10,333.39	\$0.00	\$201,773.10
2020 Real Estate	\$294,935.83	\$0.00	\$208,681.46	\$0.00	\$13,743.05	\$0.00	\$99,997.42
2019 Real Estate	\$51,855.61	\$0.00	\$40,765.71	\$0.00	\$0.00	\$0.00	\$11,089.90
2018 Real Estate	\$2,478.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,478.38
2017 Real Estate	\$2,448.18	\$0.00	\$2,075.29	\$0.00	\$0.00	\$0.00	\$372.89
2021 Supplemental RE Tax	\$0.00	\$15,539.69	\$3,817.42	\$0.00	\$0.00	\$0.00	\$11,722.27
2020 Supplemental RE Tax	\$17,240.75	\$7,612.85	\$11,972.40	\$0.00	\$0.00	\$0.00	\$12,881.20
2017 Supplemental RE Tax	\$518.44	\$0.00	\$518.44	\$0.00	\$0.00	\$0.00	\$0.00
2021 Comm Pres Act	\$0.00	\$697,637.67	\$682,423.05	\$10,547.14	\$149.31	\$0.00	\$4,816.79
2020 Comm Pres Act	\$7,223.24	\$217.71	\$5,524.14	\$0.00	\$401.02	\$0.00	\$2,317.83
2019 & Prior Comm Pres Ac	\$1,098.63	\$0.00	\$796.06	\$0.00	\$0.00	\$0.00	\$302.57
2021 Personal Property	\$0.00	\$427,033.89	\$418,397.78	\$2,782.61	\$0.00	\$0.00	\$5,853.50
2020 Personal Property	\$13,710.62	\$0.00	\$5,059.30	\$0.00	\$0.00	\$0.00	\$8,651.32
2019 Personal Property	\$4,087.06	\$0.00	\$609.71	\$0.00	\$0.00	\$0.00	\$3,477.35
2018 Personal Property	\$3,889.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,889.81
2017 & Prior Pers Prop	\$127,902.92	\$0.00	\$0.00	\$26,635.86	\$0.00	\$0.00	\$101,267.06
2021 Motor Vehicle	\$0.00	\$1,121,205.67	\$922,870.86	\$14,994.38	\$4,251.73	\$0.00	\$187,592.16
2020 Motor Vehicle	\$110,003.88	\$95,418.45	\$194,260.55	\$7,082.98	\$6,275.94	\$0.00	\$10,354.74
2019 Motor Vehicle	\$11,142.04	\$0.00	\$7,369.62	\$654.37	\$392.18	\$0.00	\$3,510.23
2018 Motor Vehicle	\$4,242.00	\$0.00	\$1,234.07	\$258.86	\$76.67	\$0.00	\$2,825.74
2017 & Prior Motor Vehicle	\$14,942.50	\$0.00	\$620.12	\$0.00	\$0.00	\$0.00	\$14,322.38
Ch. 61 Rollback Tax	\$0.00	\$700.67	\$700.67	\$0.00	\$0.00	\$0.00	\$0.00
Well Betterments	\$34,624.21	\$0.00	\$33,152.90	\$0.00	\$0.00	\$0.00	\$1,471.31
Well Betterments Interest	\$58.85	\$629.12	\$629.12	\$0.00	\$0.00	\$0.00	\$58.85
Totals:	\$702,402.95	\$30,866,355.42	\$30,782,833.42	\$130,521.44	\$35,623.29	\$0.00	\$691,026.80
Interest & Fees Collected:			<u>\$97,577.39</u>				
Total Collected:			\$30,880,410.81				

Prepared by: Brad C. Brightman, CMMT, Treasurer-Collector

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2021

	Governmental Funds			Fiduciary Funds		
		Special	Capital		General	
	General	Revenue	Project	Trust And	Long-Term	Totals
	Fund	Funds	Funds	Agency	Debt Account	(Memorandum
				Funds	Group	Only)
Assets						
Cash and Interest Bearing Deposits	\$ 5,424,231	\$ 9,830,890	\$ 373,171	\$ 2,317,318	\$ -	\$ 17,945,609
Cash and Investments Held by Trustees				1,687,368		1,687,368
Receivables:						
Real Estate Taxes	340,315					340,315
Personal Property Taxes	123,139					123,139
Less Allowance for Abatements and Exemptions	(532,312)					(532,312)
Motor Vehicle Excise Taxes	218,605					218,605
Tax Liens	215,849	13,161				229,011
Deferred Real Estate Taxes	28,782					28,782
Tax Foreclosures	105,477					105,477
Ambulance	26,237					26,237
Well Betterment		1,530				1,530
CPA Surcharge		7,437				7,437
Amount to be Provided for Notes and Bonds Payable					21,458,633	21,458,633
Total Assets	\$ 5,950,325	\$ 9,853,018	\$ 373,171	\$ 4,004,686	\$ 21,458,633	\$ 41,639,833

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2021

Liabilities and Fund Equity						
Liabilities						
Warrants Payable	\$ 103,569	\$ 52,260	\$ 17,044	\$ 3,968	\$ -	\$ 176,841
Accrued Payroll	179,694	14,301		1,250		195,244
Amounts Withheld from Employees and Other Liabilities	82,087			97,299		179,386
Deferred Revenue:						
Personal Property and Real Estate Taxes	(68,858)					(68,858)
Motor Vehicle Excise Taxes	218,605					218,605
Tax Liens	215,849	13,161				229,011
Deferred Real Estate Taxes	28,782					28,782
Tax Foreclosures	105,477					105,477
Ambulance	26,237					26,237
Well Betterment		1,530				1,530
CPA Surcharge		7,437				7,437
Notes Payable			670,000			670,000
Bonds Payable					21,458,633	21,458,633
Total Liabilities	891,443	88,690	687,044	102,517	21,458,633	23,228,327

TOWN OF STOW
 COMBINED BALANCE SHEET (Unaudited)
 ALL FUND TYPES AND ACCOUNT GROUP
 June 30, 2021

Fund Equity						
Retained Earnings (Deficit)						0
Reserved for Expenditure	1,251,419					1,251,419
Reserved for Encumbrances	42,300	3,800				46,100
Reserved for Appropriation	1,046,757	1,663,383				2,710,141
Reserved for Reduction of Future Excluded Debt	130,668					130,668
Reserved for Deficits		(86,031)				(86,031)
Reserved for Endowment				146,045		146,045
Undesignated	2,587,737	8,183,176	(313,873)	3,756,124		14,213,164
Total Fund Equity	5,058,881	9,764,329	(313,873)	3,902,169		18,411,506
Total Liabilities and Fund Equity	\$ 5,950,325	\$ 9,853,018	\$ 373,171	\$ 4,004,686	\$ 21,458,633	\$ 41,639,833
					Prepared by:	Julie Costello
						Town Accountant

TOWN OF STOW
SCHEDULE OF CHANGES IN FUND EQUITY
STATE GRANTS & REVOLVING FUNDS
June 30, 2021

	Beginning Fund Equity	Revenues	Expenditures	Ending Fund Equity
STATE GRANTS:				
Public Safety	\$ 22,968	\$ 107,240	\$ 118,311	\$ 11,898
Culture & Recreation	1,545	5,302	4,666	2,182
Council on Aging	-	15,384	15,384	-
Library	18,510	10,767	6,946	22,330
Other Grants	50,960	73,477	151,034	(26,596)
TOTAL STATE GRANTS:	\$ 93,983	\$ 212,171	\$ 296,340	\$ 9,813
REVOLVING FUNDS:				
Recreation	\$ 3,809	\$ 124,584	\$ 48,779	\$ 79,615
Inspectors	69,025	34,277	26,226	77,075
Ambulances Services	-	3,086	3,086	-
TOTAL REVOLVING FUNDS:	\$ 72,834	\$ 161,947	\$ 78,091	\$ 156,690
Prepared by:				
				Julie Costello
				Town Accountant

TRUST FUND FINANCIAL REPORT - FY 2021			
The following Town trust funds are managed by Bartholomew & Company and as of 6/30/21 were invested as follows:			
Fixed Income (73.57%), Domestic Equity (17.26%), Cash and Equivalents (8.38%), International Equity (.79%)			
Affordable Housing Fund	Beginning Balance 7/1/2020	\$125,619.38	
	Disbursements	(\$5,232.00)	
	Receipts	\$0.00	
	Investment Earnings	\$4,242.29	
	Ending Balance 6/30/2021		\$124,629.67
Cemetery Perpetual Care			
Non-Expendable	Beginning Balance 7/1/2020	\$184,325.00	
	Receipts	\$4,200.00	
	Ending Balance 6/30/2021		\$188,525.00
Expendable	Beginning Balance 7/1/2020	\$23,152.48	
	Disbursements	(\$3,887.63)	
	Investment Earnings	\$6,360.42	
	Ending Balance 6/30/2021		\$25,625.27
Conservation Fund	Beginning Balance 7/1/2020	\$42,648.14	
	Disbursements	(\$19,154.82)	
	Receipts	\$7,355.00	
	Investment Earnings	\$1,437.19	
	Ending Balance 6/30/2021		\$32,285.51

TRUST FUND FINANCIAL REPORT - FY 2021			
Mabel Hale Fund	Unexpendable Bequest		\$35,000.00
	Beginning Expendable Balance 7/1/2020	\$5,351.60	
	Disbursements	\$0.00	
	Investment Earnings	\$1,226.37	
	Ending Expendable Balance 6/30/2021		\$6,577.97
Mabel Hallock - Brookside Cemetery	Unexpendable Bequest		\$2,000.00
	Beginning Expendable Balance 7/1/2020	\$6,489.73	
	Disbursements	\$0.00	
	Investment Earnings	\$259.27	
	Ending Expendable Balance 6/30/2021		\$6,749.00
Mabel Hallock - Common Memorial & Flag	Unexpendable Bequest		\$1,000.00
	Beginning Expendable Balance 7/1/2020	\$135.74	
	Disbursements	\$0.00	
	Investment Earnings	\$34.53	
	Ending Expendable Balance 6/30/2021		\$170.27

TRUST FUND FINANCIAL REPORT - FY 2021			
Otto & Aina Stein Fund	Unexpendable Bequest		\$18,810.00
	Beginning Expendable Balance 7/1/2020	\$29,997.30	
	Disbursements	\$0.00	
	Investment Earnings	\$1,483.32	
	Ending Expendable Balance 6/30/2021		\$31,480.62
Stabilization Fund	Beginning Balance 7/1/2020	\$520,970.80	
	Disbursements	\$0.00	
	Receipts	\$0.00	
	Investment Earnings	\$15,833.26	
	Ending Balance 6/30/2021		\$536,804.06
Town Farm Fund	Unexpendable Original Deposit		\$8,751.96
	Beginning Expendable Balance 7/1/2020	\$48,890.39	
	Disbursements	\$0.00	
	Investment Earnings	\$1,751.86	
	Ending Expendable Balance 6/30/2021		\$50,642.25

TRUST FUND FINANCIAL REPORT - FY 2021			
Cyrus H. Whitney Central Common Fund	Unexpendable Bequest		\$1,000.00
	Beginning Expendable Balance 7/1/2020	\$944.30	
	Disbursements	\$0.00	
	Investment Earnings	\$59.11	
	Ending Expendable Balance 6/30/2021		\$1,003.41
James F. Whitney Central Common Fund	Unexpendable Bequest		\$2,000.00
	Beginning Expendable Balance 7/1/2020	\$1,950.69	
	Disbursements	\$0.00	
	Investment Earnings	\$120.06	
	Ending Expendable Balance 6/30/2021		\$2,070.75
Martha G. Whitney Street Light Fund	Unexpendable Bequest		\$1,000.00
	Beginning Expendable Balance 7/1/2020	\$4,752.09	
	Disbursements	(\$143.38)	
	Investment Earnings	\$178.43	
	Ending Expendable Balance 6/30/2021		\$4,787.14

TRUST FUND FINANCIAL REPORT - FY 2021			
The OPEB Trust Fund is managed by Bartholomew & Company and as of 6/30/21 was invested as follows:			
Domestic Equity (36.16%), Fixed Income (34.30%), International Equity (19.44%), Alternative (9.60%), Cash and Equivalents (.49%)			
Other Post Employment Benefits (OPEB)	Beginning Balance 7/1/2020	\$577,144.27	
	Disbursements	\$0.00	
	Receipts	\$235,000.00	
	Investment Earnings	\$29,919.31	
	Ending Balance 6/30/2021		\$842,063.58
The Randall Town Fund is managed by Bartholomew & Company and as of 6/30/21 was invested as follows:			
Fixed Income (73.57%), Domestic Equity (17.26%), Cash and Equivalents (8.38%), International Equity (.79%)			
Randall Town Fund	Unexpendable Bequest		\$20,000.00
	Earnings Transferred to Town General Fund:	\$622.92	
	TOTAL TRUST FUND BALANCE:		\$1,942,976.46
	Prepared by: Brad C. Brightman, CMMT, Treasurer-Collector		

RANDALL RELIEF FUND

Balance January 1, 2021	\$31,231.54
Interest received	4.82
Contributions received	0.00
Repayments received	0.00
Payments	(9,384.20)
Balance December 31, 2021	\$21,852.16

Citizens Bank Insured Money Market Account

Trustees:

Louise E. Peacock

Jeffrey D. Smith

Dorothy G. Sonnichsen, Treasurer

HALE HIGH SCHOOL TRUST FUND

The Hale High School Fund was established by Town Meeting vote in 1871 after Elijah Hale donated \$5,000 to establish a permanent fund with the income to be expended for the support of a High School in Stow. The Hale High School was built in 1871-1872. In 1957, Town Meeting voted to accept the Agreement for Establishment of the Nashoba Regional School District to accommodate the high school students of Stow, Bolton and Lancaster. The regional high school opened in 1961. On July 2, 1963 the Hale High School was destroyed by fire.

In 1973, Town Meeting voted to construct an addition to Randall Library. An agreement was made between the Trustees, the Stow Select Board, and the Stow School Committee to establish a reference room for students in the Library addition and to use the annual income from the Hale High School Fund for the purchase of equipment and research materials for use in the Hale Reference Room or as a contribution toward the salary of a reference librarian or such other related expenses as might be incurred in setting up and maintaining the room. In September 1974 the Trustees and the Select Board voted to petition the appropriate court to authorize the Trustees to use the income for the reference room and the court granted the request.

The Trustees continue to provide funding annually for the Hale Reference Room so that the Library Director can purchase the needed reference materials or provide the necessary room maintenance. This includes purchasing online databases, a reference room computer and furnishings for the room.

In 2021, the Fund disbursed \$13,008 in support of Library database, newspaper, and periodical subscriptions.

In December, the Fund Trustees voted unanimously to pledge \$400,000 in support of the proposed Library renovation, pending support of the project by the voters of Stow.

As of 12/31/2021, Trust assets totaled \$798,590.92.

Trustees:
Jeffrey D. Smith, Chair
Linda Hathaway
Kathleen Pavelchek
Laura Reiner

HALE HIGH SCHOOL FUND
Hale High School FY 21 Summary

Beginning market value 07/01/2020	\$678,607.12
Ending market value 06/30/2021	\$788,063.74

Equity	Value	
Common Stock (Global)	\$0	
Domestic Equity Funds	\$282,003.81	
International Equity	\$152,591.57	
 Total Equity	 \$434,595.38	 55.14%

Fixed Income	
Corporate Bonds (Global)	\$181,845.73
Fixed Income Funds	\$102,140.21
 Total Fixed Income	 \$283,985.94 36.04%

Alternatives	\$48,761.93	6.19%
Money Market	\$20,720.49	2.63%

Total Ending Market Value	\$788,063.74
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Total Income from 7/1/2020 – 6/30/2021	\$17,811.14
Total fees from 7/1/2020 – 6/30/2021	\$2,081.31

EDUCATION

NASHOBA REGIONAL SCHOOL DISTRICT

The annual town report from the Nashoba Regional School District is an opportunity to document the state of our schools and update the community on the work that has been done. As we reflect on the experience of the past year, let us also look forward to the important work in front of us.

The prevailing challenge of the past year has been navigating the shifting sands of the COVID-19 pandemic. Since the onset of the pandemic in the winter of 2020, the NRSD community has navigated the difficulties of the pandemic to emerge a humble and wiser community that is ready to emerge stronger than ever.

While we remain limited in some activities during the pandemic, other activities have returned for which we are grateful. This year, our athletic teams returned to the field with full participation and supported by spectators. While participation and competition for all was the highlight of the fall season, the Nashoba field hockey team led the way on the field where they fell just short of a championship season by losing in overtime in the state championship. They represented our school system so well through their grace, sportsmanship and commitment to one another.

Our DECA program returned to full implementation and over 200 students participated this year with many of them advancing to the state competition. Middle School activities returned to full in-person as did our integrated sports programs. Students have commented that the return of these activities has helped them feel a sense of normalcy again which aided them in their academic endeavors.

During the 2021-2022 school year we carried over the important goals of the 2020-2021 school year. These goals focused on students first to keep us focused on what students need at this time.

Our first goal this year is to intentionally integrate social-emotional practices across all settings in the Nashoba school community. NRSD has invested in social-emotional professional development to guide our educators and support personnel in helping students who are having a difficult time and need adult guidance. As an organization, we are shifting our mindset from teaching math, science, literacy and the arts to teaching students the importance of knowing the content and competencies needed to be successful mathematicians, scientists, readers, writers, and artists. This mindset is steeped in understanding student perspectives and paying attention to their social and emotional well-being. Professional development in this area along with the hiring of additional mental health professionals has proven thus far to be a valuable return on investment in our students and staff.

Nashoba educators are also focusing on creating inclusive learning structures and environments that promote: Collaboration, Creativity, Empowerment, Communication, Flexibility, Innovation, and Community. Classroom limitations as a result of implementing COVID safety protocols have required our teachers to think divergently about designing inclusive lessons that help us

grow in these competencies. However, they have met that challenge by utilizing what they learned during remote and hybrid learning to a full in-person learning environment. Students returned to the analog tasks of an in-person environment with stronger technology skills that complemented the learning objectives presented by the teacher. The merging of new strategies with proven practice prior to the pandemic brings optimism on how we can think about teaching and learning in a way that makes all students feel included and valued in their classrooms. Yes, we have challenges and there is room to grow in these competencies. However, we are committed to examining our practice on a regular basis to learn from our mistakes and make improvements in our instructional practices.

Our third goal has focused on growing empowering learning opportunities for students and staff. To meet the expectations of our second goal it is critical to build agency in our students and staff in owning their learning and instructional practice. Guided by the leadership of our new Superintendent, Kirk Downing, we are crafting a strategic plan that will provide a five-year road map for growing empowered learners. Survey data from high school students shows us that our students self-identify as needing stronger skills in grit and self-determination. The strategic plan we are crafting will outline the specific steps we can take to grow independent learners who have agile minds that can adapt to changing times and circumstances.

Our final goal has been to develop aligned curriculum and instructional practices for literacy across content areas. To reach that end we determined that we need to invest in a K-9 assessment platform for reading (and math) that serves as the backbone of a comprehensive assessment strategy that informs teachers on the standards and content that need emphasis in the classroom. This year we conducted a pilot implementation in Kindergarten through eighth grade at our schools in Lancaster to prepare for full implementation in 2022-2023. From our assessments, we will know the standards in our curriculum documents that need emphasis across all subjects. This goal will continue to be emphasized in our strategic planning as we aim to accelerate the learning for students who may be lagging behind as a result of remote and hybrid learning.

As a learning organization, the Nashoba Regional School District is committed to continual improvement for the betterment of our students, employees and community. We are blessed to have students who are committed to learning and to fostering positive relationships with others. We have a talented group of educators who are dedicated to the health and well-being of their students. We also have a community that is vested in the home-school relationship and are actively involved in our journey to always be better. These assets are what make our Nashoba school community so special.

The Center School

The Center School is proud of the continued and important role that we have in the foundational work in the education experience of Stow students. As the 2020-2021 school year ended, we reflected on an experience that pushed our thinking and innovation as we met learning needs in educational models that were brand new to all of us. As the next year began, we welcomed all of our students back to the school building in person as one school in one building again.



Our return to full in-person learning also meant that we examined student learning through our assessment tools and worked to use our intervention resources to support students. We welcomed the opening of another district program as a classroom that serves students with identified language-based learning disabilities. The successful opening of this room served as another opportunity for our school community to demonstrate collaboration amongst professionals.

We recognized the importance of understanding the social-emotional needs of our students as equal to their education needs as they are tied together. Through our social-emotional learning professional development, we have examined how our students' current needs fit within a developmental lens on social-emotional skill-building.

Our facility and operations work continue to be key as we still operate under health protocols. We are thankful for the coordination of our district Facilities Department and in-building custodial staff to keep up with protocols and adjustments. The Stow PTO continues to partner with the Center School and there is excitement for bringing back school-wide events such as ACES, Field Day, and the Stow Picnic.



The Center School is very proud of the continued hard work and dedication of our staff who have been flexible in their work while being steadfast in their care for our students. We are grateful to be an integral part of the Town of Stow and the wider Nashoba Community. We appreciate all of the support from the Town of Stow and our partnerships with Hale Middle School and Nashoba Regional High School as we prepare our students for their futures together.

Hale Middle School

Hale Middle School is home to just under 300 students and 50 staff members. Hale continues to be a top performing middle school in the Commonwealth. Hale is an excellent place for students to explore their interests, hone their academic skills, and prepare for high school. The students and staff at Hale are treated as equal members of a community. We are a community that praises and lauds the achievements of our students and staff. Our community believes that with hard work, support, and care for one another, our students will be successful in all endeavors.

The staff at Hale are highly qualified and dedicated to advancing the academic, social, and emotional skills of their students. More than 75% of all teaching staff at Hale hold higher degrees in their subject area. The HMS staff regularly take courses, attend seminars, and advance their understanding of both their subject area and child development. Our budget reflects this mindset. Our professional development budget lines are robust and are fully utilized each school year. We believe that our students' growth and development is predicated upon our own continued adult education.

The students at Hale are invested in their schooling and are well-rounded individuals who participate in sports, academic competitions, performing arts, and a variety of after school activities. Hale is a place where students are both supported and challenged. Hale is a school that cultivates high achievement. Students consistently outperform their peers on standardized tests,

the sports field, at adjudicated band and choral performances, in math competitions, robotics competitions and geography bees. It was exciting to welcome back our sports programs this year after a prolonged cancellation due to COVID-19. Our teams are back to competing and beating our opponents.

Our programs at HMS continue to grow and evolve in order to best meet the needs of our students. This includes new after school programs, new course offerings, expanded special education services, access to new technology and advanced educational resources, and continual professional development for the HMS staff. In order to meet the ever-changing needs of our students, our staff is constantly evaluating and adjusting their practice. As such, our budget and the allocation of funds required similar adjustments. This year's budget is reflective of these adjustments.

The Stow community has been incredibly supportive of Hale Middle School and has partnered in our accomplishments. Our facility is excellently maintained and consistently used for community events. The Stow PTO has been instrumental in supporting field trips, guest speakers, specialized programs, and volunteering for events. We are fortunate at HMS to have such involved parents and guardians who see the value of education and support it with their finances. Whatever the need may be, the families in Stow have proven to be a motivated and supportive group.

Our 2023 budget, while fiscally conservative, affords Hale the opportunity to continue to advance as a top tier middle school in the Commonwealth. The adoption of new programs and curriculum in each grade has significantly improved our students' ability to enhance their 21st century skills. These skills will prepare them for the challenges that they will face in high school, college, and their careers. These initiatives, when combined with motivated students and highly successful teachers, will continue to project Hale on a trajectory of success.

Nashoba Regional High School

Nashoba Regional High School made the transition to in-person learning during the spring of 2021. On March 1st students were given the choice to remain remote or attend in person with a hybrid schedule. There were two cohorts, cohort A and cohort B, each attending live in-person classes two days per week, remote classes two days per week and asynchronous work on Wednesdays. Cohort R was for those students who remained fully remote. Our teachers became quite adept and skilled at utilizing a variety of technology platforms to teach in this hybrid model. On April 26th NRHS returned to full in person, 5-days-a-week learning. Approximately 85% of students made the full return to in-person learning while 15% remained full remote. On June 12th NRHS held our graduation ceremony for the class of 2021, which included 235 graduating seniors, on the turf field. Finishing up the school year in person boosted morale for students and teachers as school life and activities resumed. Interim principal Steven Cullinane retired at the end of the school year and new NRHS Principal Dr. Kathleen Boynton began on July 1st.

During the first few weeks of July, portions of the high school were utilized for the filming of the Showtime series Dexter, which premiered in November. The secretarial and administrative teams worked in the portable classrooms during this time. In August, we brought in many upper-class students to be Student Ambassadors and we held a very successful and well-attended in-

person Freshmen Orientation. This fall, NRHS continued with full in-person learning and a full resumption of clubs and activities meeting in person following COVID safety protocols. The energy in the building was very positive. NRHS students were featured on Channel 5 news for their moving 9/11 Memorial Service Project. We held the Senior Sunrise Breakfast on a beautiful crisp autumn morning in the fall.

Our student council (STUCO) organized spirit days, hosted a fun homecoming dance in the courtyard this fall and we had a very successful pep rally out on the stadium in November. In September the entire Sophomore class participated in Challenge Day, which is a team-building program designed to build positive relationships. Nashoba News and The Regional have created bi-weekly print and TV news broadcasts about all the good things happening at NRHS. Our various student clubs and organizations held very successful food and donation drives to support community members in need this past December. The library has been busy with activities and events, from hosting virtual author visits, a community puzzle table and therapy dog visit. Our DECA program was able to resume in-person competitions this fall with students participating in local and district competitions. Over 100 DECA members have qualified for states. In the arts, NRHS held a very well-attended coffee house and poetry slam. The music program had four fall concerts, the winter combined choral and band concert, and the concert for the Council on Aging. Twelve Nashoba students qualified for Districts and four students qualified for States. In Drama, Nashoba had a well-attended fall play with Arsenic and Old Lace. Our robotics team is back up and running and preparing for their first competition.

Athletics

We are now the Nashoba Wolves! The journey of changing our high school mascot included ups and downs, but we are officially the Wolves. Our current student-athletes and staff are working towards building a new culture and identity around the mascot. We may have a new mascot; however, our athletic success continues with over 250 student-athletes participating across fifty total teams, with seventy percent of student-athletes being named to the honor roll.

It has continued to be a challenge navigating athletics during the COVID-19 pandemic. During the winter 2021 season, our teams competed in shortened schedules in geographic pod play due to COVID. We competed in basketball, hockey, skiing, and swimming. Our football and volleyball teams competed during the Fall 2 season, which ran between February and April. Then the spring 2021 season began in April, and all of our teams competed in the Central Mass Athletic Directors Tournament, a pilot program. The winter, fall 2, and spring seasons looked different compared to previous years, but we were happy the student-athletes could compete. Things began to feel “normal” during the fall 2021 season as teams played full schedules with no modifications or restrictions. Many of our teams competed in the first MIAA Statewide Tournament, a new format for playoffs. To highlight a few teams, our cheerleading team won the Division 1 Central/West Championship for the first time in school history! Our volleyball team was ranked 16th in the state; girls soccer was ranked 18th, while the boys were ranked 19th and made the playoffs for the first time in eight years. Field Hockey had a fantastic season as they secured the fourth seed in Division 2 and ended up state finalists as they lost in overtime to Westwood.

CENTRAL OFFICE DEPARTMENT REPORTS

Teaching and Learning Department

The NRSD Teaching and Learning Department emphasized strategic curriculum work and professional development in mathematics focused on structuring curriculum and finding new resources to allow learning to come alive for all students. Teaching students to show their mathematical thinking through new and innovative teaching and learning strategies has been a focus this year. Teachers in social studies continue to work on embedding civic learning and experiences into the curriculum. Alignment to new social studies standards has allowed for piloting new project-based learning opportunities and experiences for all students and to promote civic engagement within their communities to foster student voice and choice in learning. In order to continue the process of transitioning to the updated Massachusetts History and Social Science frameworks, social studies teachers have met throughout the year to develop new curriculum units that integrate geography, the study of ancient civilizations, student-led inquiry, and research. Middle School teachers continued participation in professional development through state led workshops, *Primary Source* and content-based common planning time to continue this work.

In alignment with the District Improvement Plan, Nashoba educators continue to work toward integration of social-emotional skill development and academic learning. Our Virtual March full Professional Development day brought together in-district and outside presenters on topics related to social-emotional learning and social justice. Mark Brackett, author of *Permission to Feel*, gave a keynote address that emphasized the importance of supporting students and their emotional learning in order to find balance and a healthy perspective both in and out of the classroom. Feedback on the day was very positive overall.

Moving forward, the district will begin its focus on social justice and equity work combined with content-specific work aligned to new Massachusetts Standards and frameworks such as Civic Action plans in the social studies and hands-on experiential learning resources and opportunities in the sciences. The Teaching and Learning Department has also put a primary focus on new visioning for the high school building project. Working with stakeholders across the district, the team has worked on developing plans for the Nashoba Portrait Of A Graduate work that examines outcomes for a K-12 educational experience in the district as well as visioning for a potential new high school. The work remains exploratory, innovative and engaging as we continue to communicate and collaborate with multiple constituencies and stakeholders across our three communities.

Technology

In 2021, the district went through three learning models as COVID continued to evolve: full remote learning, hybrid learning and full in-person learning. To support these changing environments and ensure robust learning experiences, the NRSD Technology Department implemented many changes in the technology infrastructure and established new operational processes. The Technology Department also helped deploy a remote learning office in the town of Stow to meet our safety requirements.

As in the previous year, helping teachers to complement traditional resources and teaching methods with modern technology remains a key priority for the Technology Department. We continue to provide training to educators on how to use technology tools and software solutions to monitor and facilitate student learning, both in schools and at home.

Another focus for the department is to ensure that every student has access to the appropriate technologies based on educational needs. The Chromebook is the primary learning tool for grade 6-12 students. With help from FCC's Emergency Connectivity Fund, we were able to deploy more Chromebooks to the elementary schools and achieve 1:1 assignment for grade 3-5 students. We also upgraded the bandwidth for internet connection both externally and internally to better support online learning activities.

Online safety continues to be a top priority - particularly as the pandemic shifted more activities online. We have set up multiple systems to safeguard internet access for both teachers and students. Our web security system provides both in-school and at-home web content filtering on all district-owned Chromebooks. It also detects cyber-bullying and self-harm behaviors within the Google Applications suite so that school administrators and parents can be notified promptly when concerns arise. We also deployed cell phones to key positions in all schools to improve communications with families in need.

As cybersecurity threats become more pervasive and severe each day, the Technology Department continues to educate teachers and staff on potential threats and compromises to make sure everyone stays vigilant.

For physical safety, we have added and upgraded security cameras on each of our campuses.

Health and Wellness

The district's Health and Wellness Department covers comprehensive services including first aid, emergency care, assessment, planning for the management of chronic conditions such as asthma, diabetes, or life-threatening allergies, and preventing and responding to communicable disease. Additionally, we provide guidance on medication and health care procedure oversight, ensure the completion of mandated health related screenings, health education and health counseling, and assure a safe and healthy school environment. Nashoba nurses offer **CPR and First Aid Training** for employees regularly. Nashoba's Health and Wellness team provides a full-time, certified registered nurse at each school building.

This year, all school nurses continued training and preparing for a health office response to a global pandemic. This included **COVID-19** testing in schools. Health Offices were equipped with BinaxNOW kits for symptomatic testing as well as the Test and Stay Program.

The Test and Stay Program allowed students who have had close contact with a person who tested positive for **COVID-19** while at school to stay in school if the student was not showing symptoms. Instead of needing to quarantine and miss school, these students took a daily rapid test while they remained in school as long as they were not symptomatic. Students participated in **Test and Stay** for at least five days after they may have been exposed.

Routine **Pooled Testing** was implemented during the 2020-2021 school year as a mitigation strategy which involves combining several individuals' test samples together into one "pool" and then testing the pooled sample for **COVID-19**. This approach increases the number of individuals that can be tested at one time and allows for regular testing in the school community for **COVID-19**.

In collaboration with the **Nashoba Associated Boards of Health**, three vaccine clinics were held at Nashoba Regional High School, including one influenza clinic and two COVID clinics. Health plans continue to be modified as new guidelines have been provided with guidance from **MA Department of Elementary and Secondary Education, Centers for Disease Control, Department Public Health** and our local Board of Health.

Extended Learning Program

Following over a year of closure, the Extended Learning Program (ELP) has again opened its doors to NRSD students! Much has changed over the course of that closure; however, the ELP's goal to create a safe space for students to explore their interests, meet new friends, and express themselves effectively has remained steadfast.



The Extended Learning Program's social nature, paired with staff members trained in *Social Emotional Learning*, offers a unique opportunity for students. As students navigate new social situations, staff members are there to guide them as they learn how to communicate productively and build relationships. This was crucial at the start of the school year, as the ELP welcomed a large volume of K-2 students, many of whom had never experienced an after-school program.



With an abundance of daily activities to choose from, including arts & crafts, sports, independent play, enrichment, and more, students have the opportunity to explore their interests while growing their social skills in a variety of settings, including small and large groups.

The ELP is proud to offer a variety of enrichment across its four sites. Students send and receive Pen Pal letters, participate in a variety of clubs, including: Dance, Blanket Making, Harry Potter, LEGO, Computer and more. They brave Spooky October Relay Races, build gingerbread houses, and can look forward to participating in their own "Mini Olympics."

As the ELP rounds the corner, to the last half of the year, it is excited to extend its enrichment offerings to include an even broader range of activities, both offered from in-house ELP staff, and outside vendors. Heading into March, families can keep an eye out for *Fun World Language Spanish Lessons*, virtual music lessons, our internally run animation program, *Flip Flops & Shorts*, as well as *Play-Well Lego*, an out-of-district STEM-based program.



The Extended Learning Program and staff will continue to create new opportunities for students to not only explore their interests and refine their communication and social skills, but also to build life-long friends along the way.

**Nashoba Regional High School
Class of 2021**

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 Brittney Elizabeth Yuen
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 Anna Elizabeth Zeh
 Emma Loretta Zinn
 Ç Certificate of Completion § NHS
 Senior Project
 ***Summa Cum Laude
 **Magna Cum Laude
 *Cum Laude

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Return to In-Person Learning

Minuteman Regional Vocational Technical School District provides high quality career and technical education (CTE) that is the choice of increasing numbers of students from our nine member towns. After a full school year of hybrid learning, Minuteman students returned to school in-person on August 28, 2021. All are grateful for the return to in-person instruction that is essential for CTE and the attainment of competencies and skills that support career entry and post-secondary success.

In-District Enrollment Continues to Increase

Minuteman began the 2021-22 year by welcoming 195 new ninth-grade students, its largest freshman class in more than 20 years. Ninety-six percent (or 188) of freshmen reside in one of Minuteman's nine member towns. Across grades 9-12, member enrollment is 82%; in 2017-18, member enrollment was 59%. There are 57 students from Stow attending Minuteman this school year compared with 40 in FY21, 36 in FY20, and 19 in FY19.

Presently, 655 students are enrolled at Minuteman, exceeding the 628-student design enrollment of the new school. The Minuteman School Committee is actively pursuing cost effective strategies to expand the enrollment capacity of the campus to 800 students. The goal is to accomplish this by the fall of 2023 with no additional borrowing.

As interest in high-quality, Chapter 74-approved career and technical education surges, the enrollment from Minuteman's nine member towns has continued to increase. In 2015, Minuteman had 336 member-town students compared to 538 in 2021 – a 60% increase. Applications from our member towns have increased each year for the past four years. At the time this report was filed, on February 8, 2022, Minuteman had received 292 member-town applications for approximately 175 freshman slots for FY23, representing an increase of more than 30% in member-town applications over four years. Stow applications are up again at this point in the process.

With the shift in enrollment to almost all member-town students, there is a parallel decrease in the non-member student tuition and capital fee revenue received. For the past 30 years, Minuteman has used this revenue to reduce member town assessments. With the current member town enrollment trend, Minuteman projects that non-member revenue will not exist by FY25. The FY23 budget reflects the first year of this three-year transition to member towns fully funding the operations and debt obligations of the district.

Capacity-building projects include the expansion of the Metal Fabrication/Welding lab on an existing foundation; and the renovation of the East Campus building to accommodate the Veterinary Assisting/Animal Science clinic and training area. As appropriate, our students in the trade areas are using these expansions as program projects.

Expanding Pathway Programming to Meet Student, Industry Needs

To meet rising student interest and occupational demand, Minuteman launched an Animal Science program in the fall of 2021. Open this year to ninth graders who will major in the program for four years once selected, Animal Science provides students with practical hands-on skills in veterinary clinics and hospitals. Students will receive industry-recognized credentials, which allow them to obtain entry-level jobs upon high school graduation or continue their education to pursue a technical or professional career.

Veterinary medicine is one of the fastest-growing industries in America. According to the U.S. Bureau of Labor Statistics, employment opportunities will grow 16% by 2029; compared with 4% across all industries. During the pandemic, 20% of all households acquired a new dog or cat, according to the ASPCA.

Minuteman continues to meet workforce development needs through its adult evening programming, offered through Minuteman Technical Institute (MTI). With support from the Commonwealth's Career Technical Initiative, MTI continues to provide programming in carpentry, CNC (computer numeric control) machine operation, and bio/medical laboratory technician training. In June 2021, MTI graduated a carpentry class of all women, which was held in collaboration with the North Atlantic States Regional Council of Carpenters (NASRCC) of Boston. Member town post-secondary students receive a reduced tuition.

Athletics, Facilities Usage Expanding

The first of three new synthetic turf athletic fields opened in October 2021 to host football games and other sports on the Minuteman campus. The fields are located at the site of the old school building, which was torn down following the opening of the new, state-of-the-art building in 2019. The first field that opened is a multi-sport synthetic turf field with an adjacent competitive running track. In April of 2022 the baseball/multipurpose and softball fields will be ready for play. All fields are lighted to expand utilization and enhance field rental revenues.

Minuteman had been without home fields for five years. Minuteman will no longer need to rent athletic spaces and will see reduced transportation costs. Minuteman recently hired a Facilities/Event Coordinator to focus on renting facilities and increasing revenue by hosting mission-compatible outside groups and organizations.

Accomplishments and Highlights

Minuteman High School alumni are well known for their college and career success after graduation – and the Class of 2021 was no exception. 98 % of the graduates are in college/university, employed, or serving in the military. Of that total, 67% were in a two- or four-year college/university, and 23% were employed in their trade of study.

There were four Stow graduates from the Class of 2021:

Julie A. Lavin, a Plumbing major. Lavin received the President's Award for Outstanding Academic Excellence and the Friends of Minuteman Award. Lavin is employed at a plumbing and heating company.

Angelina K. Amico, a Design and Visual Communications major. Amico, a member of the National Honor Society, received three scholarships from Minuteman. Amico will attend Southern New Hampshire University to study graphic design.

Gabriel L. Herbertz, a Robotics major. Herbertz received the President's Award for Outstanding Academic Excellence and will attend University of Massachusetts Lowell.

Galea X. Markis, an Engineering Technology major. Markis received four scholarships from Minuteman and will attend Lakehead University Thunder Bay.

Respectfully submitted,

Edward Bouquillon, Superintendent-
Director

PUBLIC SAFETY

POLICE DEPARTMENT

On January 27, 2021 when I was sworn in as Chief of Police my goal was to continue to work to create a more inclusive working environment. In 2020 I implemented policies related to transgender people, pregnant workers and pregnancy-related conditions, a stricter use of force policy, more discretion on responding to suspicious persons calls, and more protection for officers to stand up against other officers. Our department is committed to holding officers responsible for their actions. We were able to pass a policy in which officers are required to report abuse and excessive force or misconduct to their supervisors without fear of retaliation.

The mission of the Stow Police Department is to exist in partnership with the community and to enhance the lives of all the citizens of Stow. Our vision is to optimize the efficient use of police resources by maintaining a balance between responding quickly and professionally to all forms of crime and emergencies while also actively engaging the community we serve in setting priorities for the department and collaborating on problem solving and crime prevention efforts and approaches.

In 2021 the staff and I started out with the goal of having our department do better. Over the past year the Stow Police Department, with support from the Town Administrator and Select Board, has been able to update our policies and procedures to align with police reform. Our department is more transparent, placing these policies on-line for the public to view. This year our department has done a better job with gathering race information during vehicle stops, which are included in this report.

We recognize that the quality of life begins with the residents and the community. Our strong partnerships with our community stakeholders ensure that as a police department we provide all options of a justice system to everyone we encounter.

The department has improved how it responds to Suspicious Persons calls. Our policy allows officers to use their discretion and not react solely based on appearance. While most calls report behavior that may be indicative of criminal behavior about to occur, other calls occasionally report an individual or individuals as suspicious merely because they are unfamiliar to a particular area or neighborhood. The Stow Police Department must investigate suspicious behavior, and encourage people to report it; however, it must be careful not to contribute to the cumulative effect on communities who have repeated encounters with the police merely because of other people's unconscious or actual biases. Adding to this policy to help ensure that the public feels safe, and all rights are protected, we instituted that the department will police in a bias-free professional manner. To ensure that this policy is understood by all department members, Fair and Impartial Policing Training was attended by all employees.

Continuing to do better for our community, U and T Visa Certification Policy was passed to help those who are survivors of crime, not citizens, and who work with law enforcement have a path to permanent residence in the US.

Despite the ongoing COVID pandemic, the department has been able to engage and support our community through programs such as the Citizens Academy, participating in Stuff a Cruiser,

participating in the Water Carnival at Lake Boon, NASJA All My Relations Art Show, Light it up Blue, offering Breast Cancer Awareness Pink Patches, providing safety for numerous bicycle races, and other public education talks at many of Stow's residential communities.

This year we have seen our department grow in many ways. Due to retirements and movement of officers and dispatchers, Shawn Marques and Laurel Brazao were hired as dispatchers. Brandon Murphy was promoted from Dispatcher to Patrol Officer, Jacob Champoux and Troy Paradise were hired as Patrol Officers. Brendan Fitzpatrick and Christopher Kusz were promoted from Patrol Officer to Detective and Luke Dezago was promoted to Prosecutor. Casssandra Scott and David Goguen were both promoted from Patrol Officer to the rank of Sergeant and Darren Thraen was promoted to the rank of Lieutenant. Cassandra Scott is the first woman promoted to a command position with the Town of Stow Police Department. While our community grows, our police department has remained the same size it has been for over 20 years.

We continue to have strong relationships with our many partners that provide services to Stow. I am very thankful for Domestic Violence Services Network DVSN, Communities for Restorative Justice C4RJ, Central Middlesex Police Partnership CMPP, Police Assisted Addiction and Recovery Initiative PAARI, Central Mass Law Enforcement Council CEMLEC, the Middlesex District Attorney's Office, Nashoba Regional School District, and the Middlesex Sheriff's Department. These organizations have provided an immeasurable resource to so many families in Stow before and especially during COVID.

As I close my first year as Chief of Police, I would like to thank the members of the Police Department, Fire Department, Highway Department, Select Board, Fire Chief, Highway Superintendent and Town Administrator Denise Dembkoski, and all the Town Employees for their support.

I look to continue our community thinking in policing in Stow with more new policies coming forward, and maintaining law and order to ensure the safety of all members of the community in Stow.

Thank you,

Michael Sallese
Chief of Police

Stow Police Department

Call Reason Breakdown 2021 and 2020

<u>Call Reason</u>	<u>Total 2021</u>	<u>Total 2020</u>
911 ABANDONED/ERROR	819	509
AIRCRAFT	0	1
ABANDONED MV	5	3
ALARM, BURGLAR	133	132
ANIMAL	312	354
ANNOYING PHONE CALLS	2	6
AIRPORT SECURITY	232	274
ASSAULT	1	4
ASSIST CITIZEN	652	656
ASSIST OTHER AGENCY	211	211
AUTO THEFT	1	2
BOAT PATROL	28	54
BURGLARY (B & E) PAST	3	1
BOAT VIOLATION/STOP	2	8
BYLAW VIOLATION	7	10
BUILDING CHECK	4944	3673
COMPLAINT	184	146
COURT	185	195
CHILD SEAT INSTALL	2	4
DIRECTIONS	2	8
DISTURBANCE	49	49
DISABLED MV	66	69
DOMESTIC DISTURBANCE	15	26
ESCORT/TRANSPORT	16	15
FOLLOW-UP INVEST	245	233
FOUND/LOST PROPERTY	56	89
GENERAL INFO	23	26
HOUSE CHECK	10	98
JUVENILE OFFENSES	4	1
LARCENY /FORGERY/ FRAUD	71	230
LAKE BOON COMPLAINT	7	10
LOCKOUT	31	25
MISSING PERSON	8	6
MOTOR VEHICLE ACCIDENT	96	77
MOTOR VEHICLE STOP	887	584

MOTOR VEHICLE STOP RACE TOTALS

Race	Totals	Percent
Black	37	4.2%
Asian or Pacific Islander	35	3.9%
Hispanic	51	5.7%
American Indian or Alaskan	3	<1%
Middle Eastern (South Asia)	9	1.0%
White	752	84.8%
Total	887	100%

MOTOR VEHICLE STOP REASON TOTALS

Reason	Black	Asian	Hispanic	Ame. Ind.	Mid. East	White	Total	
Speed	11	14	15	3	0	275	318	35.9%
Equipment	1	1	2	0	1	30	35	3.9%
Other	3	2	1	0	2	51	59	6.7%
Reg/Insp	1	2	3	0	0	36	42	4.7%
By-Law	0	0	0	0	0	0	0	0
CMVE	14	10	25	0	5	265	319	36%
Call/dispatch	2	0	5	0	0	24	31	3.5%
Investigatory	0	0	0	0	0	3	3	<1%
Warrant	0	0	0	0	0	0	0	0
BOLO	0	0	0	0	0	0	0	0
Assist	0	0	0	0	0	0	0	0
Crash	5	6	0	0	1	68	80	9%
Total	37	35	51	3	9	752	887	100%

MOTOR VEHICLE STOP OUTCOME TOTALS

Outcome	Black	Asian	Hispanic	Ame. Ind.	Mid. East	White	Total	
Civil/Money	1	2	2	0	0	23	29	3.3%
Criminal Ap	1	2	15	0	0	18	36	4.1%
Arrest	0	0	1	0	0	5	6	<1%
W. Warning	17	13	18	3	0	338	389	43.9%
Verbal Warn	12	12	14	0	7	288	333	37.5%
No Enforce	6	6	1	0	1	80	94	10.6%
Total	37	35	51	3	9	752	887	100%

NEXGEN 911 ISSUES	8	8
OPEN DOOR	2	11
POLE/TREE/WIRE DOWN	90	131
RADAR	782	316
RECOVERED STOLEN MV	0	1
REPORT WRITING	317	260
RD. SAFETY COMPLAINT	196	150
R.O.VIOLATION	2	9
2 nd DISSEMINATION	5	20
SERVE PUBLIC	1694	2269
SERVE R.O.	8	38
SERVE SUMMON/NOTICE	40	43
SERVE WARRANT	6	14
SEX OFFENSES	1	2
SHOPLIFTING	0	2
SOLICITING	2	8
SPECIAL ASSIGNMENT	539	297
STOW COMM PARK CHCK	298	355
SUDDEN DEATH	3	5
SUSPICIOUS ACTIVITY	163	161
THREATS	8	3
TOWN BEACH CHECK	214	260
TRAFFIC CONTROL	242	216
VANDALISM	21	50
WELL BEING CHECK	71	70

Police Officers- Full Time

Michael Sallese, Chief of Police
Darren Thraen, Lieutenant
Cassandra Scott, Sergeant
David Goguen, Sergeant
Robert Nelson, Patrol Officer
Christopher Kusz, Detective
Luke Dezago, Prosecutor
Brendan Fitzpatrick, Detective
Brandon Murphy, Patrol Officer
Jacob Champoux, Patrol Officer
Troy Paradise, Patrol Officer

Police Officers- Special Officers

John Fantasia
Jon Butler
Mark Trefry
William Bosworth
Gary Murphy
John Connors
Michael Smith
Richard Manley

Dispatchers

John Fantasia
Jon Butler
Gabriel Lopez
Shawn Marques
Laurel Brazao -part time

Administrative Assistant

Darlene Trefry

FIRE DEPARTMENT

Our Mission

It is the mission of the Stow Fire Department to provide the finest possible fire, rescue and emergency medical services to all those that reside in, work in, or visit the town of Stow.

In 2021 your Fire Department responded to 993 calls for service. With the exception of 2018 this is the highest number of incidents on record. This past year despite COVID there was an increase in a wide range of incidents. Medical Emergencies remain as a majority of the calls, totaling 607 this year with 59 of those calls being the result of a motor vehicle accident. There were a number of non-medical calls for service such as 19 fires, which includes structure fires, electrical fires, cooking fires and chimney fires. Other responses included 63 hazardous condition calls, 14 brush fires and 88 alarm activations.

The COVID pandemic has resulted in many changes in the Fire and EMS services. The Fire Department has been very fortunate that the precautions implemented have resulted in no internal cases of COVID. Residents will continue to see precautions as we move forward. The department continues to provide COVID testing for Town employees through our ALS provider.

The Fire Department has seen some staffing changes, with the Retirement of Chief Joseph Landry as well as Call Firefighters receiving Full-time positions on other departments. We have also seen others move on due to job changes. We continue to appoint new members to the department in our commitment to public safety

The current Full-Time and Call Fire/EMS staffing model utilized by the Stow Fire Department was developed in 1988 with the addition of Per-Diem night coverage added in 2000. This system has served the community well but is currently stretched to its limits. Over the last 30 plus years, the demand for service, and the town as a whole have expanded. Currently there are a number of housing developments in progress with others awaiting approval. The current conditions combined with the proposed changes in Stow's housing are having a direct impact on our Fire and EMS delivery services. Our current staffing model only guarantees two Firefighter/EMTs in the station at any time. These same two members are the EMTs that will transport patients to the hospital, rendering them out of service for other calls over extended periods of time. Although we still have a committed Call Firefighting force, the need to add members in the station to guarantee a rapid response is becoming more evident. Additional manpower will enhance safety for the citizens of Stow and allow the department to better achieve our mission.

Student Awareness Fire Education & Senior Program

Fire and Life Safety Education is a priority in Massachusetts as well as across the nation. For the past 26 years the Stow Fire Department has been receiving grants through the Department of Fire Services for conducting fire safety education through the Student Awareness Fire Education program (SAFE). The department's SAFE program targets pre-kindergarten through first grade

children of Stow. Through this grant the program teaches students to recognize the dangers of fire and the fire hazards of tobacco products through 23 key fire safety behaviors taught in developmentally appropriate ways. Fire and life safety are easy to combine with math, science, language arts and health or physical education lessons, making it easy to collaborate with schools. With the Pandemic the SAFE program is working on virtual presentations that can be used in the schools to continue our efforts to distribute this valuable information to the children of Stow.

The department has also developed a Senior SAFE program including forum presentations, home safety visits and a battery change program. We have been working with the Council on Aging for outreach with important information such as patient medical information cards, residential lock boxes, Life Alert devices and home safety check lists. We hope to expand on these programs as time moves on.

As the previous SAFE Coordinator, I would like to thank the Center and Hale School Staff, the Council on Aging, Stow Fire members and retired Chief Landry for their support of these life-saving programs. I would also like to thank Program Educator/FF/EMT Erick Benoit for coming forward to be the new program coordinator.

Training

The goal of the Stow Fire Department training program is to ensure our members have the knowledge and skills to perform their jobs in a safe and effective manner. Company officers are heavily involved in training their members to meet minimum standards set forth by the department. Ongoing training and evaluation by Company Officers are key factors to engaging our members and keeping knowledge and skills up to date.

Training is a constant task for the members of the department. Through the training officer there are daily and nightly training programs as well as the monthly department fire drill and EMS training. We are constantly reviewing operations of various responses to ensure the best service that the department can provide. These men and women do so with little to no compensation. Their commitment to the town and this department is a great example of citizens making a difference in the community.

Apparatus Maintenance

The Stow Fire Department apparatus is a critical component of our operation. These vehicles are not only used to transport our Firefighters and Emergency Medical Technicians to calls, they are an important tool utilized on all responses. With the absence of a municipal water supply, every piece of equipment that we own is critical in the movement of water when we fight fires. This year a number of changes were made to the maintenance of our fleet. Having a contract with a local vendor to conduct general service to the apparatus has proven to be beneficial to the department for repairs and service. This also offers a level of accountability to our system by utilizing a certified mechanic to conduct inspections of major safety components annually. The department has also changed the position from mechanic to Fleet Coordinator to be able to maintain scheduling service of the entire fleet as well as annual pump testing, ground ladder

testing, SCBA testing and state inspections. They will continue to repair items within this scope and maintain required records.

Emergency Medical Service

Once again, calls for medical service have risen in the town of Stow. We as a department recognize this increasing trend and train tirelessly to meet the needs of the public we serve. Our Firefighter/Emergency Medical Technicians work in conjunction with Pro-EMS, our paramedic service provider to offer the best possible pre-hospital care. We look forward to our future with Pro-EMS and the CMERA group.

The value of the town retaining two ambulances still proves to be invaluable. There have been multiple instances where Rescue 17 was committed to an incident when another call for service was received. In these situations, our committed Call Firefighter/EMTs staff the second Rescue and a prompt response has been initiated. The addition of a second Rescue has contributed to reducing overall response times as well as allowing Stow EMS to offer a greater personal experience to you the customer.

Thanks, from the Chief

I would like to thank the members of the Fire Department for their support and dedication to the service throughout the year. I would like to thank Retired Chief Joseph Landry for his years of service and dedication to the community and to the department. I would also like to thank all of the citizens of Stow, the business community, the Town Administrator, the Select Board, Building Department, Highway Department, IT Director, Board of Health, Planning Board, Council on Aging, Armature Radio Emergency Service (ARES), and all other Town departments for their support of the Fire Department. I would especially like to thank the Police Department and Public Safety Dispatchers for all your help and support during the year.

Respectfully submitted,

Fire Chief John P. Benoit



2021 Permits Issued

Blasting	1
Fire Alarm Permits	28
Fire Suppression	2
Oil Burner Permits	31
Hot Works	3
Propane	32
Sprinkler	2
Tank Removal	5
Flammable Storage	2
Open Burning	446
Fire Prevention/ Inspections	329

2021 Incident Responses 993

Animal rescue	2	Gasoline or other flammable liquid spill	3
Arcing, shorted electrical equipment	1	Good intent call, other	7
Authorized controlled burning	3	Hazardous condition, Other	2
Building fire	7	HazMat release investigation w/no HazMat	1
Carbon monoxide detector activation, no CO	11	Lightning strike (no fire)	1
Citizen complaint	5	Lock-in (if lock out , use 511)	1
Detector activation, no fire - unintentional	1	Lock-out	4
Electrical wiring/equipment problem, other	7	Mobile property (vehicle) fire, other	1
EMS call, excluding vehicle accident with injury	548	Motor vehicle accident with injuries	7
Overpressure rupture of steam pipe or pipeline	1	Motor vehicle accident with no injuries.	52
Severe weather or natural disaster, other	20	Outside equipment fire	1
Smoke or odor removal	3	Outside rubbish fire, other	1
Unauthorized burning	8	Passenger vehicle fire	3
Alarm system activation, no fire - unintentional	58	Power line down	16
Alarm system sounded due to malfunction	33	Public service	15
Animal problem	1	Public service assistance, other	16
Assist invalid	2	Search for lost person	5
Assist police or other governmental agency	25	Service Call, other	9
Brush or brush-and-grass mixture fire	2	Severe weather or natural disaster standby	1
Carbon monoxide incident	1	Smoke detector activation due to malfunction	8
Chimney or flue fire, confined to chimney or flue	1	Smoke detector activation, no fire - unintentional	7
CO detector activation due to malfunction	7	Smoke scare, odor of smoke	10
Combustible/flammable gas/liquid condition, other	1	Special type of incident, other	3
Cooking fire, confined to container	1	Sprinkler activation due to malfunction	8
Cover assignment, standby, moveup	9	Sprinkler activation, no fire - unintentional	8
Dispatched & canceled en route	20	Steam, vapor, fog or dust thought to be smoke	1
False alarm or false call, other	5	Unintentional transmission of alarm, other	4
Flood assessment	1	Water problem, other	6
Forest, woods or wildland fire	2	Wind storm, tornado/hurricane assessment	2

FULL TIME STAFF

Chief	Benoit, John P
Captain	
FF/EMT	Evers, Barry *
FF/EMT	Guerin, Mark *
FF/EMT	Swinimer, Judson *
FF/EMT	Benoit, Erick*



Per Diem /Call Firefighter/EMT's

Beharrell, Jonathan
Bower, Cameron
Camden Herlihy
Ellis, Kristina
Mangolds, Yuris
McNulty Matthew
Murphy, Michael
Olson, Matthew
Taylor, George
Vroegindewey, Rachel
Walsh, Steven

Emergency Medical Technician

Jiminez, Mariana
Say, Burak

Honorary Firefighters

Ed Warren
Steve Landry

Call Officers

Lieutenant	Benoit, Erick*
Lieutenant	Jonathan Gray*
Lieutenant	Guerin, Mark *
Lieutenant	Barry Evers*
Lieutenant	Swinimer, Judson*

Call Firefighter/EMT's

Armann, Paul
Benoit, Timothy
Dostie, Ron
Dzerkacz, Frank
Falcioni, Richard
Galofaro, Jason
Gray, Timothy
Jakubek, Todd
Siewierski, Sue
Stafford, Jack

Call Firefighters

Benoit, Kevin
Boyd, Ryan
Cabrera, Alejandro
Dwinells, Scott
Glover, Benjamin
Gray, Jon *
Hill, Jeffry
Kiley, Bryan
Landry, Timothy
Silverio, Gregg
Taylor, Abigail

* Denotes multiple positions within the organization

FOREST WARDEN

In 2021, the Fire Department responded to 14 various types of outdoor fires. We have seen over the years a decrease in large woodland- brush fires. We have also seen a decrease in unauthorized open burning calls. This will be the third year the department has been using the new online permitting system. This system has been invaluable in many ways from the ease of permitting to the tracking of open burns.

The open burning season was once again very busy for the Fire Department. The department issued 446 Open Burning permits and recorded 838 open burning authorizations from January 15 until April 30, 2021. We allow burning between 10:00 am and 4:00 pm with permission from the Fire Department, depending on staffing and weather conditions.

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

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

Respectfully submitted,

John P. Benoit
Forest Warden

EMERGENCY MANAGEMENT

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

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

The COVID-19 pandemic has challenged Stow's Emergency Management system. Dating back to late January, the Town has been able to secure funding through a Federal Disaster Declaration to support public safety. This funding opportunity has been extended into 2022 which will assist the Town fiscally as we strive to provide much needed service to the residents of Stow.

I would like to recognize the working partnership between the Medical Reserve Corp (MRC), the Armature Radio Emergency Service (ARES) and the Stow Board of Health. This cohesive working group has proven to be very successful over the years. In 2022 Stow Emergency Management will be reaching out to the public to expand our organization. Service to your fellow citizens can be very rewarding, please keep an eye out for opportunities to volunteer.

Respectfully submitted,

John P. Benoit
Emergency Management Director

SPECIAL COMMITTEES

STOW MUNICIPAL AFFORDABLE HOUSING TRUST

The year began with a full presentation by the potential developer of the housing, recreation, and open space development proposed at Stow Acres. The staff of the Planning and Conservation departments joined the developer to put the project in full context. The Trustees gave productive input on aspects of the proposal, but the feedback overall was that it has the potential to be an exemplary project that could fill multiple pressing municipal needs at completion, including providing Chapter 40A safe harbor status for Stow for multiple years.

The COVID-19 Emergency Rental Assistance Fund (CERAF) program was extended to the end of January 2021. The final payments to the landlord were approved in May 2021. Due to some excellent work by Town Administrator Denise Dembkoski, the cost of this program was covered by federal CARES act funding and allowed the CPA funds to be returned to the unreserved account.

The Habitat for Humanity of North Central Massachusetts began construction and dug a well for the project at Pine Point and Sudbury Roads, but progress has been delayed by a lawsuit filed by private individuals against the Town and HfHNCM. The status of that litigation remained unresolved as the year ended.

Progress continued with the development of the Trust's parcel on Red Acre Road, now named the Bird Meadow Lane project to honor Ms. Harriet Bird, who was an early advocate of affordable housing and created Red Acre Village in Stow in the 1940s. Our consultant completed a market study to provide insight into the type of units most needed in the region. In June, SMAHT hosted a public forum to solicit input from town residents on multiple aspects of the project, including options on how the units could be sited, architectural style of the buildings, and access to the parcel and connections to abutting conservation land. The recorded forum is available on the SMAHT page on the Town's website. The inputs from the report and the forum will be used in creating the Request for Proposal for a developer for the project.

Stow's Housing Production plan expired in October 2021. Due to multiple tasks in progress in the Planning Department and the lack of availability of consultants to assist SMAHT, the update process will continue into 2022. There is no immediate impact, but a completed, approved plan will be required to obtain safe harbor status in the future.

The Trust continues to assist in the monitoring of both affordable and middle-income units in town, particularly when units come under threat of foreclosure or other loss.

Respectfully submitted,

Cortni Frecha, Select Board
Michael Kopczynski, Chair
Quince Papanastassiou

Cynthia Perkins
Laura Spear, Vice Chair

OUR HERITAGE

ANCIENT DOCUMENTS COMMITTEE

In 2021, the committee did not meet due to the Covid-19 Pandemic. We hope to return to working on our projects in 2022 or when it is safe to do so. The committee's ongoing projects include inventorying the vault, sorting through materials that are donated and creating databases.

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

This work is truly a labor of love and it is done by dedicated volunteers Dot Spaulding, Bill Byron, Liz Moseley, Marilyn Zavorski, and Rosemary Bawn. Thank you to all of you for your dedication to the preservation of Stow's history.

Linda Hathaway, Town Clerk

HISTORICAL COMMISSION

The Stow Historical Commission works to preserve and protect the town's historically significant structures, sites, and artifacts, and to help develop public appreciation for our town's heritage.

In spring 2021, the commission began the work of placing the Town Hall and West School on the National Register of Historic Places. The application process is lengthy, and begins with an initial application to the Massachusetts Historical Commission for their determination of the historical significance of the buildings. In September, we were pleased to learn that MHC supports the applications, and we began collecting additional information on both buildings to supplement existing historical data. We also met with and reviewed proposals from three consultants to assist with the longer and more detailed federal application.

The commission has also supported the proposed restoration of the Town Hall. We have reviewed and approved aspects of the plans that impact the exterior and interior look of the building, including improvements to handicap accessibility at entrances, between floors, and on the main hall stage. Andy Crosby continues to represent the commission on the Town Hall Restoration Committee.

Commission Chair Dorothy Spaulding has continued to work with the Gleasondale Local Historic District Study Committee as they establish boundaries for a proposed historic district, research past and existing structures, and work on a bylaw. She also continues to work on mapping the town's cemeteries with the goal of making this information more easily accessible to residents, visitors, genealogists, and historians.

The commission has begun an evaluation of the Old West School to determine what work might need to be done to preserve the building. Barbara Clancy has been working with Structures North to get the school inspected.

Finally, the Commission is the contact for homeowners who request plaques identifying their homes as historically significant. If you are the owner of one of our town's historic properties, we encourage you to participate in this program.

Respectfully submitted,

Dorothy Spaulding, Chair
Barbara Clancy, Secretary
Andy Crosby, Treasurer
Stacen Goldman

TOWN CLERK

2021 was the second year of a world-wide pandemic caused by the highly contagious and deadly virus called Covid-19. The town's municipal buildings were closed to the public for a good portion of the year, but the offices were all staffed and conducting business.

The town clerk's office is an essential municipal office. 73 chapters and 451 statutes of the Massachusetts General Laws direct the town clerk's duties. The town clerk also follows the town's Bylaws and the Town Charter. In addition to elections, the town clerk's office licenses dogs, issues marriage licenses, birth and death certificates, administers the oath of office to all the appointed and elected officials, issues business certificates and completes the annual town census.

The annual town meeting and town election are normally the first Monday in May and the second Tuesday in May respectfully. In 2021, they were scheduled for consecutive Saturdays instead. At the annual town meeting, a large tent was set up on the ball field at Center School so voters could remain outside if they felt uncomfortable being inside the school. But for the October special town meeting, the Covid positivity rate was much lower and we returned to the Hale School auditorium. There was an outside seating option for the attendees who wished to remain outside.

Volunteers are an integral part of the town clerk's office in a non-pandemic year and it was more so this year. I am extremely grateful for the work all of the volunteers do! Please be sure to read the list of workers and be sure to thank them for helping out the next time you see them.

Finally, I want to thank assistant town clerk, Debbie Seith for her dedication to the job and for making my job easier. I could not ask for a more caring teammate!

2021 Vital Records	
BIRTHS	55
MARRIAGES	16
DEATHS	50

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

Town Clerk 2021 Financial Transactions	
FEES COLLECTED	
Vital record copies, bylaws, maps, etc.	\$4,707.25
Fines, bylaw violations, late fees	\$245.00
Business Certificate filings	\$600.00
Raffle permit	\$20.00
Dog Licenses	\$13,911.10
Kennel Licenses	\$415.00
TOTAL FEES COLLECTED	\$19,898.35

**ANNUAL TOWN ELECTION
SATURDAY, MAY 8, 2021**

Pursuant to the Selectmen's warrant of March 23, 2021, posted by the Town Clerk on April 21, 2021, the Annual Town Election was held in The Center School and was called to order at 10 a.m.

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

Due to the Covid-19 pandemic the State Legislature passed legislation in 2020 making all voters eligible to vote by mail for town elections and it was extended to cover this year's town election as well. 286 voters chose to vote by mail and their ballots were cast into the ballot boxes. 255 voters came to the polls and voted in person. Voting booths were set up six feet apart. Election workers sanitized the booths and marking pens after use. The vote by mail ballot processing took place on the stage. It involved opening all the ballot envelopes, smoothing the folds and inserting the ballots into the ballot boxes. Workers opening all the ballots adhered to the 6 ft. social distancing requirement while they worked. There were 6 spoiled ballots and no provisional ballots.

The polls were declared closed at 4 p.m.

Total Ballots Cast	Total In Person	Total Early Vote & Vote By Mail	Total Registered Voters	Turnout
541	255	286	5598	9.7%

OFFICE AND LENGTH OF TERM	CANDIDATES	Precinct 1	Precinct 2	Total Votes
SELECTMAN	Ellen Sturgis	192	258	450
(three year term - vote for two)	Zackory Burns	187	246	433
	Tom Ryan	5	8	13
	Scatterings	5	4	9
	Blank	83	94	177
ASSESSOR	CANDIDATES	Precinct 1	Precinct 2	Total Votes
(three year term - vote for one)	Saji Johnson	2	4	6
	Leonard Golder	0	2	2
	Tom Ryan	1	3	4
	Gary Yu	0	2	2
	David Walrath	0	2	2
	Cynthia Cummings	2	0	2
	Scatterings	7	7	14
	Blank	224	285	509

ASSESSOR	CANDIDATES	Precinct 1	Precinct 2	Total Votes
(Exp 2023 fill unexpired term)	Leonard Golder	155	204	359
	Saji Johnson	1	2	3
	Gary Yu	0	1	1
	Scatterings	4	2	6
	Blank	76	96	172
BOARD OF HEALTH	CANDIDATES	Precinct 1	Precinct 2	Total Votes
(three year term - vote for one)	Marcia Rising	211	257	468
	Scatterings	1	2	3
	Blank	24	46	70
NASHOBA REGIONAL	CANDIDATES	Precinct 1	Precinct 2	Total Votes
SCHOOL DISTRICT	Karen Devine	201	240	441
COMMITTEE	Scatterings	0	1	1
(three year term - vote for one)	Blank	35	64	99
TRUSTEES	CANDIDATES	Precinct 1	Precinct 2	Total Votes
RANDALL LIBRARY	Maureen Busch	201	246	447
(three year term - vote for two)	Maura Sieller	199	233	432
	Carol Stoltz	1	0	1
	Scatterings	0	2	2
	Blank	71	129	200
PLANNING BOARD	CANDIDATES	Precinct 1	Precinct 2	Total Votes
(five year term- vote for one)	Leonard Golder	49	53	102
	Nancy Arsenault	182	244	426
	Blank	5	8	13
STOW HOUSING AUTHORITY	CANDIDATES	Precinct 1	Precinct 2	Total Votes
(five year term - vote for one)	Robert Larkin	0	1	1
	Mike Kopczynski	0	1	1
Failure to elect.	Bruce Fletcher	1	1	2
Tie vote for 4 write-ins	Carissa Hollister	0	2	2
	Lee Coopridier	2	0	2
	Leonard Golder	0	2	2

	Scatterings	9	6	15
	Blank	224	292	516

Races with multiple candidates elected will have greater totals:
541 x 2 elected candidates = 1082 votes cast

ELECTION WORKERS			
Preparation, Checkers, Ballot Box, Greeters & Counters			
<u>Wardens</u>	Mary Brandt Kerr	Cassidy Heverling	Jude Porter
	James Cohen	Maureen Ladd	Ruby Ramsland
Claire Lavina	Jane Ann Chromka	Sonia Nicholson	Laura Reiner
Lisa Lavina	Ruth Delmonico	Susan Pauley	Marina Schiering
	Ann Deluty	Jack O'Keefe	Carol Stoltz
	Leslie Desimone	Joey O'Conner Katz	David Wells
	Lauren Donahue	Susan Pauley	Katherine West

ANNUAL TOWN MEETING SATURDAY, MAY 22, 2021

Pursuant to the Selectmen's warrant of April 27, 2021, posted by the Constable on May 13, 2021, the annual town meeting was called to order on Saturday, May 22, 2022, at 9:04 a.m., at Center School by Moderator Walrath. Due to the Covid-19 pandemic there was seating both inside the Center School in the gym/cafeteria and also outside under a large tent set up on the ball field.

Town officials were introduced: Board of Selectmen: Thomas E. Ryan, III, Chair, Megan E. Birch-McMichael, Cortni Frecha, James H. Salvie and Ellen S. Sturgis; Town Clerk Linda E. Hathaway; Assistant Town Clerk Debra M. Seith, Town Counsel Bill Hewig; Town Administrator Denise Dembkoski; Finance Committee: Erica Benedick, Chair, Peter McManus, Brian Patuto, Atli Thorarensen, Chris Buck, Zack Burns; Capital Planning Committee: Steve Jelinek, Chair, Dave Arsenault, Ed DeLuca, Peter McManus, Jim Salvie; and others.

Selectman Ryan recognized two long time Town of Stow employees who will retire this year and this is their last town meeting as town officials. "Craig Martin served as the town's Building Commissioner for the past 14 years and will retire in July. The second person retiring is Fire Chief Joseph Landry. He has served the town continuously for 36 years in a variety of roles and positions. He started his career as an on-call firefighter at the age of 16. He served as one of the first full-time firefighters and EMTs. He also worked in the Highway Department."

Moderator Walrath recognized Representative Kate Hogan. Representative Hogan presented "a Resolution from the House of Representatives congratulating Thomas E. Ryan, III recognizing this special resident on his retirement from the Board of Selectmen after 20 years of

service to the Town. Tom served on multiple committees including the Finance Committee and the Center School Task Force. His decades of dedicated service are an inspiration.”

Non-voters who may address town meeting were approved. At the request of Mr. Walrath, town meeting voted to approve Laura Spear as Deputy Moderator and Deb Woods and Alice Deluca as Temporary Moderators. Mr. Walrath recognized several persons who have served the Town in various capacities and are retiring or not seeking re-election.

Moderator Walrath explained that we were to use hand-held electronic tabulating devices (E-Clickers) to tally the votes. The clickers made it easier and quicker to tabulate the votes especially with the attendees spread out inside the gym/café and outside under the tent areas. There was concern about the heat and humidity and wanting to keep the meeting short.

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

ARTICLE 1. Reports of Selectmen and Other Officers and Committees

On motion of Selectman, Thomas E. Ryan, III, it was voted 125 in favor and 1 opposed to accept the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2020.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures. The Select Board recommends favorable action on this article.

ARTICLE 2. Reports of Special Committees

On motion of Selectman Birch-McMichael, it was voted 146 in favor and 2 opposed to accept the reports of special committees as written in the 2020 Annual Town Report.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2022

On motion of Selectman Frecha, it was voted 141 in favor and 16 opposed to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules, and inserting in place thereof the new Schedules as printed in the warrant.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures. The Select Board recommends favorable action on this article.

This Wage and Salary Schedule does NOT include the \$145,000 from the Education Incentive Program (EIP) - see Article #20.

These Schedules were put together by the consultant (Collins Center) hired in 2019 to review Town of Stow Employee Compensation. There is an article (see Article #50) for the cost of implementing this classification schedule. Additionally, after this year, the Education Incentive Program will be

eliminated and employees will be placed in the schedule, inclusive of the EIP and stipends, according to the third party review and recommendations.

SCHEDULE A

GRADE	TITLE	DEPARTMENT
Contract	Town Administrator	Administration
Contract	Police Chief	Police
Contract	Fire Chief	Fire
8	Assistant Town Administrator Building Commissioner Lieutenant Highway Superintendent	Administration Building / Facilities Police Highway
7	Principal Assessor Executive Director - COA Conservation Director Library Director Town Planner Recreation Director Town Accountant Town Clerk Treasurer -Collector	Assessing COA Conservation Library Planning Recreation Town Accountant Town Clerk Treasurer / Collector
6	Assistant Facilities Manager / Building Inspector Cemetery Supervisor Community Service Coordinator - COA Assistant Superintendent IT Director Stow TV Director	Building / Facilities Cemetery COA Highway IT Stow TV
5	Assistant Assessor Outreach Coordinator - COA Conservation Assistant Highway Crew Chief Highway Mechanic Librarian – Circulation and Tech Services Librarian - Youth Services Assistant Planner / GIS Administrator Executive Assistant Executive Assistant Assistant Town Clerk Assistant Treasurer Collector Payroll Coordinator	Assessing COA Conservation Highway Highway Library Library Planning TA / BOS Health Town Clerk Treasurer / Collector Treasurer / Collector
4	Administrative Assistant - Facilities Administrative Assistant - COA Outreach Worker	Building / Facilities COA COA

	Senior Van Driver - Coordinator Equipment Operator Administrative Assistant - Police Administrative Assistant - Highway Administrative Assistant - Recreation Administrative Assistant - ZBA	COA Highway Police Highway Recreation Zoning Board of Appeals
3	Department Assistant - Assessing Department Assistant - CPC Finance Committee Secretary Department Assistant - Library Department Assistant - Planning Department Assistant - TA/BOS	Assessing CPC Finance Committee Library Planning TA / BOS
2	Custodian Van Driver Tree/Grounds/Laborer Library Aide Stow TV Access Coordinator Stow TV Technical Assistant	Building / Facilities COA Highway Library Stow TV Stow TV
1	Library Page	Library

GRADE	1	2	3	4	5	6	7	8	GRADE
Step 1	\$15.38	\$17.68	\$21.22	\$24.40	\$28.06	\$30.87	\$35.50	\$44.38	Step 1
Step 2	\$15.76	\$18.12	\$21.75	\$25.01	\$28.76	\$31.64	\$36.39	\$45.49	Step 2
Step 3	\$16.15	\$18.57	\$22.29	\$25.64	\$29.48	\$32.43	\$37.30	\$46.63	Step 3
Step 4	\$16.55	\$19.03	\$22.85	\$26.28	\$30.22	\$33.24	\$38.23	\$47.80	Step 4
Step 5	\$16.96	\$19.51	\$23.42	\$26.94	\$30.98	\$34.07	\$39.19	\$49.00	Step 5
Step 6	\$17.38	\$20.00	\$24.01	\$27.61	\$31.75	\$34.92	\$40.17	\$50.23	Step 6
Step 7	\$17.81	\$20.50	\$24.61	\$28.30	\$32.54	\$35.79	\$41.17	\$51.49	Step 7
Step 8	\$18.26	\$21.01	\$25.23	\$29.01	\$33.35	\$36.68	\$42.20	\$52.78	Step 8
Step 9	\$18.72	\$21.54	\$25.86	\$29.74	\$34.18	\$37.60	\$43.26	\$54.10	Step 9
Step 10	\$19.19	\$22.08	\$26.51	\$30.48	\$35.03	\$38.54	\$44.34	\$55.45	Step 10
Step 11	\$19.67	\$22.63	\$27.17	\$31.24	\$35.91	\$39.50	\$45.45	\$56.84	Step 11

Step 12	\$20.16	\$23.20	\$27.85	\$32.02	\$36.81	\$40.49	\$46.59	\$58.26	Step 12
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SCHEDULE B
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,686
Assistant Registrar of Voters	333
Registrar of Voters	166
Tree Warden	6,865
Veterans' Service Officer	2,301

SCHEDULE C
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	17.06
Assistant Counselor	13.50
Assistant Swim Instructor	13.50
Auxiliary Police Officer	17.77
Beach Checker	13.50
Camp Stow Director	20.22
COA Substitute Van Driver	16.57
COA Substitute Van Driver CDL	19.04
Dispatcher, part-time	22.66
Election Clerical Assistance	13.50
Election Clerk	16.52
Election Teller	13.84
Election Warden	16.52
Emergency Medical Technician (call)	19.50
EMT - w/Defib & Epi Pen (call)	21.29
Firefighter (call)	19.50
Firefighter/EMT - w/Defib & Epi Pen (call)	22.16
Firefighter/EMT (call)	20.39
Head Beach Checker	15.95
Head Counselor	13.97
Head Lifeguard	16.86
Junior Lifeguard	13.50
Junior Maintenance Person	13.97
Senior Lifeguard	13.97
Officers - Fire or Medical (call)	23.97

Per Diem Firefighter (call)	17.61
Police Matron	24.05
Police Officer, part-time	25.00
Recreation Maintenance Person	16.86
Street Lister	13.50
Street Listing Clerk	13.50
Street Numberer	13.50
Town Engineer	37.69
Waterfront Director	18.91
WSI Swim Instructor/Lifeguard	15.95

SCHEDULE D

FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,202
EMS Assistant Coordinator	402
EMS Quartermaster	323
EMS Records Coordinator	480
EMS Schedule Coordinator	241
Fire Captain (call)	801
Fire Engineer	1,042
Fire Lieutenant (call)	642
Fire Medical Officer	480

ARTICLE 4. General Budget for Fiscal Year 2022

On motion of Selectman Salvie, it was voted 172 in favor and 10 opposed to raise and appropriate, the sum of \$29,516,015, as recommended by the Town Administrator and Selectmen for Items 1-79 inclusive, as printed in the warrant under the column entitled "FY 2022 Budget Town Admin Recommend," each item to be considered a separated appropriation for the purposes designated and the same to be expended only or such purposes.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures. The Select Board recommends favorable action on this article, in particular the addition of the Assistant Town Administrator position.

This General Budget amount includes the FY22 General Municipal Budget recommended to be funded at \$7,785,191, representing an approximate 5% INCREASE above the current fiscal year 2021 ending June 30, 2021. However, the overall FY22 increase of all budgets and articles is only up 2.46% from the prior fiscal year.

In large part, the General Municipal budget line item is the sum of the wage and salaries detailed in Article #3 plus expenses of all Town departments. It also contains Town-wide expenses such as property and casualty, and employee health insurance.

Departmental Salaries comprise 50% of the Municipal Budget and 11% of the General Budget.

Departmental Expenses comprise 31% of the Municipal Budget and 7% of the General Budget.

It is important to recognize that the Town Administrator exercises NO direct budget over several budget items including employee pensions, school assessments, the annual debt payment, and state/county charges which are significant budget drivers of the General Budget. Passage of this article increases expenditures.

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 74			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 34			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	45.00	45.00	45.00	45.00
2	MODERATOR EXPENSES	46.00	46.00	46.00	46.00
	TOTAL MODERATOR	91.00	91.00	91.00	91.00
	TOWN ADMINISTRATION				
3	SELECTMEN'S OFFICE WAGES	91,338.00	81,454.00	81,454.00	81,454.00
4	SELECTMEN'S OFFICE EXPENSES	12,100.00	11,980.00	11,980.00	11,980.00
5	TOWN ADMINISTRATOR SALARY	147,411.00	145,950.00	145,950.00	145,950.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND

6	ASSISTANT TOWN ADMINISTRATOR WAGES	9,333.00	85,000.00	85,000.00	85,000.00
7	TOWN ADMINISTRATOR EXPENSES	5,500.00	11,250.00	11,250.00	11,250.00
	TOTAL SELECTMEN	265,682.00	335,634.00	335,634.00	335,634.00
	FINANCE COMMITTEE				
8	FINANCE COMMITTEE WAGES	4,544.00	4,657.00	4,657.00	4,657.00
9	RESERVE FUND	80,000.00	80,000.00	80,000.00	80,000.00
10	FINANCE COMMITTEE EXPENSES	1,600.00	1,600.00	1,600.00	1,600.00
	TOTAL FINANCE COMMITTEE	86,144.00	86,257.00	86,257.00	86,257.00
	TOWN ACCOUNTANT				
11	ACCOUNTANT SALARY	66,000.00	67,650.00	67,650.00	67,650.00
12	ACCOUNTANT CLERK SALARY	400.00	450.00	450.00	450.00
13	ACCOUNTANT EXPENSES	2,125.00	2,125.00	2,125.00	2,125.00
	TOTAL TOWN ACCOUNTANT	68,525.00	70,225.00	70,225.00	70,225.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND

	ASSESSORS				
14	PRINCIPAL ASSESSOR'S WAGES	76,652.00	80,779.00	80,779.00	80,779.00
15	ASSESSORS CLERICAL WAGES	75,781.00	80,091.00	80,091.00	80,091.00
16	ASSESSORS EXPENSES	10,700.00	8,200.00	8,200.00	8,200.00
	TOTAL ASSESSORS	163,133.00	169,070.00	169,070.00	169,070.00
	TREASURER-COLLECTOR				
17	TREASURER-COLLECTOR SALARY	76,794.00	78,714.00	78,714.00	78,714.00
18	TREASURER-COLLECTOR CLERICAL WAGES	89,000.00	88,501.00	88,501.00	88,501.00
19	TREASURER-COLLECTOR EXPENSES	45,054.00	49,174.00	49,174.00	49,174.00
	TOTAL TREASURER-COLLECTOR	210,848.00	216,389.00	216,389.00	216,389.00
	INFO TECH				
20	IT CLERICAL WAGES	41,539.00	42,419.00	42,578.00	42,578.00
21	IT EXPENSES	171,000.00	177,540.00	172,540.00	172,540.00
	TOTAL INFO TECH	212,539.00	219,959.00	215,118.00	215,118.00
	TOWN CLERK				
22	TOWN CLERK SALARY	79,822.00	81,818.00	81,818.00	81,818.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND

23	TOWN CLERK OTHER WAGES	69,384.00	81,345.00	66,566.00	66,566.00
24	TOWN CLERK EXPENSES	19,755.00	18,615.00	18,615.00	18,615.00
	TOTAL TOWN CLERK	168,961.00	181,778.00	166,999.00	166,999.00
	CONSERVATION COMMISSION				
25	CONSERVATION DIRECTOR	74,270.00	76,127.00	76,127.00	76,127.00
26	CONSERVATION COMMISSION CLERICAL WAGES	34,050.00	36,855.00	36,855.00	36,855.00
27	CONSERVATION COMMISSION EXPENSES	5,050.00	4,900.00	4,900.00	4,900.00
	TOTAL CONSERVATION COMMISSION	113,370.00	117,882.00	117,882.00	117,882.00
	PLANNING BOARD				
28	TOWN PLANNER	84,303.00	86,411.00	86,411.00	86,411.00
29	PLANNING BOARD CLERICAL WAGES	79,072.00	82,118.00	82,118.00	82,118.00
30	PLANNING BOARD EXPENSES	5,750.00	5,850.00	5,850.00	5,850.00
	TOTAL PLANNING BOARD	169,125.00	174,379.00	174,379.00	174,379.00
	BOARD OF APPEALS				
31	BOARD OF APPEALS CLERICAL WAGES	15,560.00	28,887.00	21,610.00	21,610.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
32	BOARD OF APPEALS EXPENSES	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL BOARD OF APPEALS	17,760.00	31,087.00	23,810.00	23,810.00
	MUNICIPAL BUILDING				
33	MUNI BUILDING & PROPERTY WAGES	143,073.00	139,719.00	139,719.00	139,719.00
34	MUNI BUILDING & PROPERTY EXPENSES	150,700.00	162,700.00	162,700.00	162,700.00
	TOTAL MUNICIPAL BUILDING	293,773.00	302,419.00	302,419.00	302,419.00
	OTHER GENERAL GOVERNMENT				
35	TOWN REPORTS EXPENSES	7,850.00	7,500.00	7,500.00	7,500.00
	TOTAL OTHER GENERAL GOVERNMENT	7,850.00	7,500.00	7,500.00	7,500.00
	TOTAL GENERAL GOVERNMENT	1,777,801.00	1,912,670.00	1,885,773.00	1,885,773.00
-	<u>PUBLIC SAFETY</u>	LINES 36 - 43			
	POLICE DEPT				
36	POLICE CHIEF SALARY	129,867.00	131,514.00	131,514.00	131,514.00

37	POLICE & DISPATCH WAGES	1,389,085.00	1,439,556.00	1,447,955.00	1,447,955.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
38	POLICE & DISPATCH EXPENSES	93,500.00	98,850.00	116,850.00	116,850.00
	TOTAL POLICE DEPT	1,612,452.00	1,669,920.00	1,696,319.00	1,696,319.00
	FIRE AND EMS				
39	FIRE CHIEF SALARY	110,871.00	113,643.00	113,643.00	113,643.00
40	FIRE AND EMS WAGES	620,192.00	646,726.00	646,726.00	646,726.00
41	FIRE AND EMS EXPENSES	79,500.00	79,500.00	79,500.00	79,500.00
	TOTAL FIRE AND EMS	810,563.00	839,869.00	839,869.00	839,869.00
	BUILDING INSPECTOR				
42	BUILDING INSPECTOR WAGES	79,133.00	81,111.00	81,111.00	81,111.00
43	BUILDING DEPT CLERICAL WAGES	53,840.00	57,567.00	57,567.00	57,567.00
43	BUILDING DEPT EXPENSES	6,995.00	6,695.00	6,695.00	6,695.00
	TOTAL BUILDING INSPECTOR	139,968.00	145,373.00	145,373.00	145,373.00
	TOTAL PUBLIC SAFETY	2,562,983.00	2,655,162.00	2,681,561.00	2,681,561.00
	<u>PUBLIC WORKS AND FACILITIES</u>	LINES 44 - 52			

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	HIGHWAY AND GROUNDS				
44	SUPT OF STREETS SALARY	107,559.00	110,249.00	110,249.00	110,249.00
45	HIGHWAY & GROUNDS WAGES	562,901.00	621,189.00	621,189.00	621,189.00
46	HIGHWAY & GROUNDS EXPENSES	143,050.00	154,775.00	154,775.00	154,775.00
47	SNOW AND ICE REMOVAL EXPENSE	165,000.00	165,000.00	200,000.00	200,000.00
	TOTAL HIGHWAY & GROUNDS	978,510.00	1,051,213.00	1,086,213.00	1,086,213.00
	OTHER PUBLIC WORKS				
48	MUNICIPAL LIGHTING	7,500.00	7,000.00	7,000.00	7,000.00
49	GASOLINE & DIESEL FUEL EXPENSE	80,000.00	80,000.00	76,000.00	76,000.00
	TOTAL OTHER PUBLIC WORKS	87,500.00	87,000.00	83,000.00	83,000.00
	CEMETERY DEPT				
50	CEMETERY SUPERINTENDENT	70,180.00	71,935.00	71,935.00	71,935.00
51	CEMETERY SALARY AND WAGES	500.00	19,384.00	9,450.00	9,450.00
52	CEMETERY EXPENSES	6,000.00	6,450.00	6,450.00	6,450.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL CEMETERY DEPT	76,680.00	97,769.00	87,835.00	87,835.00
	TOTAL PUBLIC WORK & FACILITIES	1,142,690.00	1,235,982.00	1,257,048.00	1,257,048.00
	<u>HUMAN SERVICES</u>	LINES 53 - 60			
	HEALTH DEPT				
53	HEALTH ADMINISTRATIVE ASSISTANT	59,277.00	60,759.00	60,759.00	60,759.00
54	HEALTH DEPARTMENT WAGES	67,552.00	80,040.00	17,901.00	17,901.00
55	HEALTH DEPARTMENT EXPENSES	6,600.00	6,150.00	65,876.00	65,876.00
	TOTAL HEALTH DEPT	133,429.00	146,949.00	144,536.00	144,536.00
	COUNCIL ON AGING				
56	EXECUTIVE DIRECTOR SALARY	75,141.00	77,020.00	77,020.00	77,020.00
57	COUNCIL ON AGING WAGES	162,786.00	165,115.00	165,115.00	165,115.00
58	COUNCIL ON AGING EXPENSES	12,948.00	12,358.00	12,358.00	12,358.00
	TOTAL COUNCIL ON AGING	250,875.00	254,493.00	254,493.00	254,493.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN	FY 2022 BUDGET FINANCE

				ADMIN RECOMMEND	COMMITTEE RECOMMEND
	VETERANS' DEPT				
59	VETERANS' SERVICE OFFICER SALARY	2,245.00	2,301.00	2,301.00	2,301.00
60	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	300.00
	TOTAL VETERANS' DEPT	2,545.00	2,601.00	2,601.00	2,601.00
	TOTAL HUMAN SERVICES	386,849.00	404,043.00	401,630.00	401,630.00
	<u>CULTURE AND RECREATION</u>	LINES 61 -71			
	LIBRARY DEPT				
61	LIBRARY DIRECTOR SALARY	71,542.00	73,331.00	73,331.00	73,331.00
62	LIBRARY WAGES	125,084.00	135,964.00	136,364.00	136,364.00
63	LIBRARY EXPENSES	80,964.00	76,851.00	76,851.00	76,851.00
	TOTAL LIBRARY DEPT	277,590.00	286,146.00	286,546.00	286,546.00
	RECREATION COMMISSION				
64	RECREATION DIRECTOR	66,673.00	71,935.00	71,935.00	71,935.00
65	RECREATION WAGES	600.00	22,731.00	11,665.00	11,665.00
66	RECREATION EXPENSES	24,500.00	24,500.00	24,500.00	24,500.00
LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN	FY 2022 BUDGET FINANCE

				ADMIN RECOMMEND	COMMITTEE RECOMMEND
	TOTAL RECREATION COMMISSION	91,773.00	119,166.00	108,100.00	108,100.00
	LAKE BOON COMMISSION				
67	LAKE BOON COMMISSION WAGES	0.00	0.00	0.00	0.00
68	LAKE BOON COMMISSION EXPENSES	3,000.00	2,333.00	2,333.00	2,333.00
	TOTAL LAKE BOON COMMISSION	3,000.00	2,333.00	2,333.00	2,333.00
	OTHER CULTURE & RECREATION				
69	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00
70	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	900.00
71	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL CULTURE & RECREATION EXPENSES	374,563.00	409,845.00	399,179.00	399,179.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>TOWN WIDE EXPENSES</u>	LINES 72 -74			
72	GROUP INSURANCE	955,518.00	968,440.00	960,000.00	960,000.00
73	INSURANCE AND BONDS	165,636.00	175,000.00	180,000.00	180,000.00
74	TELEPHONE	20,000.00	20,000.00	20,000.00	20,000.00
	TOTAL TOWN WIDE EXPENSES	1,141,154.00	1,163,440.00	1,160,000.00	1,160,000.00
	MUNICIPAL BUDGET TOTAL	7,386,040.00	7,781,142.00	7,785,191.00	7,785,191.00
	<u>EDUCATION</u>	LINES 75 - 76			
	SCHOOL DISTRICTS				
75	NASHOBA REG SCHOOL DIST ASSESSMENT	18,135,162.00	18,059,890.00	18,059,890.00	18,059,890.00
76	MINUTEMAN VOC TECH ASSESSMENT	1,286,083.00	1,580,804.00	1,580,804.00	1,580,804.00
	TOTAL DISTRICT ASSESSMENTS	19,421,245.00	19,640,694.00	19,640,694.00	19,640,694.00
	<u>DEBT SERVICE</u>	LINES 77 -79			
	PRINCIPAL				
77	MATURING PRIN LONG-TERM DEBT	1,232,000.00	1,322,000.00	1,322,000.00	1,322,000.00
	TOTAL MATURING PRINCIPAL	1,232,000.00	1,322,000.00	1,322,000.00	1,322,000.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	INTEREST				
78	INT ON LONG-TERM DEBT - BONDS	857,560.00	767,130.00	767,130.00	767,130.00
79	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	1,000.00
	TOTAL INTEREST ON MATURING DEBT	858,560.00	768,130.00	768,130.00	768,130.00
	TOTAL DEBT SERVICE	2,090,560.00	2,090,130.00	2,090,130.00	2,090,130.00
	TOTAL	28,897,845.00	29,511,966.00	29,516,015.00	29,516,015.00

BEGINNING OF CONSENT CALENDAR

On motion of Selectman Sturgis, it was voted 197 in favor and 8 opposed that the Annual Town Meeting approve Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 31, 32, 33, and 34 as printed in the warrant, 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.

The Finance Committee recommended approval of all the articles on the Consent Calendar. Capital Planning Committee recommends in favor.

Articles 15 and 17 were held and acted upon individually.

ARTICLE 5. Revolving Fund for Inspection Fees

Voted to reauthorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2022, 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 Fifty Thousand Dollars (\$50,000) for FY 2022, 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.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures although a 10% fee retained by the Town may increase revenue and reduce expenditures.

ARTICLE 6. Revolving Fund for Advanced Life Support Services

Voted to reauthorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2022 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2022, 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

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures although fees retained by the Town may increase revenue and reduce expenditures.

ARTICLE 7. Smart911/RAVE Notification System

Voted to raise and appropriate the sum of Five Thousand Six Hundred Dollars (\$5,600) to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as Smart911/RAVE, including all costs incidental and related thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 8. Weights and Measures Testing

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing, including all costs incidental and related thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 9. Transfer to Conservation Fund

Voted to transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Three Thousand Six Hundred Fifteen Dollars (\$3,615).

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 10. Transfer from Wetlands Protection Fund

Voted to transfer from the Wetlands Protection Fund the sum of Three Thousand Six Hundred Twenty-Seven Dollars and Fifty Cents (\$3,627.50) as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 11. Addition to Conservation Fund

Voted to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 12. Assabet River Water Chestnut Control

Voted to raise and appropriate the sum of Two Thousand Three Hundred Dollars (\$2,300) to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 13. Update of Property Valuations

Voted to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) 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.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 14. Town Records Binding and Repair

Voted 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 General Laws Chapter 66, Section 9, to be expended by the Town Clerk.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 15. Highway Road Machinery, Private Ways, and Municipal Parking Lots

On motion of Selectman Sturgis, it was voted 195 in favor and 11 opposed to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below:

1. For the Road Machinery Account \$75,000
2. For Repairs on Private Ways \$15,000
3. For Repairs on Municipal Parking Lots \$10,000

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 16. Household Hazardous Waste Collection

Voted to raise and appropriate the sum of Six Thousand Dollars (\$6,000) 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 recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 17. Municipal Solid Waste Disposal

On motion of Selectman Sturgis it was voted 194 in favor and 9 opposed to raise and appropriate the sum of Five Hundred Dollars (\$500) 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.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 18. Stow TV Expenses

Voted to appropriate from the PEG Access and Cable Related Fund, the sum of One Hundred Eighty-Three Thousand Sixty-Three Dollars (\$183,063) to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 19. Holiday Decorations and Lighting Fund

Voted to raise and appropriate the sum of Six Thousand Five Hundred Dollars (\$6,500) to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties, including all costs incidental and related thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 20. Employee Educational Incentive Program

Voted to raise and appropriate the sum of One Hundred Forty-Five Thousand Dollars (\$145,000) to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program.

The Finance Committee recommends approval of this article. The Finance Committee is highly supportive that this is the last year of this program. Passage of this article increases expenditures.

ARTICLE 21. Audit of Financial Records

Voted to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) for a Town financial audit and other Treasurer/Collector-related services.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 22. Transfer to OPEB Trust Fund

Voted to transfer Two Hundred Thirty-Five Thousand Dollars (\$235,000) from Fiscal Year 2020 Town Free Cash to the OPEB (Other Post-Employment Benefits) Trust Fund;

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 23. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

Voted to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Ten Dollars (\$56,210) as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 24. Water System Expenses

Voted to raise and appropriate the sum of Thirty-Two Thousand Dollars (\$32,000) to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 25. Board of Selectmen's Small Purchases Fund

Voted to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen.

The Finance Committee recommends favorable action on this article. Passage of this article increases expenditures.

ARTICLE 26. Cemetery Sale of Lots Transfer

Voted to transfer the sum of Twenty-Five Thousand Dollars (\$25,000), from the Cemetery Sale of Lots Account to the Cemetery Capital Article #45 from the ATM 7/20, for the purposes of making improvements to the Cemetery, including all costs incidental and related thereto.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations

Voted to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, or any other sum, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations, including all costs incidental and related thereto.

The Finance Committee recommends favorable action on this article. Passage of this article increases expenditures.

ARTICLE 28. Lake Boon Water Quality Remediation

Voted to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be expended under the direction of the Lake Boon Commission, for the purpose of weed control, including all costs incidental and related thereto.

The Finance Committee recommends favorable action on this article. Passage of this article increases expenditures.

ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses

Voted to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) 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.

The Finance Committee recommends favorable action on this article. Passage of this article increases expenditures.

ARTICLE 30. Economic Development and Industrial Commission (EDIC)

Voted to raise and appropriate the sum of One Thousand Five Hundred Dollars (\$1,500) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Economic Development and Industrial Commission.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 31. Community Preservation Expenses

Voted to appropriate from FY 2022 Community Preservation Fund Annual Reserves the sum of Forty Thousand Dollars (\$40,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for FY 2022, in accordance with a budget prepared for the Town Administrator.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 32. Community Preservation Reserves

Voted to reserve the following sums for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from FY 2022 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

1. Preservation of Historic Resources	\$125,000
2. Preservation of Open Space	\$125,000
3. Affordable Housing	\$125,000

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 33. Veterans' Benefits

Voted to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 34. Tax Title Proceedings

Voted to raise and appropriate the sum of Two Thousand Dollars (\$2,000) to be added to any balance remaining and previously appropriated for Tax Title Proceedings for tax taking and land court foreclosure, including all costs and legal expenses incidental and related thereto, to be expended by the Treasurer-Collector.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

***The Community Preservation Report:** The Community Preservation Committee voted unanimously on March 22, 2021 to place on the warrant and endorse Article 31. Community Preservation expenses and Article 32. Community Preservation Reserves.*

The Community Preservation Committee voted unanimously on April 12, 2021 to place on the warrant and endorse Article 51. Hallock Point Chapter 61 Purchase; Article 52 Pickleball Court; Article 53. Kane Land Walking Path Design and Construction; Article 54. Stow Acres Conservation Restriction Purchase.

CONCLUSION OF CONSENT CALENDAR

ARTICLE 35. Capital Requests

On motion of Selectman Salvie, it was voted 161 in favor and 29 opposed to discuss the items of this article individually and vote upon each separately as to the amount to be appropriated for each item, as set forth in separate motions proposed.

The Finance Committee recommends approval of all of the Capital Request Articles. Passage of the articles increases expenditures. The Capital Planning Committee recommends approval of all the Capital Request Articles. The Select Board recommends approval of all of the Capital Request Articles.

Article 35-1. Town Building ADA Exterior Doors & Key System (Building Department)

On motion of Selectmen Salvie, it was voted 191 in favor and 18 opposed to transfer from Free Cash, the sum of \$47,000 for Article 35-1 Town Building ADA exterior doors and Key System.

Article 35-2. Police Station Interior Painting (Building Department)

On motion of Selectman Salvie, it was voted 162 in favor and 45 opposed to transfer from Free Cash, the sum of \$26,800 for Article 35-2, Police Station Interior Painting.

Article 35- 3. Town Building Water System Study (Building Department)

On motion of Selectman Salvie, it was voted 180 in favor and 36 opposed to transfer from Free Cash, the sum of \$30,000 for Article 35-3, Town Building Water System Study.

Article 35-4. Firefighter Turnout Gear (Fire Department)

On motion of Selectman Salvie, it was voted 186 in favor and 16 opposed to transfer from Free Cash, the sum of \$71,000 for Article 35-4, Fire Fighter Turnout Gear.

Article 35-5. Bucket Truck – S12 (Highway Department)

On motion of Selectman Salvie, it was voted 186 in favor and 26 opposed to transfer from Free Cash, the sum of \$185,000 to purchase and equip a bucket truck for the Highway Department.

Article 35-6. Small 6-Wheel Dump Truck – S8 (Highway Department)

On motion of Selectman Salvie, it was voted 175 in favor and 20 opposed to transfer from Free Cash, the sum of \$135,000 to purchase and equip a six wheel dump truck for the Highway Department.

Article 35-7. Pickup – S1

On motion of Selectman Salvie, it was voted 171 in favor and 35 opposed to transfer from Free Cash, the sum of \$68,000 to purchase and equip a vehicle for the Highway Department.

Article 35-8. October Lane Resurfacing/Curbing (Highway Department)

On motion of Selectman Salvie, it was voted 181 in favor and 25 opposed to transfer from Free Cash, the sum of \$35,000 for Article 35-8, October Lane Resurfacing/Curbing.

Article 35-9. Hartley Road Pickup Lane (Nashoba Regional School District)

On motion of Selectman Salvie, it was voted 94 in favor and 116 opposed to transfer from Free Cash, the sum of \$37,000 for Article 35-9 Hartley Road Pickup Lane. **The motion does not pass.**

Article 35-10. Town Center Corridor Study (Planning Department)

On motion of Selectman Salvie, it was voted 170 in favor and 40 opposed to transfer from Free Cash, the sum of \$60,000 for Article 35-10, Town Center Corridor Study.

Article 35-11. Replacement of 2 Police Cruisers (Police Department)

On motion of Selectman Salvie, it was voted 184 in favor and 22 opposed to transfer from Free Cash, the sum of \$98,619 to purchase and equip two replacement Police Cruisers for the Police Department.

Article 35-12. Parking Lot Repairs (Police Department)

On motion of Selectman Salvie, it was voted 174 in favor and 22 opposed to transfer from Free Cash, the sum of \$60,000 for Article 35-12, Parking Lot Repairs.

ARTICLE 36. Reauthorization of the OPEB Trust Fund

On motion of Selectman Ryan, it was voted 168 in favor and 5 opposed to reaccept the provisions of G.L. c.32B, §20, as amended by the Municipal Modernization Act, Chapter 218 of the Acts of 2016 (the “Act”), under which the Town has established an Other Post-Employment Benefits Liability Trust Fund (the “OPEB Fund”), for which the Treasurer serves as custodian of the Fund; designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the powers and responsibilities identified under the Act and this vote; authorize the Treasurer/Custodian, as Trustee, to employ investment consultant(s), as well as outside custodial service(s) to hold the monies in the Fund, and to pay for those services from the OPEB Fund; authorize the investment of the OPEB Fund under the prudent investor rule established under G.L. c.203C; authorize the Treasurer/Custodian, as Trustee, to execute any and all documents necessary to utilize outside custodial service(s) and/or investment consultant(s), including but not limited to trust agreements, participation agreements, investment agreements, and administrative services agreements; and designate the Treasurer/Custodian as the “Plan Administrator”, as may be necessary to utilize outside custodial service(s) and authorize the Treasurer/Custodian acting as Plan Administrator to take any other action as may be necessary to carry out the purposes of the vote taken hereunder.

The Finance Committee recommends approval of this article. Passage of this article does NOT increase expenditures.

ARTICLE 37. Transfer to Stabilization Fund

On motion of Selectman Birch-McMichael, it was voted 167 in favor and 8 opposed to transfer Two Hundred Thousand Dollars (\$200,000) from Fiscal Year 2020 Town Free Cash to the Stabilization Fund Account.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 38. Legal Services

On motion of Selectman Frecha, it was voted 178 in favor and 16 opposed to raise and appropriate the sum of Seventy-Five Thousand Dollars, (\$75,000) to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures. The Select Board recommends favorable action on this article.

ARTICLE 39. Implementation of MS4 Stormwater Permit Requirements

On motion of Selectman Salvie, it was voted 168 in favor and 10 opposed to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be expended by the Highway Department, for the purpose of implementing the requirements of the Storm Water Management Plan as required by the town's storm water discharge permit issued by the U.S. Environmental Protection Agency or take any other action relative thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 40. On Board Diagnostics Equipment (OBD2)

On motion of Selectman Sturgis, it was voted 146 in favor and 41 opposed to raise and appropriate the sum of Nine Thousand Four Hundred Dollars (\$9,400) to be expended by the Highway Department, for the purpose of purchasing and installing on board diagnostic equipment (OBD2) for the machine performing diagnostic checks of Town equipment and vehicles, including all costs incidental and related thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 41. Cemetery Ground Protection Mats

On motion of Selectman Ryan, it was voted 147 in favor and 36 opposed to raise and appropriate the sum of Nine Thousand Dollars (\$9,000) to be expended by the Cemetery Department, for the purpose of purchasing ground protection mats to be used for protecting gravesites.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 42. Shared Housing Services

On motion of Selectman Birch-McMichael, it was voted 159 in favor and 18 opposed to raise and appropriate the sum Fifteen Thousand Dollars (\$15,000) to be expended by the Stow

Municipal Affordable Housing Trust or the Planning Board, for the purpose of contracting with the Town of Hudson for the purposes of procuring affordable housing-related services regionally, including but not limited to monitoring services, for the benefit of Stow residents. *The Finance Committee recommends approval of this article. Passage of this article increases expenditures.*

ARTICLE 43. Norfolk County Agricultural High School Assessment

On motion of Selectman Frecha, it was voted 144 in favor and 47 opposed to raise and appropriate the sum of Thirty-Five Thousand Dollars (\$35,000), or any other sum, for the purpose of paying the FY 2022 Norfolk County Agricultural High School assessment and transportation for the attendance for one Stow student for one year. *The Finance Committee recommends approval of this article. Passage of this article increases expenditures.*

ARTICLE 44. Lake Boon Patrol

On motion of Selectman Ryan, it was voted 171 in favor and 20 opposed to raise and appropriate the sum of Five Thousand Dollars (\$5,000), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of Lake Boon patrol and call outs from May-October. *The Finance Committee recommends approval of this article. Passage of this article increases expenditures.*

ARTICLE 45. Bylaws and Regulations amendment to change the Board of Selectmen Name

Motion was made by Selectman Sturgis to amend the Bylaws and Regulations of the Town of Stow to change the term "Board of Selectmen" to "Select Board", and to change references to Chairman to Chair, and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town of Stow's General Bylaws and Regulations, Personnel Bylaws and Regulations, and Zoning Bylaws and Regulations.

For purposes of these Bylaws and Regulations, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board member(s)" or "members of the select board(s)", and said Select Board shall have all the powers and duties of a Board of Selectmen as set forth in the General Laws or any special act applicable to the Town including but not limited to the power to prosecute, compromise or defend suits for or against the Town and employ counsel at any time if, in its judgment, the interest of the Town so require.

The Finance Committee recommends approval of this article. Passage of the article will not increase expenditures – but there is a cost associated with time to change the pertinent documents.

The adoption of gender-neutral pronouns has become prevalent over the past 50 years. We use neutral pronouns more and more in our everyday life. The word “man” is no longer synonymous with “person,” and the use of gender-neutral language is standard practice. Over

30% of Massachusetts municipal boards are using gender-neutral designations with many new towns voting for change this year. The impact is big and the cost is miniscule!

On a motion to amend by Debbie Woods, 453 Great Road, it was voted to amend the main motion. All expenditures associated with the Board of Selectmen name change, including but not limited to legal fees, staff time, printing costs shall not exceed \$2,500 with expenditures reported at our next annual meeting. The motion to amend passes 129 in favor and 76 opposed. Motion made to end debate passes 195 in favor and 8 opposed. Town meeting moved to the main motion as amended and it passes 165 in favor and 16 opposed.

The Planning Board Report: *The Planning Board held a duly noticed Public Hearing on May 4, 2021 on the proposed amendments of the Zoning Bylaws to change all occurrences of “Board of Selectmen” to “Select Board” at Town Meeting. The Planning Board voted unanimously in favor.*

The Attorney General approved the Amendment in Article 45 to both the General Bylaws and the Zoning Bylaws on September 17, 2021.

ARTICLE 46. Department of Unemployment Assistance

On motion of Selectman Ryan, it was voted 185 in favor and 7 opposed to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000), or any other sum to be added to any balance remaining and previously appropriated for the purpose of paying Department of Unemployment Assistance claims.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

ARTICLE 47. Online Permit and License Fees

On motion of Selectman Birch-McMichael, it was voted 179 in favor and 10 opposed to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000), or any other sum for fees associated with the implementation of online permits and licenses, including any other expenses related thereto.

The Finance Committee recommends approval of this article. Passage of this article may increase expenditures. The Select Board recommends favorable action on this article.

ARTICLE 48. Online Budgeting Software

On motion of Selectman Frecha, it was voted 158 in favor and 24 opposed to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000), or any other sum for the annual cost associated with the implementation of online budgeting software, including any other expenses related thereto.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures. The Select Board recommends favorable action on this article.

ARTICLE 49. Salary Reserve Line to Implement Salary and Classification Changes

On motion of Selectman Sturgis, it was voted 164 in favor and 26 opposed to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000), or any other sum for the implementation of the new Salary and Classification schedule.

The Finance Committee recommends approval of this article. Passage of this article increases expenditures. The Select Board recommends favorable action on this article.

ARTICLE 50. Acceptance of Great Road Land Donation

On motion of Selectman Sturgis, it was voted 176 in favor and 20 opposed to authorize the Board of Selectmen to accept a donation of real property from Habitech, Inc., located off Great Road, and more fully shown as "Parcel A" on a plan entitled "Plan of Easement, Lane's End Stow, Massachusetts," dated August 2002 and prepared for Habitech, Inc. by Acton Survey and Engineering, Inc. recorded with the Middlesex South Registry of Deeds on August 18, 2003 as Plan number 783 of 2003 in Book 40509, page 395, containing 49,109 +/- square feet, (as shown in Appendix B) and to authorize the Board of Selectmen to accept said land for the purpose of making infrastructure improvements in the Lower Village Business District, or for any other lawful purpose deemed in the best interest of the Town of Stow.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures. The Select Board recommends favorable action on this article.

ARTICLE 51. Hallock Point Chapter 61 Purchase

On motion of Selectman Ryan, it was voted 203 in favor and 11 opposed to approve Article 51 as printed in the warrant, and to further authorize the Board of Selectmen to convey a fee interest or easement to or enter into a boundary line agreement with the owner of contiguous property located at 25 Hallock Point Road if deemed reasonably necessary by the Board of Selectmen to carry forth the intent of this Article.

As printed in the warrant:

To see if the Town will vote to acquire by purchase or as otherwise provided by the General Laws, including, but not limited to, the exercise by the Town of its statutory right of first refusal under MGL Chapter 61, Section 8, and to raise and appropriate or otherwise expend the sum of one million and twenty thousand dollars (\$1,020,000), or any lesser sum for approximately 13.5 +/- acres of land on Sudbury Road and Hallock Point Road, Stow, shown on Assessors' Map Sheet U6, Parcels 13A and 9B, for the purposes of 1) conservation and passive recreation, and 2) limited residential development, so long as areas designated for these separate purposes shall be clearly identified and delineated. Please see concept plan in Appendix C and on file with the Town Clerk;

and further, to authorize the expenditure of up to four hundred thousand dollars (\$400,000) from the Community Preservation Unreserved Fund Balance to acquire approximately 10.5 +/- acres of said land for conservation and passive recreation in accordance with the provisions of MGL Chapter 44B, the Community Preservation Act, said land to be placed under the care, custody and control of the Conservation Commission in accordance with MGL Chapter 40, Section 8C, and to expend a portion of said funds for the costs associated therewith, including legal, title, appraisal, engineering, and other costs or fees incidental thereto;

and further, to authorize the Treasurer, with the approval of the Selectmen, to borrow, transfer from available funds, or receive from gifts and/or grants, the balance of the funds for this acquisition, and further, to authorize the conveyance of any conservation restrictions or

easements required by MGL Chapter 44B and/or to further of the purpose and intent of this acquisition,

and further to authorize the Board of Selectmen to enter into such agreements, execute such documents and apply for and solicit grants or receive gifts as may be available for reimbursement to the Town for these purposes;

and further to sell approximately 3 acres of said land and any necessary easements for the development of two single family houses, in accordance with Chapters 30B as applicable, the proceeds of any conveyances to be used to reimburse the Town for the costs of this acquisition; or take any other action relative thereto.

The Finance Committee recommends favorable action on this article. Passage of the article does NOT increase expenditures. The Capital Planning Committee recommends approval of this article. The Select Board recommends favorable action on this article.

This purchase will be contingent upon execution of a P&S for at least \$500,000 for the three acres of land to be sold and the motion made at Town Meeting will reaffirm that.

ARTICLE 52. Pickleball Court

Motion was made by Selectman Birch-McMichael to appropriate and transfer the sum of Sixty-five Thousand Dollars (\$65,000), or any lesser sum, from the Community Preservation Fund reserve for open space and recreational purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the development of a Pickleball Court at Town Center Park or another existing Town recreation site to be determined by the Recreation Commission, including installation, equipment, engineering and other costs or fees incidental thereto and to authorize the Board of Selectmen to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

The Finance Committee recommends favorable action on this article by a vote of 3 in favor, 1 opposed, 1 abstention. Passage of the article does NOT increase expenditures. The Capital Planning Committee recommends approval of this article. The Select Board recommends favorable action on this article.

During debate several speakers spoke in favor noting Pickleball is a popular game, the park is a good location, near the center of town. It spreads recreational activities around town. Several speakers opposed noting their preference to keep the park natural and not a hard playing surface, concern that players would be loud and disrupt the quiet of the park. Motion to end debate 167 in favor and 21 opposed. Moved to the main motion, voted 97 in favor and 103 opposed. **The article does not pass.**

ARTICLE 53. Kane Land Walking Path Design and Construction

On motion of Selectman Frecha, it was voted 142 in favor and 22 opposed to approve Article 53 as printed in the warrant, and as funding therefore, transfer the sum of Thirty Thousand Dollars (\$30,000) from the Community Preservation Reserve.

As printed in the warrant:

To see if the Town will vote to appropriate and transfer the sum of Thirty Thousand Dollars (\$30,000), or any lesser sum, from the Community Preservation Fund reserve for Open Space purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Planning Department, in consultation with the Community Preservation Committee, for the construction of a walking path along Gleasondale Road to access a parcel of land known as the Kane Land, shown as Map U7 Lot 34-2 on the Stow Assessors' Maps and further for the creation of a walking trail on the Kane Land and other costs or fees incidental thereto and to authorize the Board of Selectmen to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; and as funding therefore, transfer the sum of Thirty Thousand Dollars (\$30,000) from the Community Preservation Fund reserve for open space purposes. *The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures. The Capital Planning Committee is in favor of this article. The Select Board recommends favorable action on this article.*

ARTICLE 54. Stow Acres Conservation Restriction Purchase

On motion of Selectman Salvie, it was voted 178 in favor and 6 opposed to approve Article 54 as printed in the warrant and further that the purchase of said conservation restriction on the South Course be contingent on approval of the purchase of portions of land at the North Course of Stow Acres at a subsequent Town Meeting.

As printed in the warrant...

To see if the Town will vote to act by and through its Conservation Commission, in accordance with Chapter 40, Section 8C, to acquire a conservation restriction for recreational, conservation and agricultural purposes on land presently owned by Stow Holdings, LLC, said land being known as the South Course of Stow Acres, Randall Road, consisting of 151 acres, more or less, and being shown as Assessors' Map R11, Parcel 37A, such conservation restriction to be co-held with the Stow Conservation Trust, and recorded at the Middlesex South Registry of Deeds; and for this purpose to appropriate and transfer One Million Five Hundred Thousand Dollars (\$1,500,000) from the Community Preservation Fund Unreserved Fund Balance, in accordance with the provisions of Mass. General Laws Ch. 44B, the Community Preservation Act, which monies may include necessary and incidental expenses for appraisals, surveys, engineering, consulting and legal services; and to authorize the Conservation Commission to negotiate, execute, prepare and file all documents or applications, receive gifts and grants, and undertake all actions necessary or appropriate for such purpose, including applying for, obtaining and accepting any funding available from the Commonwealth in connection with the so-called Self-Help Act and LAND grant program (MGL Chapter 132A, Section 11), and all rules and regulations, policies or guidelines thereunder; or any other relevant state or federal land acquisition grant programs; or take any other action relative thereto.

The Finance Committee recommends approval of this article. The Finance Committee understands that this is the first phase of a multi-phase project. Passage of the article does NOT increase expenditures. The Capital Planning Committee is in favor of this article. The Select Board recommends favorable action on this article.

This \$1.5M and the conservation restriction will remain in escrow until Phase II is negotiated and approved. Approval of Phase I at this time is important to all the parties as evidence of the Town's commitment to this effort.

ARTICLE 55. New General Bylaw Governing Discharges to Municipal Storm Drain System

On motion of Selectman Ryan, it was voted 122 in favor and 3 opposed to add a new Article 18 to the Stow General Bylaws to read in its entirety as stated below; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the General Bylaws.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

Article: 18

Bylaw Governing Discharges to The Stow Storm Drain System

SECTION 1. PURPOSE

Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the Town of Stow's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this bylaw are:

1. to prevent pollutants from entering the Town of Stow's municipal separate storm sewer system (MS4);
2. to prohibit illicit connections and unauthorized discharges to the MS4;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this bylaw, the following shall mean:

AUTHORIZED ENFORCEMENT AGENCY: The Highway Department (hereafter the Department), its employees or agents designated to enforce this bylaw.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural

improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sump pumps, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 7. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from firefighting activities exempted pursuant to Section 7, subsection 4, of this bylaw.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Stow.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

1. paints, varnishes, and solvents;
2. oil and other automotive fluids;
3. non-hazardous liquid and solid wastes and yard wastes;
4. refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
5. pesticides, herbicides, and fertilizers;
6. hazardous materials and wastes; sewage, fecal coliform and pathogens;
7. dissolved and particulate metals;
8. animal wastes;
9. rock, sand, salt, soils;
10. construction wastes and residues; and
11. noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORMWATER: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

SURFACE WATER DISCHARGE PERMIT. A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL or WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This bylaw shall apply to flows entering the municipally owned storm drainage system.

SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Department shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Department may be delegated in writing by the Department to employees or agents of the Department.

SECTION 6. REGULATIONS

The Department may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Department to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

SECTION 7. PROHIBITED ACTIVITIES

Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4), into a watercourse, or into the waters of the Commonwealth.

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Department.

Pumping of Water. No person, owner of property, or person controlling property shall discharge or permit to be discharged into the Town's stormwater drainage system, including catch basins, leaching basins, manholes, outfalls, or pipes, or upon any street, court, lane, public roadway, or roadway to which the public has a right to use, any water by pumped means so as to create a nuisance or safety hazard.

Discharging of Pool Water. No person shall pump pool water, dechlorinated or otherwise onto any public ways or streets, adjacent property, into any Town drainage system; MS4; or into any watercourse or Waters of the Commonwealth. Any pumping of pool water shall be done in such a way that the water is contained in its entirety on the originating property and shall not create a public nuisance to the Town or abutting properties.

SECTION 8. EXEMPTIONS

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

1. Discharge or flow resulting from firefighting activities;
2. Waterline flushing;
3. Flow from potable water sources;
4. Springs;
5. Natural flow from riparian habitats and wetlands;
6. Diverted stream flow;
7. Rising groundwater;
8. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20),
9. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
10. Incidental discharges from landscape irrigation or lawn watering;
11. Water from individual residential car washing;
12. Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
13. Discharge from street sweeping;
14. Dye testing, provided verbal notification is given to the Department prior to the time of the test;
15. Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the

permit, waiver, or order and applicable laws and regulations; and

16. Discharge for which advanced written approval is received from the Department as necessary to protect public health, safety, welfare or the environment.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Department may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents, or may present, an imminent risk of harm to the public health, safety, welfare, environment or to the Town of Stow's MS4. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare, environment or to the Town of Stow's MS4.

SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire, police, and highway department. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11. ENFORCEMENT

The Department or an authorized agent of the Department shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Department may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The Department or an authorized agent of the Department may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to the MS4; (b) performance of monitoring,

analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. remediation within the specified deadline, the Town of Stow may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Stow including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Department within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Department affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, § 57 after the thirty-first day at which the costs first become due.

Criminal Penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$100. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Stow may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd violation shall be \$300. The penalty for the 4th and subsequent violations shall be \$400 each. The Town of Stow may also impose additional penalties for reimbursement of labor and/or materials used to temporarily remedy the violation.

Entry to Perform Duties Under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Department, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Department deems reasonably necessary.

Appeals. The decisions or orders of the Department shall be final. Further relief shall be to a court of competent jurisdiction.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph,

sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have 90 days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

The Attorney General approved the General Bylaw Amendment in Article 55 on September 17, 2021.

ARTICLE 56. Amend Zoning Bylaw Sections 1.3 (Definitions), 5.4 (ACTIVE ADULT NEIGHBORHOOD Overlay District), and 8.9 (Inclusionary Housing)

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 1.3, 5.4, 8.9.1, 8.9.2.1, 8.9.5.1, 8.9.5.2, and 8.9.6.2 to read in their entirety as stated below in section (A-D) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

A) Amend Section 1.3 (Definitions) by amending the following definitions to read in their entirety as stated below:
--

ACTIVE ADULT NEIGHBORHOD (AAN) - A group of DWELLING UNITS subject to specific site and building design standards to aid older adults in aging in place within a communal environment.

B) Amend Section 1.3 (Definitions) by adding new definitions to read in their entirety as stated below:
--

ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS – A process for designing the AAN site plan undertaken by appropriate professionals in fields including, but not limited to, landscape architecture, urban design, engineering and environmental science, which documents the chronological process for designing an AAN as described in Section 5.4.12 (ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS) of the Zoning Bylaw, through the identification of conservation areas, locating the dwelling sites, determining the layout of streets and trails and drawing in the lot lines, in the order so described.

COTTAGE DWELLING - A detached one-family dwelling that does not exceed 1,800 sq. ft. of livable floor area (meaning the heated floor area of the building above finished grade, excluding non-dwelling areas such as attic space, basement or detached garage).

COTTAGE DWELLING ALLEY – A private RIGHT OF WAY of 20 – 24’ feet wide meeting the requirements of the National Fire Protection Association standards, and primarily designed to provide vehicular access to the rear of COTTAGE DWELLINGS.

COTTAGE DWELLING COMMON AREA – The shared area of pedestrian accessible open space associated with COTTAGE DWELLINGS, which may include but not be limited to gardens and pedestrian courtyards.

POCKET OPEN LAND - Areas of undisturbed land not less than .25 acres in size, owned and managed as common land by the HOMEOWNERS ASSOCIATION and not subject to the OPEN LAND ownership requirements of Section 5.4.13.5 of the Zoning Bylaw.

TOWNHOME - A DWELLING containing three or more DWELLING UNITS in a row, in which each DWELLING UNIT has its own access to the ground, no DWELLING UNIT is located over another, and each DWELLING UNIT is separated by one or more walls. There shall be no more than four (4) DWELLING UNITS in any residential TOWNHOME.

C) Amend Section 5.4 (ACTIVE ADULT NEIGHBORHOOD) to read in its entirety as stated below:

5.4 ACTIVE ADULT NEIGHBORHOOD Overlay District

5.4.1 Purpose - Stow cherishes the wisdom and experience of our citizens, and encourages participation in the town by all residents. This bylaw is intended to provide a diversity of housing specifically designed and targeted to older adult residents who wish to downsize from the traditional single-family home or age in place in a communal setting without requiring an age-restriction. The ACTIVE ADULT NEIGHBORHOOD (AAN) shall be designed to meet the following goals:

- provide for universal accessibility designs to allow adults to age in place;
- promote a sense of community among its residents through the use of traditional neighborhood design principles, pedestrian accessibility and shared communal spaces, such as gardens and commons;
- Incentivize diversity of housing types to encourage opportunities for homeownership at various income levels;
- be in harmony with the natural terrain and consistent with Stow's rural New England character;
- emphasize and require protection of existing resources on the site, including natural resources, agriculture, recreation and trail connectivity;

- 5.4.2 **Applicability** - An AAN shall only be permitted by Special Permit, and any amendments thereto from the Planning Board, acting as the Special Permit Granting Authority, in accordance with MGL Ch. 40A, s.9 on land located in the AAN Overlay District.
- 5.4.3 **AAN Overlay District** - This district shall be an overlay district and shall include parcels of land depicted on a map dated May 13, 2002 and entitled “Active Adult Neighborhood Overlay District”, or any amendments thereto. This map is hereby adopted coincident with the adoption of this Bylaw. Development in an AAN Overlay District is subject to all provisions of the remainder of the Zoning Bylaw, except to the extent provided in Section 5.4, ACTIVE ADULT NEIGHBORHOOD Overlay District.
- 5.4.3.1 Any ACTIVE ADULT NEIGHBORHOOD permitted prior to the adoption of this Bylaw amendment (May 22, 2021) shall be considered conforming to the Zoning Bylaw, providing it conforms to the previous version of Section 5.4 ACTIVE ADULT NEIGHBORHOOD Overlay District in effect prior to the adoption of this amendment.
- 5.4.3.2 Section 8.9, Inclusion of Affordable Housing, shall govern the inclusion of housing eligible on the Department of Housing and Community Development’s Subsidized Housing Inventory in the AAN Overlay District.
- 5.4.4 **Permitted Uses - There shall be permitted in any AAN District:**
- 5.4.4.1 Single-family DWELLINGS;
COTTAGE DWELLINGS;
TOWNHOMES;
MULTI-FAMILY DWELLINGS.
- 5.4.4.2 MULTI-FAMILY DWELLINGS, including DUPLEXes, provided that they are designed to be consistent in architectural character with the single-family DWELLINGS in the same development unless specifically waived under Section 5.4.4.4 of the Zoning Bylaw.
- 5.4.4.3 TOWNHOMES, provided that they are designed in accordance with Section 5.4.11.
- 5.4.4.4 The Planning Board may allow for an increase in the number of DWELLING UNITS allowed in a MULTI-FAMILY DWELLING or TOWNHOME where the required design approaches of Section 5.4.11 can be demonstrated for the specific STRUCTURES subject to the request.
- 5.4.4.5 Accessory uses and structures incidental to principal uses indicated above, including but not limited to:
- a. Communal spaces for residents, employees, and guests, such as central or common dining facilities, communal kitchen spaces, indoor or outdoor recreation facilities, gardens and/or parks;
 - b. Conservation or agricultural uses.

5.4.5 Procedural Requirements

- 5.4.5.1 Application for an AAN Special Permit - An application for an AAN Special Permit shall be submitted in writing and meeting the requirements set forth herein and all other information that may be required by the Planning Board under its Rules and Regulations for Special Permits and Active Adult Neighborhoods.
- 5.4.5.2 Any new AAN and any proposed modification of an AAN shall be allowed only by Special Permit from the Planning Board in accordance with MGL Ch. 40A, s.9, subject to the requirements, conditions and limitations contained herein and in the Rules and Regulations adopted by the Planning Board.
- 5.4.5.3 AAN Regulations - The Planning Board shall adopt and maintain a set of AAN Rules and Regulations that contain the necessary policies, procedures, and requirements to implement the provisions of this Section.
- 5.4.5.4 In order to streamline the permitting process, if the proposed AAN involves any other use that requires a Special Permit or Site Plan Approval by the Planning Board, the proceedings for all such Special Permits and the Site Plan Review shall occur in one consolidated proceeding. If the proposed AAN requires a permit from two different permit granting authorities, the Planning Board or other Permit Granting Authority may request that a joint public hearing be held and shall conduct reviews simultaneously, to the extent possible.
- 5.4.5.5 An Application shall be submitted to the Planning Board in accordance with the Rules and Regulations for AAN Special Permits and Rules and Regulations Governing the Subdivision of Land as applicable.

To enable the Planning Board to determine whether or not a proposed AAN satisfies the purposes and standards of the OPEN LAND Requirements of Section 5.4.13, an applicant shall present sufficient information on the environmental and OPEN LAND resources for the Board to make such a determination. The required information shall be provided in the form of the ACTIVE ADULT NEIGHBORHOOD DESIGN PROCESS described in Section 5.4.12 of this Bylaw.

5.4.6 Dimensional Requirements

- 5.4.6.1 There shall be no minimum LOT area, FRONTAGE, FLOOR AREA RATIO, LOT width or YARD requirements within an AAN or for any LOT or BUILDING within an AAN except as provided in this Section and as stated in Section 5.4.10, COTTAGE DWELLING Site Standards. However, an AAN shall comply with the applicable requirements of the Water Resource Protection and Flood Plain Overlay Districts. The Planning Board may impose appropriate additional conditions on the location, layout and size of BUILDINGS, STRUCTURES and OPEN SPACE.

An AAN shall be built according to the following dimensional standards:

Minimum TRACT OF LAND area	25 acres
Minimum frontage of TRACT OF LAND	No Minimum Required
Minimum TRACT OF LAND width	No Minimum Required
Minimum SIDE and REAR YARDS of TRACT OF LAND	No Minimum Required
Minimum setback of BUILDINGS, pavement areas other than ACCESS DRIVEWAYS and walkways from all boundaries of the TRACT OF LAND	50 feet*
Minimum separation between BUILDINGS and/or STRUCTURES	20 feet*
Maximum height of Principal and Accessory STRUCTURES	35 feet
Minimum OPEN SPACE	50% (OPEN SPACE shall not contain more than 50% wetlands, as defined in MGL Ch. 131, S.40 and the Stow Wetlands Protection Bylaw.)
Maximum density	3 DWELLING UNITS per acre of DEVELOPABLE SITE AREA
Maximum DWELLING UNITS per BUILDING	4**
<p>* Nothing in this Section shall preclude the Planning Board from reducing or waiving minimum setback requirements between buildings or internal lots created within the ACTIVE ADULT NEIGHBORHOOD Overlay District or between the boundaries of the TRACT OF LAND.</p> <p>** See Section 5.4.4.4 for exceptions</p>	

5.4.7 **Occupancy Income Range**

5.4.7.1 The AAN shall be designed to provide housing for occupants earning a broad range of incomes, as defined by DHCD for the Town of Stow. The AAN shall comply with the provisions of Section 8.9 Inclusion of Affordable Housing, which requires 15% of the units to sell at a price affordable to low income QUALIFIED AFFORDABLE HOUSING PURCHASERS.

- a. Low and moderate income DWELLING UNITS created under this Section shall be restricted as such in perpetuity and comply with the provisions of MGL Ch. 184, s.31.
- b. All low and moderate income DWELLING UNITS shall provide for notice of any proposed resale and a right of first refusal to the Town of Stow, prior to any such sale.
- c. Rights and privileges - QUALIFIED AFFORDABLE HOUSING PURCHASERS shall have all rights, privileges and responsibilities given to owners or renters of market rate DWELLING UNITS, including access to all amenities within the development.

- d. A Special Permit issued under this Bylaw shall include a provision stating a limit on the number of Building Permits that may be issued until such time as the Town of Stow has received written correspondence from the Department of Housing and Community Development (DHCD) that the low or moderate income DWELLING UNITS, authorized as a result of the Special Permit, will be included in DHCD's Subsidized Housing Inventory of low income or moderate income housing DWELLING UNITS for the purposes of compliance with the provisions of Massachusetts General Laws Chapter 40B, § 20-23. In the event the Special Permit issued under this Bylaw does not include such provision, the written correspondence from DHCD describe herein shall be required prior to the issuance of the first Building Permit. The correspondence from DHCD shall contain an affirmative statement that the low or moderate income DWELLING UNITS will be included on Stow's Subsidized Housing Inventory.
- e. Purchaser/tenant selection - Procedures for the selection of purchasers and/or tenants shall be subject to approval by the Town of Stow or its designee.
- f. Timing of commitments - All contractual agreements with the Town of Stow and other documents necessary to ensure compliance with this Section shall be executed prior to and as a condition of the issuance of any Special Permit required to commence construction.
- g. Timing of construction - As a condition of the issuance of a Special Permit under this Section, the Planning Board may set a time schedule for the construction of both low income or moderate income and market-rate DWELLING UNITS. No Certificate of Occupancy shall be issued for any market-rate DWELLING UNIT in a development, subject to the requirements of this Section, until there have been issued Certificates of Occupancy for low income or moderate income DWELLING UNITS in an amount equal to the percentage of low income or moderate income UNITS, which are to be constructed in the development.
- h. The above provisions apply to all on-site, buildings and existing housing stock made affordable with AAN provided funds.

5.4.8 Age-Targeted Design Standards

5.4.8.1 The design of the AAN Overlay District shall encourage housing options in a walkable, Americans with Disabilities Act (ADA) compliant environment that encourages and supports aging in place in a communal setting. At a minimum, all DWELLING UNITS shall incorporate the following designs:

- a. At least one zero-step entrance,
- b. Doorways with a 36-inch clear passage space,
- c. Master bedroom, en-suite bathroom, kitchen, living room and dining room on the same floor as the zero-step entrance,
- d. Master bedroom and en-suite bathroom designed in a manner that allows for future mobility impairment modifications, and
- e. Options for shared, indoor or structured parking.

- 5.4.8.2 The Planning Board may waive the requirement for a zero step entrance in Section 5.4.8.1(a) where the physical site constraints are shown to make it impracticable to provide for a zero-step entrance and where the Applicant can demonstrate that a diversity of unit types throughout the development include a zero step entrance where feasible.
- 5.4.8.3 Shared Community Space – An AAN shall provide shared indoor and outdoor facilities, open to all residents of the AAN, for the purpose of incentivizing community interaction and social engagement.
- a. Outdoor community spaces may include but not be limited to shared community facilities such as walkways, paths and multi-use trails, community gardens, courtyards, and recreation areas, all of which shall be designed for universal access and comply with the MA Architectural Access Board, with the exception of primitive walking/nature trails.
 - b. Indoor community facilities may include, but not be limited to clubhouses, community kitchens, pools and event spaces. All STRUCTURES, other than DWELLINGS, shall be designed for community use.
- 5.4.8.4 Indoor community facilities, such as clubhouses, community kitchens and other STRUCTURES designed for community use shall comply with the MA Architectural Access Board's standards for ADA compliance.

5.4.9 Special Housing Standards

- 5.4.9.1 In no case shall the total number of DWELLING UNITS in the AAN Overlay District exceed thirteen percent (13%) of the total number of single-family DWELLING UNITS in the Town of Stow at the time of the adoption of this Bylaw on May 22, 2021, defined as the sum of all single-family DWELLING UNITS with the State Use Code 101 as assigned by the Massachusetts Department of Revenue and documented by the Stow Assessors Department.
- 5.4.9.2 The DWELLING UNITs proposed in an AAN shall be governed by a single HOMEOWNERS ASSOCIATION.
- 5.4.9.3 To the extent practicable, all DWELLING UNITs in an AAN, including those restricted to meet DHCD affordability standards shall be evenly distributed in terms of size and type, for the purpose of providing a diversity of unit size and affordability. The Planning Board will accept deviations from this expectation where certain DWELLING types are grouped together to form a cohesive pocket neighborhood, including but not limited to the inclusion of COTTAGE DWELLINGS.
- 5.4.9.4 At least 30% of total number of units in an AAN shall have a gross floor area below 1,800' square feet. At least 50% of those units below 1,800' square feet shall be comprised of detached housing types.
- 5.4.9.5 No DWELLING UNIT in an AAN shall contain more than two bedrooms.

5.4.10 COTTAGE DWELLING Site Standards

5.4.10.1 COTTAGE DWELLINGS are intended to be a community of modestly sized DWELLING UNITs arranged around a shared COTTAGE DWELLING COMMON AREA. In addition to the standards described in Section 5.4.10 of the Zoning Bylaw, COTTAGE DWELLINGS shall be further designed in conformance with the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

- a. COTTAGE DWELLING neighborhoods shall consist of a minimum of four (4) dwelling units and a maximum of Eighteen (18) dwelling units.
- b. COTTAGE DWELLINGS shall be oriented toward the COTTAGE DWELLING COMMON AREA. In the event that physical site restraints preclude the ability for all units to be oriented toward the COTTAGE DWELLING COMMON AREA, the Planning Board may use appropriate discretion in determining the orientation.

5.4.10.2 **COTTAGE DWELLING Building Standards** - A COTTAGE DWELLING neighborhood is expected to reflect a coherent design concept and include architectural elements that ensure compatibility with the neighborhood cluster in a manner that is consistent with the overall community character of the AAN. Specific BUILDING standards for COTTAGE DWELLINGS shall conform to the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

5.4.10.3 **COTTAGE DWELLING COMMON AREA Standards** – COTTAGE DWELLING COMMON AREAs shall be designed as contiguous natural or landscaped spaces that provide pedestrian access to each abutting COTTAGE DWELLING unit. Vehicles shall not be accommodated within the COTTAGE DWELLING COMMON AREA.

- a. COTTAGE DWELLING COMMON AREAs may be divided into two separate common areas connected by a pedestrian network. Narrow strips of common are discouraged, unless utilized for pathways or walkways;
- b. COTTAGE DWELLING COMMON AREA shall be improved for passive or active recreational use. Examples may include but are not limited to courtyards, orchards, landscaped picnic areas or gardens. Common areas may include amenities such as but not limited to seating, landscaping, trails, gazebos, barbecue facilities, covered shelters or water features.
- c. Stormwater management areas shall not be counted toward the COTTAGE DWELLING COMMON AREA requirement.

5.4.10.4 Access and Parking for COTTAGE DWELLINGS

COTTAGE DWELLINGS shall be accessed by a STREET or COTTAGE DWELLING ALLEY meeting the standards of the Rules and Regulations Governing the Subdivision of Land. Vehicular access to COTTAGE DWELLINGS shall be provided via INTERIOR DRIVEWAYS at the rear of the STRUCTURE, on-street parking accommodations or shared parking arrangements designed in conformance with ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

5.4.10.5 COTTAGE DWELLING units shall not include attached garages.

- 5.4.10.6 Access STREETS, including COTTAGE DWELLING ALLEYS, shall meet the requirements of the National Fire Protection Association standards as amended.

5.4.11 Architecture and Site Design for ACTIVE ADULT NEIGHBORHOODs

- 5.4.11.1 Mandatory Design Findings – In addition to the Mandatory Findings for Special Permits in Section 9.2.6 of the Zoning Bylaw, the Planning Board shall not issue a Special Permit for an AAN unless, without exception, it shall find that the proposed use and development meets the following site design and architectural goals:
- a. Architecture– BUILDINGS are generally reflective of traditional New England vernacular architecture that exemplifies Stow’s regional architectural style, including predominately gable-type roofs.
 - b. Proportion – BUILDINGS, including detached and attached DWELLINGS present a balance in height and width that is common or typical to traditional New England architectural styles.
 - c. Scale and Height – Building heights as measured along the street frontage or pedestrian courtyard vary, rather than appear uniform from the primary vantage point. The BUILDINGS are articulated to achieve a human scale and interest, including the use of different textures, shadow lines, detailing and contrasting shapes.
 - d. Massing - BUILDINGS incorporate facades and roof lines that are designed to reduce the massing and bulk so that it appears as a group of smaller masses with a distinct vertical orientation MULTI-FAMILY DWELLINGS and TOWNHOMES include facades and architectural characteristics that are designed to define and accentuate the appearance of each individual unit through the use of varied textures, materials and setbacks from the BUILDING’s primary vantage point.
 - e. Orientation – The relationship between BUILDINGS, STREETS, and pedestrian and community amenities shall be designed to encourage community interaction and accessibility for people of all ages and abilities. The development includes BUILDINGS that are oriented to pedestrian infrastructure and to other BUILDINGS where feasible through the creation of courtyards, plazas and other non-vehicular modes of access. Garages are placed along the sides or rear of BUILDINGS to the extent practicable, accessed via alleys and shared driveways.
 - f. Street Network – DWELLINGS are serviced by a mix of primary and secondary STREETS, utilizing eyebrows, cul-de-sacs, and alleys, among other techniques to provide access to neighborhoods of various housing types.
 - g. Connectivity – DWELLINGS and neighborhood clusters provide for relatively balanced access to pedestrian amenities, including shared access points to

preserved OPEN LAND, multi-use trails, walking paths, sidewalks and shared community amenities.

The development is connected to the existing Stow STREET network through sidewalks and or accessible walking paths. Public gathering spaces, such as pick-up and drop off areas, that may or may not include bus shelters are provided at key intersections to accommodate transit opportunities. STREETs connect to other STREETs in the development and to the existing STREET network in a manner that provides for multiple routes of travel.

- h. Landscaping – The site plan uses landscaping to soften the visual impact of BUILDINGS, create shade along roadways, parks and pedestrian courtyards and provide visual separation between pedestrian and vehicular spaces. Landscaping is utilized to create attractive, functional and decentralized stormwater management techniques that complement the existing topography and neighborhood design, including but not limited to rain gardens, detention ponds and other low impact development techniques.

5.4.11.2 **Access to Development** - In the event that the land that comprises an AAN is located in different zoning districts, it shall be a permitted USE in each such zoning district not in the ACTIVE ADULT NEIGHBORHOOD Overlay District for roadways and driveways to provide access to land and BUILDINGS in the District.

5.4.11.3 **Streets and Utilities** - All streets and ways, whether public or private, wastewater disposal systems, drainage facilities, drinking water supplies, and utilities shall be designed and constructed in compliance with the Town of Stow Rules and Regulations Governing the Subdivision of Land, as amended.

- a. Access Roads, driveways, common driveways, alleys and subdivision roads, either intended for public or private use shall conform to the National Fire Protection Association standards as amended, inclusive of all Massachusetts amendments. In the event that the Fire Chief, acting as the *Authority Having Jurisdiction*, encounters a conflict between the NFPA standards and the Subdivision Rules and Regulations, the NFPA standards shall control.
- b. All wastewater and public and/or private water supply wells shall conform to the requirements of the Stow Board of Health and/or the Massachusetts Department of Environmental Protection regulations as applicable.

5.4.11.4 **Sidewalks, Walking Paths and Trails** – Sidewalks shall be required for all developments in the AAN District in accordance with the following schedule of street types as described in the Planning Board’s Rules and Regulations Governing the Subdivision of Land:

- a. Access Street and Sub-Collector Streets shall have a sidewalk required on one side of the travelled street.
- b. Single Access Streets shall have a sidewalk required on one side of the street and around the entire length of the turnaround.

- c. Entrances to garages that front a STREET with a sidewalk shall contain adequate setbacks from the STREET to ensure that vehicles parked in the driveway do not protrude into the sidewalk.

5.4.11.5 The Planning Board may waive the requirement for a sidewalk where the homes that would otherwise be served by the sidewalk have adequate access to an alternative pedestrian provision, such as a multi-use path or an improved trail containing a surface treatment that eliminates trip hazards, can be maintained year round, and with a grade which meets the MA Architectural Access Board standards for trails and similar pedestrian improvements.

5.4.11.6 Internal primitive walking trails and nature paths are encouraged as a means to provide additional connections between areas of OPEN LAND and neighborhood clusters. However, such trails shall not be considered by the Planning Board to be an adequate provision for waiving the requirements for sidewalks in Section 5.4.11.4.

- a. Improved trails, multi-use paths, and primitive nature trails shall include adequate signage as viewed from a sidewalk or street to direct pedestrians toward the trail entrance.

5.4.12 ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS

5.4.12.1 The application for an AAN shall demonstrate to the Planning Board that the following design process was performed, in the order prescribed below. The design process shall be undertaken by an interdisciplinary team of qualified professionals, including but not limited to landscape architects, engineers or environmental professionals, and in conformance with the Rules and Regulations for AAN Special Permits, to determine the layout of proposed streets, parcel boundaries, building envelopes, easements and locations of all common areas and open land.

- a. Calculate the gross area of the proposed AAN locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with this Bylaw.
- b. Calculate the size of the OPEN LAND to be preserved by multiplying the AAN locus by 50%.
- c. Identification of Conservation Resources – The Applicant shall identify and show the location of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES. The potentially developable area of the site will consist of land outside identified PRIMARY CONSERVATION RESOURCES to the extent described herein and outside the SECONDARY CONSERVATION RESOURCES to the fullest extent practicable. It is strongly recommended that the Applicant meet with Planning Board and Conservation Commission staff during the process of identifying conservation resources.

- d. Locating Dwelling Sites – Locate the approximate sites of individual DWELLINGS within the potentially developable area, including the delineation of private yards and shared amenities.
- e. Locating Streets and Trails – Layout streets in order to access the individual dwellings. Any trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks and/or trails.
- f. Lot Lines – Draw proposed lot lines or areas of exclusive use if proposed for condominium or other common ownership.

5.4.13 OPEN LAND Requirements

5.4.13.1 The OPEN LAND within an AAN shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in Section 5.4.13.8 (Allowable use of OPEN LAND) of this Bylaw, and maintained in a manner that will ensure its suitability for its intended purposes.

5.4.13.2 Minimum - A minimum of 50% of the gross area of the proposed AAN locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 5.4 of this Bylaw shall be set aside as permanently conserved OPEN LAND.

- a. The minimum required area of the OPEN LAND shall not contain more than 50% wetlands, as defined in G.L. c.13, s.40 and the Stow Wetland Protection Bylaw;

5.4.13.3 POCKET OPEN LAND – For the purpose of reducing the amount of clearing in the AAN locus and preserving the wooded, rural feel of the land, the Planning Board may permit up to 5% of the required OPEN LAND set aside to consist of POCKET OPEN LAND.

In the event that a HOMEOWNERS ASSOCIATION is selected to own and manage the required OPEN LAND in accordance with Section 5.4.13.5 of this Bylaw, then all POCKET OPEN LAND shall be included in the required conservation restriction in accordance with Section 5.4.13.6 of this Bylaw.

5.4.13.4 OPEN LAND Design Requirements – The location of OPEN LAND provided through this bylaw shall be consistent with the ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS, as well as policies contained in the Town of Stow Master Plan and Open Space and Recreation Plan. The following design requirements shall apply to the OPEN LAND:

- 1. Open Land shall be planned as large, contiguous areas. Long, thin strips or narrow areas of OPEN LAND shall occur only when necessary to provide for:
 - a. Enhanced access to the OPEN LAND;
 - b. Vegetated buffers along wetlands;

- c. Buffers to areas of existing or potential agricultural use;
 - d. Buffers to any other existing use abutting the AAN Locus if it can be shown, to the satisfaction of the Planning Board that such areas are particularly sensitive to the AAN development due to specific site characteristics;
 - e. connections between open space areas.
2. OPEN LAND may be in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.
 3. Where the proposed development abuts or includes a body of water or a wetland, these areas and the 100 foot buffer to such areas should be incorporated into the OPEN LAND where feasible.
 4. OPEN LAND shall be designed to encourage access from existing or proposed roads and abutting open space lands by providing for adequate upland access at least forty (40) feet wide and suitable for a footpath.
 5. OPEN LAND shall primarily consist of open fields and undisturbed woodlands and other natural areas, or restored areas. Lawn and landscaped areas shall not be counted toward OPEN LAND requirements.
 6. Prior to conveyance, the Planning Board may require OPEN LAND that has been degraded by extraction, site grading or similar activities to be restored, where such restoration would benefit PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES.
 7. Where a proposed development abuts existing land held for conservation purposes, the development shall be designed to maximize contiguous protected land, and minimize adverse impacts to the existing conserved land. Trail connections shall be provided where appropriate. The Planning Board shall give consideration to the recommendations of the existing conservation land owner with regard to access, parking and connecting trails.

5.4.13.5 Ownership of the OPEN LAND - At the applicant's discretion and subject to Planning Board Approval, the OPEN LAND may be owned by one or more of the following:

- a. The Town of Stow and accepted by it for park or open space use consistent with G.L. c.40A, s.9;
- b. A non-profit organization, or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of OPEN LAND for any of the purposes set forth herein;
- c. A HOMEOWNERS ASSOCIATION as defined herein owned jointly in common by the owners of LOTs or units within the project.

5.4.13.6 Selection of ownership option “c” above requires:

- a. A conservation and/or historic preservation restriction to a third party conservation organization or agency pursuant to G.L. c.184, s.31-33 as outlined herein;
- b. The granting of an access easement to the Town over such land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land.
- c. Such easement shall provide that in the event the trust or other owner fails to maintain the OPEN LAND in reasonable condition, the Town may, after notice to the lot owners and after a public hearing is held, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the Town shall be assessed against the property owners within the development and/or to the owner of the OPEN LAND. Pursuant to G.L. c.40, s.58 the Town may file a lien against the lot or lots to ensure payment for such maintenance. Pursuant to G.L. c.40, s.57 the Town may also deny any application for, or revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.

5.4.13.7 Timing – The Planning Board shall specify in its final Decision at what phase in the development any deed, restriction or other legal document necessary to permanently conserve OPEN LAND as required herein shall be recorded with the Registry of Deeds.

5.4.13.8 Allowable Use of the OPEN LAND - Such land shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in this Bylaw and in the deed and/or in the restriction, and maintained in a manner which will ensure its suitability for its intended purposes.

- a. The OPEN LAND shall only be used for the following purposes: wildlife habitat, conservation, historic preservation, outdoor education, passive and active recreation, aquifer protection and public water supply, agriculture, horticulture, forestry, and shall be served by suitable access for such purposes. Potential, current or acceptable uses of the open land identified during the Design Process shall be noted on the AAN plan with reference in the deeds of the lots created or altered through the AAN plan approval process. Permissible uses of the OPEN LAND shall not be inconsistent with protection of the resources in the OPEN LAND.
- b. The Planning Board shall permit a small portion of the OPEN LAND, not to exceed 5%, to be paved or built upon for STRUCTURES accessory to the dedicated use or use(s) of such OPEN LAND (i.e. barns, or other farm structures, parking to facilitate public access for passive recreation, informational kiosks, pedestrian walks and bike paths) so long as the conservation values of the OPEN LAND are not compromised beyond what is reasonably necessary to facilitate the allowed uses.
- c. Preferably any such area to be paved or built upon shall utilize permeable pavement and/or other means of retaining natural hydrology. Treated stormwater

may be discharged into the protected OPEN LAND or land subject to a restrictive covenant.

- d. The following infrastructure may be located on the OPEN LAND as permitted or regulated by Title 5 or local Board of Health regulations, if serving the AAN, and if such use, in the opinion of the Planning Board, enhances the specific purpose of the AAN to promote better overall site planning.

- 1.rain gardens;
- 2.constructed wetlands;
- 3.any other decentralized stormwater management systems consistent with the Massachusetts Stormwater Handbook, as amended, that serve the AAN.

- e. The following infrastructure may be counted toward the OPEN LAND requirement as permitted or regulated by DEP, Title 5 or local Board of Health regulations, provided that such infrastructure is located on a parcel owned by the HOMEOWNERS ASSOCIATION serving the AAN, and if such use, in the opinion of the Planning Board, enhances the specific purpose of the AAN to promote better overall site planning:

- 1.common subsurface leaching fields and other underground components of wastewater systems, provided the Planning Board finds such infrastructure is designed and located to enhance the shared outdoor community spaces required in Section 5.4.8.3.
- 2.public water supply wells;

5.4.13.9 Easements for infrastructure outlined in Section 5.4.13.8(d) of the Zoning Bylaw shall be no larger than reasonably necessary. To the extent feasible, infrastructure referenced in Section 5.4.13.8 of the Zoning Bylaw shall be located to minimize any effect on the PRIMARY and SECONDARY CONSERVATION RESOURCES of the site.

5.4.13.10 The OPEN LAND may be used as the land subject to a restriction for the purpose of an aggregate calculation under Title 5 of the Sanitary Code.

5.4.13.11 Monumentation - Monumentation shall clearly delineate the interior and exterior boundaries of the protected OPEN LAND in manner that facilitates monitoring and enforcement.

5.4.13.12 Subdivision - Neither further division of the protected OPEN LAND into LOTs nor the use of the protected OPEN LAND toward any further building requirements on this or any other LOT is permitted;

5.4.13.13 Maintenance - The Planning Board shall require, in accordance with the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations, the submission of an operations and maintenance plan for the OPEN LAND in the event the OPEN LAND is owned by a HOMEOWNERS ASSOCIATION, and may require an operations and maintenance for the OPEN LAND in the event the OPEN LAND

is owned by the Town of Stow, a non-profit organization or agency of the Commonwealth. Such operations and maintenance plan is intended to ensure that stormwater facilities and utilities are properly maintained and the OPEN LAND is not used for storage or dumping of refuse, junk, or other offensive or hazardous materials inconsistent with intended uses of the OPEN LAND as stated in Section 5.4.13.8 (Allowable Use of the OPEN LAND) of this Bylaw and/or as stated in the language of an applicable conservation or agricultural deed restriction.

- 5.4.13.14 Conveyance - At the time of its conveyance the Open Land shall be free of all encumbrances, mortgages, liens or other claims, except as to easements, restrictions and encumbrances required or permitted by this Bylaw.
- 5.4.14 The Planning Board, in granting a Special Permit for an AAN, may impose reasonable conditions to protect the environment, and the health, safety and welfare of the neighborhood, of residents in the proposed development, and of the general public. Such conditions may include, but shall not necessarily be limited to, requirements for the tertiary treatment of wastewater effluent, the location of wastewater effluent disposal, and necessary limitations on the total number of DWELLING UNITS to prevent negative impacts on the groundwater and other existing or potential water resources.
- 5.4.15 Performance Guarantee - Before the issuance of any building permits for the AAN, the petitioner shall agree to complete the required improvements specified in the decision, such construction and installation to be secured in accordance with performance guarantee requirements of the Town of Stow Rules and Regulations Governing the Subdivision of Land to the extent applicable and/or the regulations adopted pursuant to the ACTIVE ADULT NEIGHBORHOOD Overlay District Bylaw for this purpose. Exceptions to the Regulations that may be adopted pursuant to this bylaw may be authorized by the Planning Board in granting a Special Permit hereunder, provided the Board determines such exceptions are in the public interest and are consistent with the purposes of Section 5.4 of the Bylaw.
- 5.4.16 Revisions and Amendments of an AAN Special Permit - Any change which, in the sole opinion of the Planning Board, would alter the character of an AAN, including, but not limited to, an increase in number of total DWELLING UNITS within the AAN, an increase in the number of parking spaces, a decrease or cessation of any recreation amenities or similar use, structural change or alteration, shall require an amendment of the Special Permit or the filing of an application for a new Special Permit, as the Planning Board may determine.
- 5.4.17 Planning Board Action - In evaluating the proposed AAN, the Planning Board shall consider the general objectives of this Bylaw and of AAN's in particular: the existing and probable future development of surrounding areas, the appropriateness of the proposed layout, the configuration, and use of the OPEN LAND in relation to the characteristics of the tract of land in question. The Planning Board may grant a Special Permit for an AAN if it finds that the AAN meets the purposes of this Bylaw as set forth herein:

- A. Meets the intended purposes of this Bylaw as set forth herein;
- B. Diversifies the housing inventory of Stow;
- C. Meets the Site and Architectural standards outlined in Section 5.4.11 of this Bylaw;
- D. Provides various opportunities for communal interaction and connection among residents;
- E. Protects and enhances the rural character and environment of Stow;
- F. Provides OPEN LAND which is of a size, shape and location and has adequate access so as to benefit the town and the residents of the AAN;
- G. Is appropriate to the natural terrain of the tract of land to be developed;
- H. Provides for the convenience and safety of vehicular and pedestrian movement in the development in a manner that is compatible with the narrow, tree-lined country roads of Stow;
- I. The application set forth a specific plan for maintenance of all common facilities including but not limited to waste disposal and drainage facilities, roadways and other improvements to be constructed in an AAN;
- J. will result in the creation of DWELLING UNITS that count toward the Town's Subsidized Housing Inventory requirements as established by MGL Ch. 40B s. 20-23;
- K. Includes some combination of energy efficiency methods and/or upgrades consistent with the emissions reductions goals expressed in MA Bill S.9 "*An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy*," for example, incorporation of bike and pedestrian infrastructure, site planning that enhances passive solar gains, enhanced insulation of BUILDINGS, vehicle charging stations and station compatibility and/or electric heat and hot water systems.
- L. Complies with all other legal requirements for a Special Permit and the Zoning Bylaw, including those for an AAN; and
- M. Is consistent with the Stow Master Plan or succeeding plan, as amended.

- 5.4.18 The Planning Board shall consider the recommendations of the Board of Health, the Conservation Commission and the Town's consulting engineer, and other Boards, Departments and experts, in making said findings.
- 5.4.19 The Planning Board may require changes to the "AAN Site Plan" and impose additional conditions, safeguards and limitations, as it deems necessary, to secure the objectives of this Bylaw.
- 5.4.20 The provisions of this Bylaw are severable from each other, and the invalidity of any provisions or Section shall not invalidate any other provision or Section thereof.
- 5.4.21 ACTIVE ADULT NEIGHBORHOODS constructed under a Special Permit issued in accordance with this Section are exempt from Section 8.6, Phasing of Growth.

D) Amend Section 8.9 (Inclusionary Housing) by amending Section(s) 8.9.1, 8.9.2.1, 8.9.5.1, 8.9.5.2 and 8.9.6.2 to read in their entirety as stated below:

8.9.1 Purpose and Intent - The purpose of this Bylaw is to increase the supply of housing in the Town of Stow that is available to and affordable by low income or moderate income households who might otherwise have difficulty in finding homes in Stow, and to ensure that such housing is affordable over the long-term and provided in accordance with the requirements of Massachusetts General Law Chapter 40B and its implementing regulations, Stow Comprehensive Permit Policy, the Stow Master Plan, and other ongoing programs within the Town of Stow. It is intended that the AFFORDABLE DWELLING UNITS authorized under the provisions of this Bylaw be considered as Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or additional programs adopted by the Commonwealth or its agencies, and that said units count toward Stow's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended. Through multi-family units, developers will be able to increase the number of DWELLING UNITS within a development versus conventional developments. The increased number of DWELLING UNITS is intended to offset the reduced revenue from the affordable homes. In those cases where the Inclusion of Affordable Housing may conflict or be inconsistent with Section 8.5, Planned Conservation Development (PCD), Section 5.4 ACTIVE ADULT NEIGHBORHOOD, or other sections of the Town of Stow Zoning Bylaw, except as otherwise expressly provided herein, the provisions of Inclusion of Affordable Housing shall be controlling.

8.9.2.1 Beginning with the effective date of this Bylaw, any development or division of land, which could result in the creation of six (6) or more DWELLING UNITS, shall require a Special Permit from the Planning Board, and shall include as a condition of said permit that:

- A. At least 10% of the units be priced for QUALIFIED AFFORDABLE HOUSING PURCHASERS;
- B. At least 15% of the units be priced for QUALIFIED AFFORDABLE HOUSING PURCHASERS within the ACTIVE ADULT NEIGHBORHOOD Overlay District.
- C. The mix of AFFORDABLE DWELLING UNITS and market rate housing built in any one year be equivalent to the overall mix for the entire development;
- D. Deed restrictions, acceptable to the Town, and established in accordance with the standards of DHCD or successor or additional programs adopted by the Commonwealth or its agencies, shall be placed on the appropriate property to ensure that AFFORDABLE DWELLING UNITS created under this section shall remain AFFORDABLE DWELLING UNITS in perpetuity or for as long a period as is allowed by law.

8.9.5.1 Allowed types of AFFORDABLE DWELLING UNITS:

- A. Single-family DWELLINGS;

- B. Single-family DWELLINGS with ACCESSORY APARTMENTS;
- C. MULTI-FAMILY DWELLINGS, which are designed to be consistent in architectural character with the single-family DWELLINGS in the same development. Such MULTI-FAMILY DWELLINGS may be allowed provided:
 - i. in terms of exterior appearance, the BUILDING is compatible in design and, to the extent practicable, indistinguishable from the single-family DWELLINGS in the same development; and
 - ii. there shall be no more than four (4) DWELLING UNITS in any residential BUILDING, except as modified in accordance with Section 5.4.4.4; and
 - iii. the total number of MULTI-FAMILY DWELLINGS shall not exceed 10% of the lots in the development; and
 - iv. the overall length of any residential BUILDING shall not exceed 100 feet.
- D. Accessory uses and structures incidental to principal uses indicated above and approved by the Planning Board.

8.9.5.1.1 Allowed types of AFFORDABLE DWELLING UNITS in the ACTIVE ADULT NEIGHBORHOOD Overlay District :

- A. Single-family DWELLINGS;
- B. COTTAGE DWELLINGS;
- C. TOWNHOMES
- D. MULTI-FAMILY DWELLINGS, which are designed to define and accentuate the appearance of each individual unit through the use of varied textures, materials and setbacks from the BUILDING's primary vantage point

8.9.5.2 Siting of AFFORDABLE DWELLING UNITS. All AFFORDABLE DWELLING UNITS that

are constructed on-site under this Bylaw shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units. The Site Plan shall identify those lots selected for AFFORDABLE DWELLING UNITS.

8.9.5.2.1 AFFORDABLE DWELLING UNITS provided in connection with an ACTIVE ADULT NEIGHBORHOOD shall be constructed on the locus of the ACTIVE ADULT NEIGHBORHOOD, in conformance with Section 5.4.9.3 and shall not be subject to the provisions 8.9.4(B) allowing for construction on a non-contiguous locus.

8.9.6.2 The Planning Board may not accept a fee-in-lieu of affordable unit construction within the ACTIVE ADULT NEIGHBORHOOD Overlay District. Within the AAN, the required number of units shall be constructed in accordance with Section 8.9.4 of the Zoning Bylaw.

The Finance Committee recommends favorable action on this article.. Passage of this article does NOT increase expenditures.

This proposed update to the Active Adult Neighborhood Overlay District is intended to provide a diversity of housing specifically designed and targeted to older adult residents who wish to downsize from the traditional single-family home and age-in-place in a communal setting. The Bylaw has been updated to remove the age-restriction and better balance Stow's housing goals with expanded open space conservation, as well as architecture and site design standards that create opportunities for social interaction.

The Town of Stow is currently faced with a surge in housing demand. This update will allow the Town to steer that development pressure toward outcomes that align with the Town's goals, rather than push builders toward less compatible development options, including currently allowed uses in the underlying industrial and commercial districts.

This Active Adult Neighborhood Overlay District update removes the current age-restriction and instead utilizes a series of design principles to create homes for older adults looking to downsize. Over the past year, the Planning Board has studied "age-targeted" developments and finds that even slightly more diverse neighborhoods are in higher demand than the typical age-restricted products common throughout the region. Lastly, by removing the age-restriction, the Town aligns with state regulations prohibiting the exclusion of children in the required affordable units, allowing the Town to advance toward the state minimum requirement of affordable homes in Stow through an increased affordability requirement in the district.

Planning Board Report: *The Planning Board held a duly noticed public hearing on May 4, 2021 on the proposed Zoning amendments. The Planning voted unanimously in favor to recommend approve of the bylaw amendment article at Town Meeting.*

The Attorney General approved the Zoning Bylaw amendments in Article 56 on September 17, 2021.

ARTICLE 57. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses

On motion of Selectman Birch-McMichael, it was voted 101 in favor and 6 opposed to borrow the sum of One Hundred and Seventy-Five Thousand Dollars (\$175,000) or any other sum for the purpose of hiring a Licensed Site Professional (LSP) to provide environmental due diligence, Massachusetts Contingency Plan (MCP) and other LSP related services necessary to address the release of per- and polyfluoroalkyl substances (PFAS) that has been detected in several public and private supply wells in Stow, including any relevant professional and administrative support services; and that to meet said appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the full amount of such appropriation under General Laws Chapter 44 or any other general or special law or other enabling authority, and to issue bonds or notes of the Town therefor; and as further funding therefore, borrow the sum of One Hundred and Seventy-Five Thousand Dollars (\$175,000).

The Finance Committee recommends approval of this article. Passage of this article increases expenditures.

On motion of Selectman Ryan, it was voted by clearly more than the required majority that this meeting be dissolved. Time declared dissolved 2:30 p.m.

TOWN MEETING WORKERS		
MAY 22, 2021		
Preparation, Check-In, Voter Assistants		
Andy Castle	Ann Deluty	Ruby Ramsland
Brendan Castle	Lisa Lavina	Laura Reiner
Kathy Castle	Sonia Nicholson	Jonah Sallese
James Cohen	Jack O'Keefe	Kate West
Ruth Delmonico	Jude Porter	

**SPECIAL TOWN MEETING
SATURDAY, OCTOBER 30, 2021**

Pursuant to the Selectmen's warrant of October 12, 2021, posted by the Constable on October 15, 2021, the special town meeting was called to order on Saturday, October 30, 2021, at 10 a.m., in the Hugh Mill Auditorium at Hale School by Moderator David Walrath.

Due to the ongoing Covid-19 pandemic, there was seating both inside the auditorium and also outside the near the auditorium doors. Moderator Walrath explained some of the Special Rules for Town Meeting particularly voters must wear a face covering our mouth and nose while inside the school, socially distant seating and while waiting in line, and there will be a 2 minute time limit per speaker at a microphone.

The meeting recited the *Pledge of Allegiance to the Flag* led by Mr. Walrath. Town officials were introduced:

Town officials were introduced: Select Board: Ellen Sturgis, Chair, Megan Birch-McMichael, Zackory Burns, Cortni Frecha, and James Salvie; Town Clerk Linda Hathaway; Assistant Town Clerk Deb Seith, Town Counsel Amy Kwesell; Town Administrator Denise Dembkoski; Finance Committee: Erica Benedick, Chair, Chris Buck, Kevin Gross, and Brian Patuto. Capital Planning Committee: Steve Jelinek, Chair, Dave Arsenault, Ed DeLuca, Peter McManus, Jim Salvie; and others.

On motion of the Moderator, it was voted clearly more than the required majority to allow the following non-voters to address the meeting: Denise Dembkoski, Town Administrator, Jesse Steadman, Town Planner, and Amy Kwesell, Town Counsel.

On motion of Select Board chair, Ellen Sturgis, it was voted 166 in favor and 6 opposed that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Unpaid Bills

On motion of Select Board chair, Ellen Sturgis, it was voted 209 in favor and 3 opposed to raise and appropriate, pursuant to any applicable statute, one hundred seventy dollars and ten cents (\$170.10), to be expended by the Town Administrator, to pay for unpaid bills of the Town, from previous fiscal years.

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Police Department	MHQ	\$170.10	Cruiser Evaluation

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article increases expenditures.

We received a bill for this work in October for a cruiser evaluation conducted in March 2021. Due to lack of staffing at their end, MHQ was just able to bill for it.

ARTICLE 2. Barton Road Dam Safety Improvements

On motion of Select Board chair, Ellen Sturgis, it was voted 207 in favor and 5 opposed to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000), for the purpose of addressing the deficiencies in the Barton Road Dam in Stow, including the reimbursement of accounts, payment of professional, administrative, and construction expenses, and any other costs incidental or related thereto.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article increases expenditures.

On Friday, August 20, 2021, a failure occurred in the Barton Road Dam, which caused part of the road to be undermined and collapse. The Town implemented the Dam Emergency Action Plan and contacted our engineering firm to address the needed repairs. Repairs were made over the subsequent days. These funds are needed to cover the deficit expense of the repairs.

ARTICLE 3. Senior Property Tax Work-off

On motion of Select Board chair, Ellen Sturgis, it was voted 211 in favor and 7 opposed to accept Massachusetts General Law Chapter 59, Section 5K, establishing a senior tax work-off program for taxpayers who are over 60 years of age, and further, to allow an approved representative for persons physically unable to provide such services to the Town. To be effective for any fiscal year beginning on or after July 1, 2021.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. Funding comes out of the overlay account.

ARTICLE 4. Veterans Property Tax Work-off

On motion of Select Board chair, Ellen Sturgis, it was voted 214 in favor and 6 opposed to accept Massachusetts General Law Chapter 59, Section 5N, establishing a tax work-off program for veterans, and to allow an approved representative for persons physically unable to provide such services to the Town. To be effective for any fiscal year beginning on or after July 1, 2021.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. Funding comes out of the overlay account.

ARTICLE 5. Stow Acres North Course Acquisition

On motion of Select Board chair, Ellen Sturgis, it was voted 243 in favor and 17 opposed, clearly more than the 2/3rds required, to raise and appropriate, transfer, borrow or otherwise the sum of four million dollars (\$4,000,000) to acquire, for open space and recreation purposes, approximately 115 +/- acres of land on Randall Road in Stow, shown as the entirety of Assessors' Map R11, Lot 11A and a portion of Assessors Map R11, Lot 25B-3, and described in a deed recorded with the Middlesex South Registry of Deeds in Book 67309, Page 266, and for costs incidental or related thereto, including legal, title, appraisal, engineering, and other costs or fees;

And, to fund said acquisition, to appropriate and transfer two million two hundred thousand dollars (\$2,200,000) from the Community Preservation Unreserved Fund Balance and

three hundred thousand dollars (\$300,000) from the Community Preservation Open Space Fund Balance, with the remainder of the acquisition costs being funded by gifts and/or grants;

And, further, that to meet this appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow all or a portion of the funds as authorized under MGL c. 44 and/or any other enabling authority, and to issue notes or bonds of the Town therefor; that the said board is further authorized to take any other action necessary or convenient to carry out this vote; and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with MGL c. 44 sec. 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or to take any other action relative thereto.

And, further, to authorize the Select Board to acquire said parcels of land by purchase, gift, and/or eminent domain, with the care, custody and control of approximately 24 acres to be vested in the Conservation Commission for passive recreation and open space purposes under the provisions of MGL Chapter 40, Section 8C, and with the remaining 90 acres, more or less, of said land to be in the care, custody and control of the Recreation Commission for active recreation and parks under the provisions of MGL Chapter 45, Section 3, which parcels are approximately shown on the map in the warrant and shall be shown on a surveyed plan recorded at the Middlesex South Registry of Deeds;

And to authorize the Select Board to convey conservation restrictions and/or easements as required by MGL Chapter 44B, Section 12(a), meeting the requirements of MGL Chapter 184, Sections 31-33, and/or enter into lease agreements (which may exceed three years) of portions of the recreation land for golf and related purposes;

And, further, to authorize the Select Board or its designee to apply for, accept and expend any funds that may be provided by the Commonwealth of Massachusetts and/or other public or private sources to defray all or a portion of the costs of said acquisition, including, but not limited to, grants and/or reimbursements under the Land and Water Conservation Fund Act (P.L. 88-578), Chapter 132A Section 11, and/or any other state or federal program in any way connected with the scope of this Article, or receive gifts as may be available for reimbursement to the Town for these purposes.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article will NOT increase expenditures, unless the general fund budget is needed to cover a portion of the purchase. Capital Planning Committee voted unanimously to support the article.

This article approves expenditures of up to \$2.5 million in Community Preservation funds currently in hand toward the acquisition of the majority of the North Course at Stow Acres Golf Course on Randall Road for conservation and recreation purposes as shown on the map printed in the warrant. The balance of the funds needed will come from grants and fundraising. The purchase cannot proceed until the full amount is raised.

The Community Preservation Report: *The Community Preservation Committee voted unanimously on September 13, 2021 to endorse Article 5. Stow Acres North Course Acquisition. Transferring two million two hundred thousand dollars (\$2,200,000) from the Community Preservation Unreserved Fund Balance and three hundred thousand dollars (\$300,000) from the Community Preservation Open Space Fund Balance.*

ARTICLE 6. Amend Zoning Bylaw Section 6.3 Signs

On motion of Select Board chair, Ellen Sturgis, it was voted 204 in favor and 61 opposed, clearly more than the 2/3rds required, to amend the Zoning Bylaw by amending section 6.3 to read in its entirety as stated in sections A, B, and C of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures.

The Planning Board is proposing a targeted amendment to the portion of the Zoning Bylaw that regulates signs for the purpose of allowing businesses in certain districts to continue to use internally illuminated signs, such as “open” signs, until such time as a more thorough review of sign bylaws may take place. This amendment would permit a single internally illuminated sign up to three (3) square feet in size for each establishment within the Business, Compact Business, Industrial, and Refuse Disposal zoning districts. Internally illuminated signs would remain prohibited in the Residential and Recreation-Conservation Districts. A severability clause has also been added to ensure that should one section of the sign bylaw face judicial review, other sections may remain in effect.

A) Amend Section 6.3.1.5 to read in its entirety as stated below:
--

6.3.1.5 SIGNS which are oscillating, flashing or operating with moving parts are not permitted;

B) Amend Section 6.3.3 to read in its entirety as stated below:
--

6.3.3 On Site - Permanent - PERMANENT SIGNS are permitted subject to the General Regulations of following subsections:

6.3.3.1 Residential and Recreation-Conservation Districts:

1. One (1) ON-SITE SIGN is permitted not exceeding five (5) square feet in area on State numbered highways and three (3) square feet in area elsewhere.
2. One (1) ON-SITE SIGN pertaining to the rent, lease or sale of land or BUILDING(s) not exceeding three (3) square feet in area. All such SIGNS shall be removed within seven (7) days of rental, lease or sale of land or BUILDING.
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.
4. Internally illuminated SIGNS are not permitted.

6.3.3.2 Business, Compact Business, Commercial, Industrial and Refuse Disposal Districts:

1. For each establishment, one (1) ON-SITE SIGN attached to the facade of the BUILDING not exceeding the lesser of one square foot for each one lineal foot of business, commercial or industrial BUILDING frontage or eighty (80) square feet in area.
2. Window SIGNS in total may be the larger of 30% of the window or three (3) square feet.
3. For each establishment, one (1) internally illuminated window SIGN not exceeding three (3) square feet.
4. One (1) primary free standing SIGN visible from the main public way not exceeding twenty (20) square feet in area.
5. In the case of multiple businesses in the same BUILDING or sharing the same access and/or parking facilities, only one SIGN is permitted per principal access.
6. If the business is on a corner LOT and the primary SIGN is not visible from the intersecting road, a secondary SIGN not larger than 50% of the primary SIGN is permitted.
7. One (1) ON-SITE SIGN pertaining to the rent, lease or sale of land or BUILDING(s) not exceeding six (6) square feet in area. All such SIGNS shall be removed within seven (7) days of rental, lease or sale of land or BUILDING.

<p>C) Insert new Section 6.3.7.9 to read in its entirety as stated below:</p>
--

6.3.7.9 Severability – If any provision of this section, or the application thereof to any person or circumstance, shall be held invalid by any court of competent jurisdiction, such invalidity shall not affect the other provisions, or application thereof, of this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this section are hereby declared to be severable.

***The Planning Board Report:** The Planning Board held a duly noticed Public Hearing on October 19, 2021 on the proposed amendments of the Zoning Bylaws in Article 6. The Planning Board voted unanimously in favor.*

The Attorney General approved the Zoning Bylaw Amendment in Article 6 on February 23, 2022.

ARTICLE 7. Amend Zoning Bylaw Sections 3.10 Table of Principal Uses, 5.5 Registered Marijuana Establishment Overlay District, and 10 Temporary Moratorium on Recreational Marijuana Establishments

On motion of Select Board chair, Ellen Sturgis, it was voted 171 in favor and 12 opposed, clearly more than the 2/3rds required, to amend the Zoning Bylaw by amending Sections 3.10, 5.5, and 10 as stated in sections A, B, C, D, E, F, and G of this article; and further than non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. See Appendix A for full annotated version of this article.

In 2018 Town Meeting approved a Registered Marijuana Overlay District which prohibited all categories of recreational marijuana establishments, unless or until voters allowed such categories of uses through a subsequent Town wide ballot vote. At the ballot, Stow voters approved testing laboratories, marijuana product manufactures, and marijuana research facilities as permitted uses in the Registered Marijuana Overlay District. These proposed amendments update the Zoning Bylaw to reflect this election outcome, eliminating language regarding the voting process, and to make it clear which uses are currently permitted in the overlay district. The amendments also remove the language of Section 10, the previous Temporary Moratorium on Recreational Marijuana Establishments, which is no longer in effect due to passage of the Registered Marijuana Overlay District.

A) Amend Section 3.10 - Table of Principal Uses as stated below:

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
Retail Store as part of a REGISTERED MARIJUANA DISPENSARY	N	SPP (1)(12)	N	N	N	N	N	N	(3)
MARIJUANA RETAILER	N	N	N	N	N	N	N	N	(3)
Industrial Uses									
CRAFT MARIJUANA CULTIVATOR COOPERATIVE	N	N	N	N	N	N	N	N	(3)
MARIJUANA CULTIVATOR	N	N	N	N	N	N	N	N	(3)
MARIJUANA PRODUCT MANUFACTORY	N	N	N	SPP (13)	SPP (13)	N	N	N	(3)
MARIJUANA RESEARCH FACILITY	N	N	N	SPP (13)	SPP (13)	N	N	N	(3)
MARIJUANA INDEPENDENT TESTING LABORATORY	N	N	N	SPP (13)	SPP (13)	N	N	N	(3)
MARIJUANA MICROBUSINESS	N	N	N	N	N	N	N	N	(3)

- rev(1) Uses permitted by right provided that the BUILDING is less than 1,000 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (2) Uses permitted by right provided that the BUILDING is less than 1,500 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (3) All uses requiring a Special Permit are subject to Site Plan Approval requirements as part of the special permit process.
- (4) Refer to Section 7.3.3.3 of this Bylaw to determine parking requirements for uses permitted in the Residential District.
- (5) Allowed in accordance with the provisions of M.G.L., Ch. 40A, Section 3.
- (6) Allowed as accessory use only.

- (7) Allowed without special permit in accordance with Section 8.1.2 of this Bylaw.
- (8) Wireless Service Facilities shall be allowed by special permit only on land located in the Wireless Service Facility District.
- (9) The total number of INDEPENDENT ADULT UNITS shall not exceed 6% of the total single family DWELLING UNITS in Stow.
- (10) An Active Adult Neighborhood shall be allowed by Special Permit only on land located in the Active Adult Neighborhood District.
- (11) Provisions of Section 8.9, Inclusion of Affordable Housing, may apply.
- (12) The retail component of a REGISTERED MARIJUANA DISPENSARY is allowed by Special Permit within the Business District, in accordance with Section 5.5 of the BYLAW and pursuant to Department of Public Health Regulations 105 CMR 175.000 and Cannabis Control Commission Regulations 935 CMR 500.
- (13) MARIJUANA RESEARCH FACILITIES, MARIJUANA INDEPENDENT TESTING LABORATORIES, and MARIJUANA PRODUCT MANUFACTURERS are allowed in the REGISTERED MARIJUANA ESTABLISHMENT Overlay District, pursuant to Section 5.5 of the BYLAW, and Cannabis Control Commission regulations 935 CMR 500.

Prohibited Uses - All uses not specifically named in the text of the bylaw are prohibited.

B) Amend Section 5.5.1 to read in its entirety as stated below:
--

5.5.1 Establishment - The REGISTERED MARIJUANA ESTABLISHMENT Overlay District is intended to provide for the siting and establishment of a REGISTERED MARIJUANA ESTABLISHMENTS, including REGISTERED MARIJUANA DISPENSARIES, in accordance with M.G.L c.94G, Massachusetts Department of Public Health regulations set forth in 105 CMR 725.000, and Cannabis Control Commission regulations set forth in 935 CMR 500.000.

This Section 5.5 is adopted for the purpose of regulating such uses as REGISTERED MARIJUANA ESTABLISHMENTS in the Town of Stow.

C) Delete section 5.5.4.5.1

D) Amend Section 5.5.5 Location Requirements to read in its entirety as stated below:
--

5.5.5 Location Requirements

5.5.5.1 All aspects of a REGISTERED MARIJUANA ESTABLISHMENT, including but not limited to sales, distribution, acquisition, cultivation, manufacture, processing, dispensing, and administration shall be contained within a building or structure. No REGISTERED MARIJUANA ESTABLISHMENT shall allow cultivation, processing, manufacture, sale or display of MARIJUANA PRODUCTS to be visible from a public place without the use of binoculars, aircraft or other optical aids.

The Planning Board may only allow outdoor activity at the site of a REGISTERED MARIJUANA ESTABLISHMENT under the following circumstances:

- The REGISTERED MARIJUANA ESTABLISHMENT utilizes vehicles as part of regular activity, in accordance with all safety, security and storage requirements of 935 CMR 500.
- 5.5.5.2 No REGISTERED MARIJUANA ESTABLISHMENT, including the retail component of a REGISTERED MARIJUANA DISPENSARY in the Business District, shall be located within a building which houses residential DWELLING UNITS.
- 5.5.5.3 Manufacturing and extraction of MARIJUANA PRODUCTS shall not occur in any BUILDING containing assembly, education, health care, ambulatory health care, residential board and care, detention or correctional facilities.
- 5.5.5.4 No REGISTERED MARIJUANA ESTABLISHMENT shall be located within a moveable structure, trailer or truck. All sales related to the retail component of a REGISTERED MARIJUANA DISPENSARY shall be conducted within a building or through home deliveries to qualified adults or patients pursuant to 935 CMR 500 or 105 CMR 725 as amended. Nothing in this Section shall be cause to preclude the lawful transportation of MARIJUANA PRODUCTS as allowed through 935 CMR 500 or 105 CMR 725.000.
- 5.5.5.5 No REGISTERED MARIJUANA ESTABLISHMENT shall be permitted within (500') five hundred feet of the lot line of a pre-existing public or private school providing education in kindergarten or any of grades one (1) through twelve (12). The distance shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the REGISTERED MARIJUANA ESTABLISHMENT is or will be located.
- 5.5.5.6 The establishment and operation of the retail component of a REGISTERED MARIJUANA DISPENSARY may only be permitted in the Business District in accordance with all applicable laws and regulations as stated in 935 CMR 500, Massachusetts Department of Public Health regulations set forth in 105 CMR 725.000 and the provisions outlined in this Section 5.5 - REGISTERED MARIJUANA ESTABLISHMENT Overlay District of the Zoning Bylaw. Despite the provisions herein, regarding the siting of the retail component of a REGISTERED MARIJUANA DISPENSARY, the retail component of a REGISTERED MARIJUANA DISPENSARY shall be governed by the provisions outlined in this Section 5.5 - REGISTERED MARIJUANA DISPENSARY Overlay District.

E) Amend Section 5.5.8.1.1 to read in its entirety as stated below:
--

- 5.5.8.1.1 In addition to the limitations provided in Section 5.5 of the Zoning Bylaw, the retail component of a REGISTERED MARIJUANA DISPENSARY shall be limited to 2500 square feet of gross floor area where such establishment is located at the street level of a BUILDING or STRUCTURE.

F) Amend Section 5.5.9 to read in its entirety as stated below:
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Planning Board Action

5.5.9 In evaluating the proposed REGISTERED MARIJUANA ESTABLISHMENT Special Permit application, the Planning Board shall consider the general objectives of the Zoning Bylaw, as well as the degree to which the following criteria are met:

- a) The REGISTERED MARIJUANA ESTABLISHMENT proposal complies with all requirements for a Special Permit, including the Stow Zoning Bylaw, the Site Plan Approval Rules and Regulations, Rules and Regulations for a REGISTERED MARIJUANA ESTABLISHMENT, all requirements pursuant to the Department of Public Health Regulations 105 CMR 725.000, Cannabis Control Commission regulations 935 CMR 500.000 and M.G.L. c.94G.
- b) Issuance of a Special Permit for the retail component of a REGISTERED MARIJUANA DISPENSARY shall not exceed the limitation on the number of such establishments pursuant to Section 5.5.4.3 of the Zoning Bylaw.
- c) The site is designed to create safe, secure and efficient access and egress to customers and employees using multiple modes of transportation, including vehicle, bicycle and pedestrians.
- d) Traffic generated by clients, employees and delivery schedules from the REGISTERED MARIJUANA ESTABLISHMENT shall not create a substantial adverse impact on nearby residential uses.
- e) Loading and refuse disposal areas are designed to be safe, secure and shielded from abutting uses.
- f) The hours and methods of transportation are not substantially detrimental to surrounding USEs.
- g) The REGISTERED MARIJUANA ESTABLISHMENT has provided documentation to show compliance with 527 CMR 1 – the Comprehensive Fire Code and Chapter 38 of the National Fire Protection Association (NFPA) standards for *Marijuana Growing, Processing, or Extraction Facilities*.
- h) The building and site have been designed in a manner consistent and compatible with nearby structures of a similar size and use and in a manner that mitigates any negative aesthetic impact imposed by the required security conditions, measures and restrictions stated in the Department of Public Health Regulations pursuant to 105 CMR 725.000 and Cannabis Control Commission Regulations pursuant to 935 CMR 500.000.

5.5.9.1 The Planning Board shall consider the recommendation of the Board of Health, the Conservation Commission, the Town's consulting engineer, and other Boards, Departments and agents, in making said findings.

- 5.5.9.2 The Planning Board may require changes to the “REGISTERED MARIJUANA ESTABLISHMENT Site Plan” and impose additional conditions, safeguards and limitations, as it deems necessary, to secure the objectives of this Bylaw.

G) Amend Section 10 by deleting Section 10 and all subsections

***The Planning Board Report:** The Planning Board held a duly noticed Public Hearing on October 19, 2021 on the proposed amendments of the Zoning Bylaws in Article 7. The Planning Board voted unanimously in favor.*

The Attorney General approved the Zoning Bylaw Amendment in Article 7 on April 13, 2022.

ARTICLE 8. Amend Zoning Bylaw Sections 3.10 Table of Principal Uses and 3.6.3 Uses Allowed by Special Permit in the Industrial District

On motion of Select Board chair, Ellen Sturgis, it was voted 260 in favor and 10 opposed to amend the Zoning Bylaw by amending Sections 3.10, and 3.6.3, as stated in sections A and B of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. See Appendix A for full annotated version of this article.

The purpose of this update is to allow private schools, colleges and dance/music academies in the Industrial District of Stow. With the bulk of the Industrial District either already developed or considered for future development, private school uses offer a development option that invites fewer trucks and industrial disturbance, and is generally more in keeping with the rural, residential character of Stow.

A) Amend Section 3.10 - Table of Principal Uses as stated below:

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
<u>Institutional Uses</u>									
Private Schools & Colleges, Dance & Music Studios	SPA (4)	N	N	SPP (3)(14)	N	N	N	N	(3)

- (1) Uses permitted by right provided that the BUILDING is less than 1,000 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.

- (2) Uses permitted by right provided that the BUILDING is less than 1,500 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (3) All uses requiring a Special Permit are subject to Site Plan Approval requirements as part of the special permit process.
- (4) Refer to Section 7.3.3.3 of this Bylaw to determine parking requirements for uses permitted in the Residential District.
- (5) Allowed in accordance with the provisions of M.G.L., Ch. 40A, Section 3.
- (6) Allowed as accessory use only.
- (7) Allowed without special permit in accordance with Section 8.1.2 of this Bylaw.
- (8) Wireless Service Facilities shall be allowed by special permit only on land located in the Wireless Service Facility District.
- (9) The total number of INDEPENDENT ADULT UNITs shall not exceed 6% of the total single family DWELLING UNITs in Stow.
- (10) An Active Adult Neighborhood shall be allowed by Special Permit only on land located in the Active Adult Neighborhood District.
- (11) Provisions of Section 8.9, Inclusion of Affordable Housing, may apply.
- (12) The retail component of a REGISTERED MARIJUANA DISPENSARY is allowed by Special Permit within the Business District, in accordance with Section 5.5 of the BYLAW and pursuant to Department of Public Health Regulations 105 CMR 175.000 and Cannabis Control Commission Regulations 935 CMR 500.
- (13) MARIJUANA RESEARCH FACILITIES, MARIJUANA INDEPENDENT TESTING LABORATORIES, and MARIJUANA PRODUCT MANUFACTURERS are allowed in the REGISTERED MARIJUANA ESTABLISHMENT Overlay District, pursuant to Section 5.5 of the BYLAW, and Cannabis Control Commission regulations 935 CMR 500.
- (14) A special permit for Private Schools and Colleges, Dance and Music Studios located in the Industrial District shall reference an executed Development Agreement negotiated by and between the Applicant and the Select Board. The execution of said Development Agreement is a condition precedent to Special Permit approval by the Planning Board.

Prohibited Uses - All uses not specifically named in the text of the bylaw are prohibited.

B) Amend Section 3.6.3, Uses Permitted by Special Permit in the Industrial District, by adding Section 3.6.3.10 to read in its entirety as stated below:

3.6.3.10 Private Schools & Colleges, Dance & Music Studios, inclusive of USES that are ACCESSORY to the primary academic USE, including but not limited to: onsite dormitories for students and staff; incidental retail USES for supplies, equipment, food service and concessions, and athletic fields and complexes.

The Planning Board Report: The Planning Board held a duly noticed Public Hearing on October 19, 2021 on the proposed amendments of the Zoning Bylaws in Article 8. The Planning Board voted unanimously in favor.

The Attorney General approved the Zoning Bylaw Amendment in Article 8 on April 13, 2022.

ARTICLE 9. Amend Zoning Bylaw Sections 1.3 Definitions, 9.2.7.14 (Special Permit Conditions)

On motion of Select Board chair, Ellen Sturgis, it was voted 158 in favor and 13 opposed to amend the Zoning Bylaw by amending Sections 1.3, and 9.2.7.14 as stated in sections A and B of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. See Appendix A for full annotated version of this article.

A sidewalk along the entire frontage of a property is currently required as part of Special Permit approval in Stow. This amendment provides both the Planning Board and property owners greater flexibility in reaching compliance Special Permit requirements. Rather than focus solely on sidewalks, the amendment also aligns with the Town's Complete Streets Policy and provides a menu of options for complying with the Special Permit requirements depending on the specific nature of the site and the preference of the property owner.

A) Amend Section 1.3 Definitions by inserting a new definition to read in its entirety as stated below:
--

1.3 Definitions

COMPLETE STREETS IMPROVEMENT – A sidewalk, walkway, path, or other contributing component designed in accordance with the Town of Stow's Complete Streets Policy. A contributing component may include but not be limited to signage, pavement markings, wheelchair ramps, crosswalks, curb improvements, and restoration of buffer strips. COMPLETE STREETS IMPROVEMENTs shall be designed and/or constructed in accordance with the guidance, standards and recommendations as defined in the Stow Complete Streets Policy, dated February 1, 2016, as amended.

B) Amend Section 9.2.7.14 (Special Permit Conditions) to read in its entirety as stated below:

9.2.7.14 Conformance with Complete Streets Policy

The purpose of this Section is to make efficient and ongoing progress on the Town's Complete Streets Prioritization Plan by creating a safe, comfortable and accessible street network for all road users regardless of age, ability or income levels. This section shall provide for Complete Streets improvements developed in

a context sensitive manner that balances streetscape improvements with the Town's historic, rural character.

9.2.7.14.1 Applicability

This Section shall apply to all Special Permit Approvals pursuant to Section 9.2 of the Zoning Bylaw. Special Permits granted by the Zoning Board of Appeals, in accordance with Section 3.9 of the BYLAW shall be exempt from the provisions of Section 9.2.7.14 and all subsections.

9.2.7.14.2 A sidewalk, walkway or path shall be required along the entire frontage of a LOT. Alternatively or in addition, the Special Permit Granting Authority may accept other COMPLETE STREETS IMPROVEMENTS as it deems necessary to accommodate the safe movement of pedestrians and bicyclists. Said sidewalks, walkways, paths or COMPLETE STREETS IMPROVEMENTS may be located on the LOT or within the layout of the STREET, with the Town's permission, depending on the nature of the work and upon obtaining the necessary permits. Construction of COMPLETE STREETS IMPROVEMENTS, including alterations of existing STRUCTURES and parking areas and LOTs, as well as changes in use, shall be designed in a manner which complies with the provisions of the Zoning Bylaw and Complete Streets Policy as amended, to provide adequate drainage of surface water and safe vehicular, pedestrian, and bicycle access.

9.2.7.14.3 The Planning Board may waive the requirements of Section 9.2.7.14.2, only where the Board makes one or some combination of the following findings:

- Construction of a sidewalk, walkway or path would adversely affect an "Environmentally Sensitive Area," as defined in Appendix J of the Planning Board Handbook;
- Construction would require easements from property owners that have not yet been attained by the Town of Stow for the purpose of constructing a sidewalk, walkway or path or are not willing to be granted to the Town as part of the proposed improvements;
- Construction could be detrimental to the safety of motorists, cyclists and pedestrians, due to the creation of an isolated segment of constructed sidewalk, walkway or path
- Future connections to the improvement are unsupported on the Town's Complete Streets Prioritization Plan or otherwise unlikely due to environmental, topographical or right-of-way constraints.

In the event the Planning Board waives the requirements of Section 9.2.7.14.3, the Board may accept one or some combination of the following offers:

- An offer, acceptable by the Board, to design a sidewalk, walkway or path or other COMPLETE STREETS IMPROVEMENT in another area of Town, outside of the immediate vicinity of the Special Permit locus;
- An offer of a fee in lieu of construction of a sidewalk, walkway or path into an account identified specifically for construction of COMPLETE STREETS IMPROVEMENTs in the Town of Stow, in accordance with Appendix J of the Planning Board Handbook;
- An offer of fifty percent (50%) of the total fee in lieu of construction of a sidewalk, walkway or path into an account identified specifically for construction of COMPLETE STREETS IMPROVEMENTs in the Town of Stow, in accordance with Appendix J of the Planning Board Handbook AND grant of a sidewalk easement to the Town of Stow for the future construction of a sidewalk, walkway, path, or other COMPLETE STREETS IMPROVEMENT along the frontage of the subject LOT or SITE;
- An offer of fee interest in land along the frontage of the subject LOT or SITE, and which is of adequate dimension to provide for future construction of a sidewalk, walkway, path, or other COMPLETE STREETS IMPROVEMENT;
- An offer to provide engineering, survey or design services in lieu of construction, for the future construction of a COMPLETE STREETS IMPROVEMENT with a value no less than 75% of the fee-in-lieu amount as described in Appendix J of the Planning Board Handbook.

***The Planning Board Report:** The Planning Board held a duly noticed Public Hearing on October 19, 2021 on the proposed amendments of the Zoning Bylaws in Article 9. The Planning Board voted unanimously in favor.*

The Attorney General approved the Zoning Bylaw Amendment in Article 9 on April 13, 2022.

ARTICLE 10. Amend Zoning Bylaw Sections 1.3 Definitions, 5.4.9 (ACTIVE ADULT NEIGHBORHOOD Overlay District Special Housing Standards), and 7.3 Schedule of Minimum Parking

On motion of Select Board chair, Ellen Sturgis, it was voted 161 in favor and 8 opposed to amend the Zoning Bylaw by amending Sections 1.3, 5.4.9, and 7.3 as stated in sections A, B, and C of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

The Finance Committee recommends approval of this article. The Select Board recommends approval of this article. Passage of this article DOES NOT increase expenditures. See Appendix A for full annotated version of this article.

Following the revisions to the Active Adult Neighborhood Overlay District approved by voters at the May 2021 Annual Town Meeting, the Planning Board discovered inconsistencies between the floor area definitions of different allowed housing types. The proposed amendment would clarify the building requirements by providing a single definition of floor area for units in an Active Adult Neighborhood.

The Planning Board has also recognized that the parking needs of an Active Adult Neighborhood may be different than a traditional residential development. The amendments to Section 7.3 would exempt Active Adult Neighborhoods from the Schedule of Minimum Parking and instead allow the Planning Board greater flexibility in regulating parking in Active Adult Neighborhoods by placing relevant standards in the Active Adult Neighborhood Rules and Regulations.

A) Amend Section 1.3 Definitions, by amending the following definition to read in its entirety as stated below:

COTTAGE DWELLING - A detached one-family dwelling that does not exceed 1,800 sq. ft. of FLOOR AREA.

B) Amend Section 5.4.9.4 (Special Housing Standards) to read in its entirety as stated below:

5.4.9.4 At least 30% of total number of units in an AAN shall have a FLOOR AREA below 1,800' square feet. At least 50% of those units below 1,800' square feet shall be comprised of detached housing types.

C) Amend Section 7.3 Schedule of Minimum Parking – General Requirements, by inserting new section 7.3.1.1 as stated below:

7.3 Schedule of Minimum Parking - General Requirements

7.3.1 Comparable USE Requirement - Where a USE is not specifically included in the Schedule of Minimum Parking, it is intended that the regulations for the most nearly comparable USE specified shall apply. Alternative off-street parking standards to those shown below may be accepted if the applicant demonstrates to the satisfaction of the Permit Granting Authority (or BUILDING INSPECTOR if no special permit or site plan approval is required), or their designee, that such standards are adequate for the intended USE.

7.3.1.1 Section 7.3 shall not apply to DWELLINGs, COTTAGE DWELLINGs or indoor community facilities proposed as part of the Active Adult Neighborhood Overlay District in Section 5.4 of the Bylaw. Parking Schedules shall adhere to the requirements of the Planning Board's Active Adult Neighborhood Rules and Regulations as amended.

7.3.2 Mixed Use Facilities - BUILDINGs or LOTS which contain more than one USE are considered mixed use facilities. In the case of mixed uses, the requirements shall be the sum of the requirement calculated separately for each use, so that adequate space shall be provided to accommodate all vehicles anticipated on the premises at any one time.

Parking spaces for one USE shall not be considered as providing the required spaces for any other USE, except when it can be clearly demonstrated that the need for parking occurs at different times.

The Planning Board Report: *The Planning Board held a duly noticed Public Hearing on October 19, 2021 on the proposed amendments of the Zoning Bylaws in Article 10. The Planning Board voted 4 in favor and 1 opposed.*

The Attorney General approved the Zoning Bylaw Amendment in Article 10 on February 23, 2022.

On motion of Select Board chair, Ellen Sturgis, it was voted by clearly more than the required majority to dissolve the meeting. Time declared dissolved 11:40 a.m.

SPECIAL TOWN MEETING WORKERS		
OCTOBER 30, 2021		
Preparation, Check-In, Voter Assistants		
Joan Burns	Ruth Delmonico	Laura Reiner
James Cohen	Ruby Ramsland	Kate West

A true copy, Attest: Linda E. Hathaway, Town Clerk of Stow

TOWN OF STOW

***County of Middlesex
Commonwealth of Massachusetts***



Established as the Plantation of Pompositticut, 1669

Incorporated as a Town, May 16, 1683



Land area given to seven surrounding towns



Area today 17.94 Square Miles

11,311.4 Acres Land; 167 Acres Water

11,478.4 Acres Total



Longitude: 71° Latitude: 42° 26'

Altitude (above sea level) at Town Hall: 231 feet



Population per 2010 Federal Census: 6,590

Population per 2020 Federal Census: 7,174

Population per 2021 Stow Annual Census: 7,199

TOWN DEPARTMENT TELEPHONES

Emergency: Ambulance, Fire / Rescue, Police DIAL 911

Animal Control Officer	978-897-4545
Assessors, Board of	978-897-4597
Building Department and Inspectors	978-897-2193
Cemetery Committee	978-461-1403
Conservation Commission	978-897-8615
Council on Aging	978-897-1880
Fire / Rescue Department business	978-897-4537
Health, Board of	978-897-4592
Highway Department	978-897-8071
Human Resources	978-897-4175
Inspectors: Gas, Plumbing, Wiring	978-897-2193
Minuteman Regional High School	781-861-6500
Nashoba Regional School District	978-779-0539
Center School	978-897-0290
Hale Middle School	978-897-4788
Nashoba Regional High School	978-779-2257
Planning Board	978-897-5098
Police Department business	978-897-4545
Randall Library	978-897-8572
Recreation Commission	978-637-2984
Select Board	978-897-4515
Stow TV Office	978-897-7732
Town Accountant	978-897-5012
Town Administrator	978-897-2927
Town Clerk	978-897-4514 x1
Treasurer-Collector	978-897-2834
Tree Warden	978-897-8071
Veterans' Services Officer	978-290-0278

Mailing Address: 380 Great Rd., Stow, MA 01775-2127

Website: www.stow-ma.gov