



# Town of Stow

Massachusetts

2023

Annual Report



**Town of Stow**  
**Massachusetts**  
for the year ending  
**December 31, 2023**



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## **IN MEMORIAM – 2023**

### **Edward A. Brown**

*1929-2023*

*Stow Municipal Electric Department*

*2002-2003*

*Stow Advisory Member of Hudson Light & Power*

*2005-2013*

### **Ronald A. Hill**

*1935-2023*

*Information Technology Advisory Committee*

### **Gerry Horne**

*1932-2023*

*Town Meeting Audio/Visual Volunteer*

### **Richard A. Mortenson**

*1933-2023*

*Assessor*

*1967-1984*

*Business & Industrial Growth Committee*

*1965-1967*

*Emergency Medical Service*

*1977-1980*

*Finance Committee*

*1964-1967*

*Fire Engineers*

*1999*

*Stow Housing Authority*

*1988-1992*

*Stow Municipal Electric Department*

*1999-2003*

*Surveyor of Wood & Lumber*

*2004-2007*

### **Michael G. Rosenbaum**

*1943-2023*

*Municipal Office Building Committee*

*1984-1989*

**James V. Sauta**

*1929-2023*

*Community Preservation Committee*

*2001-2002*

*Council on Aging*

*1999-2009*

*Growth Policy Committee*

*1975-1976*

*Stow Municipal Electric Department*

*1997-2003*

**Clifton C. Smith**

*1940-2023*

*Randall Library Trustee*

*1980-1985*

**Constance G. Schwarzkopf**

*1934-2023*

*Historical Commission*

*1975-1984*

**Edmund C. Tarnuzzer, Jr.**

*1934-2023*

*Electric Energy Study Committee*

*1993-1995*

*Planning Board*

*1974-1982*

*Refuse Disposal Committee*

*1977-1979*

*Stow Municipal Electric Department*

*1994-1999*

*Villages of Stow Negotiating Committee*

*2003*

*Zoning Board of Appeals*

*1986-2019*

**C. Anthony (Tony) Todesco**

*1942-2023*

*Randall Library Trustee*

*1980-1984*

*Center Common Improvement Committee*

*1998-2002*

## **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**

Maura Healey  
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**

Cynthia Cummings (2024)  
Leonard Golder (2026)  
Thomas E. Ryan III (2025)

### **Field Drivers**

Select Board

### **Board of Health**

Merrily Evdokimoff (2026)  
Mary McDowell (2025), Chair  
Marcia B. Rising (2024)

### **Moderator**

James H. Salvie (2025)

### **Nashoba Regional School District Committee**

Karen Devine (2024)  
Dana Ellis (2026)  
Scott Powell (2026)  
Leah Vivirito (2025)

### **Planning Board**

Nancy Arsenault (2026)  
John Colonna-Romano (2028)  
Lori Clark (2024), Chair  
Margaret Costello (2025)  
Karen Kelleher (2027)

### **Randall Library Trustees**

Maureen Busch (2024)

Marcy Eckel (2025)  
Rachel Flaherty (2025)  
Morgan Hillman (2025)  
Sunny Richardson (2026)  
Maura Sieller (2024)  
Barbara K. Wolfenden (2026)

**Select Board**

Megan Birch-McMichael (2026)  
Hector Constantzos (2024)

Cortni Frecha (2025), Chair  
Ingeborg Hegemann (2025)  
John “JT” Toole (2024)

**Stow Housing Authority**

W. Robert Dilling, Chair  
Maureen Crawford (2026)  
Michael Kopczynski (2025)  
Abigail C.B. Morgan (2024)

**APPOINTED TOWN OFFICERS**

**APPOINTMENTS BY SELECT BOARD**  
**Individual Positions, Listed Alphabetically**

**Assistant Town  
Administrator/Human Resources  
Director**  
Vacancy

**Constables**  
Robert A. Kirchman (2025)  
Vacancy (2026)

**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)**  
Valerie Oorthuys (2023)  
Denise Dembkoski, Select Board  
alternate (2026)

**Minuteman Advisory Group on  
Interlocal Coordination (MAGIC)**  
Valerie Oorthuys (2023)  
Denise Dembkoski, Select Board  
representative (2024)

**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**  
Brian Hatch

**Surveyor of Wood & Lumber**  
Commonwealth of Massachusetts

**Town Accountant**  
Julie Costello (2025)

**Town Administrator**  
Denise M. Demboski

**Town Clerk**  
Linda E. Hathaway (2025)

**Town Counsel**  
KP Law PC

**Treasurer-Collector**  
Brad Brightman (2024)

**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 (2026)  
Vacancy (2024)  
Vacancy (2025)  
Vacancy (2026)

Albert Arthur  
Bill Byron, Chair  
Ruth Delmonico  
Jeanne Genereux  
George Nisotel  
Kathleen O'Brien

**Cemetery Trustees**  
Glenn Hammill (2025)  
Vacancy (2024)  
Vacancy (2026)  
Robert Gledhill, Superintendent

**Cultural Council**  
Allison Alter (3/2024)  
Kelly Lawlor (6/2026)  
Rebecca Lynch (3/2024)  
Debie Maher (6/2025)  
Charles Streff (6/2025)  
Meredith Wood (3/2024)  
Vacancy (6/2026)

**Conservation Commission**  
Holly Clack (2024)  
Serena Furman (2026)  
Ingeborg Hegemann-Clark (2025)  
Stephanie Lynch (2025)  
Liza Mattison (2025)  
Jeffrey Saunders (2024)  
Matthew Styckiewicz (2026)

**Economic Development & Industrial  
Committee**  
5 Vacancies

**Council on Aging**  
Charles Aaronson

**Fence Viewers**  
Select Board

**Fire / Rescue – Full-time**

John Paul Benoit, Chief  
Barry Evers, Captain  
Mark W. Guerin, Firefighter/EMT/Call  
Lieutenant  
Erick Benoit, Firefighter/EMT/Call  
Lieutenant  
Matthew McNulty, Firefighter/EMT  
Rachel Vroegindewey, Firefighter/EMT

**Call Lieutenants**

Ryan Boyd  
Jonathan Gray  
Steven Walsh

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

Jonathan Beharrell  
Timothy Benoit  
Kristina Ellis  
Richard Falcioni  
Camden Herlihy  
Todd Jakubek  
Bryan Kiley  
Stephen Laaper  
Timothy Landry  
Yuris Mangolds  
Michael Murphy  
Matthew Olson  
Suzanne Siewierski  
Jack Stafford  
Judson Swinimer

**On-call Firefighters**

Kevin Benoit  
Scott Dwinells  
Thomas Fitzsimmons  
David Frost  
Benjamin Glover  
Timothy Gray  
Jeffery Hill  
Paul May  
Jonathan McDowell  
Gregg Silverio

**Emergency Medical Technicians**

Olivia Liang

**Gleasondale Local Historic District  
Study Committee**

Margaret Costello (2023)  
Eve Fischer (2023)  
Dorothy Spaulding (2023)  
Vacancy (2023)  
Vacancy (2023)

**Green Advisory Committee**

Hector Constantzos, Select Board (2024)  
John Colonna-Romano, Planning (2024)  
Andrew DeMore, ZBA (2024)  
Vacancy, Conservation (2024)  
Vacancy, EDIC (2024)  
Arnold Epstein, Energy Mgr. (2024)  
Sharon Brownfield, Energy Mgr. (2024)  
David Korn, At-Large (2024)  
John Sangermano, At-Large (2024)

**Historical Commission**

Barbara Clancy (2026)  
Andrew Crosby (2024)  
Stacen Goldman (2025)  
Robert Norton (2026)  
Dorothy Spaulding (2025)

**Lake Boon Commission**

Daniel Barstow (2025)  
Dan Tereau (2026)  
Conray Wharff, Hudson

**Local Access Cable Advisory  
Committee**

Cortni Frecha, Select Board (2024)  
Meredith Bartlett (2024)  
Robert M. Glorioso (2024)  
Lisa R. Lavina (2024)  
Lee Pappas (2024)  
Jonathan Daisy, Coordinator

**Municipal Affordable Housing Trust**

Cortni Frecha, Select Board (2025)  
Michael Kopczynski (2025) Chair

Cathy Leonard (2025)  
Constantine Papanastassiou (2025)  
Cynthia Perkins (2024)

**Open Space Committee**

Vincent J. Antil (2022)  
Laurie Burnett (2026)  
Margaret Costello (2026)  
William H. Maxfield (2025)  
Kathleen Sferra (2024)  
Robert T. Wilber (2024)  
Vacancy (2026)

**Police Officers –Full-time**

Michael J. Sallese, Chief  
Kellie Barhight, Lieutenant  
David Goguen, Sergeant  
Cassandra Scott, Sergeant  
Christopher Kusz, Senior Detective  
Brandon Murphy, Prosecutor  
Jacob Champoux, Patrol Officer  
Robert Nelson, Patrol Officer  
Troy Paradise, Patrol Officer  
Jon Butler, Patrol Officer  
John Fantasia, Patrol Officer

**Special Police**

William Bosworth  
John Connors  
Darren Thraen  
Jeffrey Beckwith, Lake Boon Officer

**Public Safety Dispatchers**

Gabriel Lopez, Supervisor  
Shawn Marques  
David O'Brien  
Alexander Beauchesne  
Laurel Brazao, part time

**Recreation Commission**

Samantha Altieri  
Michael Busch, Chair  
Mark Dexter  
Alison Lamkin  
Dan Nicholson  
Laura Greenough, Director

**Registrars of Voters**

Wes Fisher (2026)  
Deborah Seith (2025)  
Robert Webster (2024)  
Linda E. Hathaway, clerk ex-officio

**SpringFest Organizing Committee**

Carole-Ann Baer (2023)  
Maura Hyland (2022)  
Jackie Spataro (2023)  
Vacancy (2024)  
Vacancy (2024)

**Trustees, Hale High School Fund**

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

**Trustees, Randall Relief Fund**

Louise E. Peacock, (2024)  
Susan Rondeau (2025)  
Jeffrey D. Smith (2026)

**Trustees, Randall Town Fund**

Louise E. Peacock, (2024)  
Susan Rondeau (2025)  
Jeffrey D. Smith (2026)

**Trustees, Town Farm Fund**

Louise E. Peacock (2024)  
Susan Rondeau (2025)  
Jeffrey D. Smith (2026)

**Veterans' Graves Committee**

Patricia Bolton  
Vacancy  
Vacancy

**Zoning Board of Appeals**

Andrew Crosby (2025)  
Andrew DeMore (2026)  
Ernest Dodd (2027)  
David Hartnagel (2024)  
Ruth Sudduth (2028)

Leonard Golder, Assoc. (2028)  
Maria McFarland, Assoc. (2028)  
Michael Naill, Assoc. (2024)

Vacancy, Assoc. (2025)  
Vacancy, Associate, (2027)  
Vacancy, Associate, (2027)

**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**  
William Byron (2026)  
Elizabeth Moseley (2025)  
Dorothy Spaulding (2027)  
Marilyn Zavorski (2028)  
Linda Hathaway, Town Clerk

Dan Petersen (2025)  
Evgenia Petrova (2024)

**Moderators**  
Alice B. DeLuca, Assistant Moderator  
Lisa Lavina, Deputy Moderator

**Finance Committee**  
Christopher C. Buck (2024)  
Kevin Gross (2025)  
Brian Patuto, (2026)

**Minuteman School District Rep.**  
Alice B. DeLuca (2026)

**APPOINTMENT BY TOWN CLERK**  
**Listed alphabetically**

**Assistant Town Clerk**  
Deborah Seith

**APPOINTMENTS BY TREASURER COLLECTOR**  
**Listed alphabetically**

**Assistant Treasurer-Collector**

Lani Criasia

**Payroll Coordinator**

Jill Sullivan

**Deputy Collector & Special Constable**

Frederick J. Kelley, Jr

**JOINT APPOINTMENTS**

**Listed alphabetically**

**Capital Planning Committee**

Dave Arsenault (2024) - Moderator

Ed DeLuca (2025) - Moderator

Stephen F. Jelinek (2026) – Moderator

John “JT” Toole (2025) – Select Board

Finance (2024) – Finance

Maureen Crawford – Housing Authority

Vacancy – Finance

Vin Antil - Open Space

John Colonna-Romano – Planning

**Community Preservation Committee**

Michael Busch – Recreation

George Nisotel – Council on Aging

Vacancy - Assessors

Liza Mattison – Conservation

Barbara Clancy – Historical

**Nashoba Regional School District**

**Audit Committee, Stow**

**Representative**

(Joint appointment by Finance  
Committee. and Select Board)

Maureen Mazzone

## ADMINISTRATION

### SELECT BOARD

*The Stow Select Board is comprised of five volunteer members who have been elected by their fellow townspeople. In Stow, it serves as the chief executive officer of the town, and its chief policymaking agency, keeping the will of the voters and the overall good of the town first and foremost. The Board meets regularly on the second and fourth Tuesdays each month, and meetings are open to all interested citizens. Meetings are broadcast on the town's community cable channels and the Stow TV YouTube channel, and have been available via Zoom since the onset of the COVID 19 pandemic. Townspeople are encouraged to follow the Board's work on the town's behalf and stay informed about the many important issues affecting Stow and its many neighborhoods. The Select Board is committed to providing transparency, engagement and respectful debate in all its dealings for and with residents and individuals coming before the Board.*

In January, Select Board members Hector Constantzos, Cortni Frecha, Ingeborg Hegemann, Ellen Sturgis, and Chair Megan Birch-McMichael resumed meetings after a holiday break, but later that month, Ellen Sturgis tendered her resignation, to be effective in May. At the Annual Town Election, John "JT" Toole was elected to serve the remaining year of her three-year term, and Megan Birch-McMichael was re-elected for a second term. At the re-organization meeting, Cortni Frecha was voted in as Chair for the year ahead.

Though the Board concerned itself with many of the usual tasks – setting a date for Annual Town Meeting and opening the warrant among others- the new year seemed to bring with it a sense of change and re-evaluation, as people sought to establish a "new normal" after the rigors of the Covid 19 pandemic, and several new major projects for the town appeared on the horizon. As if underscoring this theme, the Board appointed members to the Master/Comprehensive Planning Committee, established to review, consider, and envision the long-term physical development of Stow.

The first of the proposed projects, a re-design of the Hudson Road/route 117 intersection, involved a joint boards meeting of the Select Board and the Planning Board in January. Members heard the details of three proposed options and voted to support the one calling for installation of a traffic light at the intersection with a "lead green" phase but no designated left turn lane for westbound traffic. While this project unfortunately did not receive funding in 2023, the Town plans to reapply for state funding in 2024.

The Select Board also held a special meeting in January to hear a presentation by the engineering firm Weston & Sampson for the reconstruction of the Lake Boon Dam. Several deficiencies of the dam were identified in 2017, and this two-phase plan aims to improve the structure and safety of the dam. Phase I construction was slated to begin in December 2023, but has had to be delayed until 2024.

Another development early in the year was the completion of the second phase of the Stow Acres Country Club land acquisition. This purchase of 109 acres, strongly supported by the Select Board, is part of a larger, comprehensive project initiated in 2020 to create housing, open space,

and recreation options that align with Stow's priorities as a community. In October, the Select Board granted a permit for a Fall Festival at Stow Acres, coordinated by the Conservation and Recreation departments to acquaint residents with the property and stimulate suggestions for recreational uses.

Following its approval at the 2022 Annual Town Meeting, the Randall Library building renovation project also seemed to be picking up steam as the year began, with additional appointments to the design and planning committees made by the Select Board, and an Owner's Project Manager and designer in place. However, as the year went on, increased construction costs and higher-than-expected bids made it necessary for the project to request additional funding at a Special Town Meeting in September. In anticipation of starting the renovation, the Library moved its operations to the basement of the Town Building in October. Library services were maintained even as the planning committees continued to review and revise building plans, in hopes of reducing costs without jeopardizing the overall scope of the project.

However, the project of greatest impact to the town, and its regional school partners Bolton and Lancaster, came in the form of the school district's request to build a new Nashoba Regional High School. The impetus for this project began in 2018 with the school district's statement of interest to the Massachusetts School Building Authority (MSBA) to conduct a feasibility study to repair, renovate, or replace the 60-plus year-old high school. With MSBA approval in 2019, the district conducted the feasibility study, which concluded that the best option was to build a new high school. In March of this year, the Select Board heard a building project update from Supt. Kirk Downing, and at special town meetings in September, all three towns voted to approve the borrowing necessary to fund the \$241,714,926 project, of which Stow's share is \$62,199,293. In October, the Traffic Safety Advisory Committee asked the Board to support a change to the traffic pattern for Common Road, using input from a public hearing. The Board voted in favor of the recommendation to change Common Road to a one-way street westbound, west of the intersection with 117 but still allowing two-way traffic at the easternmost entrance to the First Parish Church parking area. This change will go into effect when Randall Library is reopened. Bearing these projects in mind as they discussed goals and a workplan for the year ahead, the Select Board identified the need to work with the town to anticipate and manage large projects so residents aren't taken by surprise. With so many changes in progress, the need to reassess or recalibrate "What is Stow" formed a central point of discussion.

The theme of change continued with the opening of two new local businesses this year. The DDK Coffee Shop opened on the corner of Hudson Road and 117, in place of the Mug & Muffin. And at Minute Man Airfield, Fourth & Field restaurant and bar opened in the fall, replacing Nancy McPherson's longstanding Air Field Café. Both establishments were welcomed to the business community in town.

The Board received its annual visit from Sen. Jamie Eldridge and Rep. Kate Hogan in April this year. The two legislators gave an overview of state budget features and funding for fiscal 2024, highlighting a 7% increase in Chapter 70 funds for Nashoba, and a 2% unrestricted increase for Stow. Rep. Hogan cited other funds secured for particular projects, including \$100,000 for PFAS, \$300,000 for six of 11 cisterns, with commitment for the remainder, \$500,000 for Stow

Acres, and \$75,000 for the Wheeler Road bridge. The Board thanked both legislators for all their efforts on behalf of Stow during the year.

In June the Town was able to settle a lawsuit begun in 2019 against Howard Stein Hudson over Lower Village reconstruction. The Town was awarded more than \$1 million in the settlement, which was facilitated by Town Administrator Denise Dembkoski. In other business, the Select Board continued the review of policies with the objective of streamlining and updating procedures. At various times, the Board approved a Buy Recycled Policy, a Flag Policy, a Proclamation Policy, and a number of Personnel policies for employees. The Board also voted to approve a Code of Conduct for boards and committees which was circulated to all Town board and committee members. In addition, they approved a Municipal Fossil Fuel Policy put forth by the Stow Green Advisory Committee, to establish a preference for fossil-free design for new and renovated buildings. And, after soliciting input from residents, the Board approved Anti-Hate and Anti-Racism statements for the Town.

With public safety in mind, the Select Board approved the installation of fire protection cisterns at three locations in town to provide reliable sources of water for firefighting. These installations were supported by American Rescue Plan Act (ARPA) funding, secured through the state and the efforts of Rep. Kate Hogan.

Public health and safety were also in focus when the Select Board accepted a gift of ten Narcan cabinets from the Stow Community Chest. These cabinets were to be installed in municipal buildings to supplement other emergency equipment.

During the year, the Board took time for numerous recognitions, starting with Black History Month in February and World Wetlands Day February 2. They went on to recognize March as Women's History Month and April as National Arab American History Month. Also in April, autism awareness was highlighted with "Light It Up Blue" at the Pompositticut Community Center. In addition, the Board approved a proclamation in observance of National Library Week from April 23-29. May was noted as Mental Health Awareness Month and Asian American, Native Hawaiian and Pacific Islander Heritage Month. May was also recognized as Jewish-American Heritage Month, and the Board voted to adopt the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism for the Town of Stow. National Hispanic Heritage Month was recognized from September 15-October 15, and National Friends of Libraries Week from October 15-21, honoring the local nonprofit service group Randall Library Friends Association for their work in the community. November was recognized as Native American Heritage Month.

A number of individuals received recognition during the year as well. Two Eagle Scouts were congratulated and commended for their achievements and contributions to the community. In May, the Board noted the retirement of Lt. Darren Thraen, after 31 years of service in the Stow Police Department. Lt. Thraen was thanked for his dedication to the town and its residents throughout his career. In August, the Board joined other local and state officials in honoring two Stow residents for their heroic actions when an airplane came down in their yard near Minute Man Airfield. Tye and Julie Morancy were commended for assisting the pilot and passengers prior to the arrival of public safety responders. The Morancys received recognitions from the



Police and Fire Departments as well as the Select Board, and were presented with a Massachusetts House of Representatives Citation from Rep. Kate Hogan. As the year closed, the Board acknowledged and expressed appreciation for residents who passed away during the year who had been volunteers for the town: Edward A. Brown, Ronald A. Hill, Gerald A. Horne, Richard A. Mortenson, Michael G. Rosenbaum, James V. Sauta, Clifton C. Smith, Constance G. Schwarzkopf, Edmund G. Tarnuzzer, Jr., and C. Anthony “Tony” Todesco.

On a positive note, in June the Board appointed Kellie Barhight to serve as Police Lieutenant following the retirement of Lt. Darren Thraen. With more than 20 years in law enforcement and a thorough knowledge of police procedures, Kellie arrived with great enthusiasm and willingness to support her new colleagues and the town of Stow.

In August, Brian Hatch was promoted to Superintendent of Streets, after serving in the Highway Department for 26 years and as Acting Superintendent since January. His knowledge, experience, and dedication will all contribute to stability of operations in the department. In reviewing another year of Town Administrator Denise Dembkoski’s leadership, the Board expressed appreciation for her ability to look at the whole problem – “the big picture” – and present multiple solutions to complex issues, with both positives and negatives for each option, to help the Board in their decision-making. Her skills in communication, open-mindedness, high standards, involvement in projects, and ability to manage conflicts, have made her a “team player” with the Select Board, as they work together toward common goals for the town. The Select Board has also appreciated the work of staff members in the Town Administrator and Select Board office. Executive Assistant Joyce Sampson and Department Assistant Phoebe Haberkorn work to keep the office functioning smoothly behind the scenes. Joyce prepares packets and minutes for the Board and handles communications with other boards and residents, while Phoebe focuses on appointments, licensing, and the Town Report.

In addition, the Board would like to thank all the Town’s employees, and all the volunteer board and committee members for their willingness to give their time and efforts for the good of Stow and its residents. Without them the Town would not function. Stow is fortunate to have so many dedicated and community-minded individuals, and the Board encourages all those with an interest to explore the opportunities available through town government. Alongside these individuals, the Select Board will continue to work for the benefit of all residents and taxpayers of Stow.

Respectfully submitted,

Cortni Frecha, Chair  
Megan Birch-McMichael, Clerk  
Ingeborg Hegemann Clark  
Hector Constantzos  
John “JT” Toole

## **TOWN ADMINISTRATOR**

2023 was a busy year for the Town Administrator's Office, but as usual the staff handled all matters flawlessly. Joyce Sampson, Executive Assistant to the Town Administrator & Select Board, handled the Board's agendas and minutes, special projects for the Town Administrator, kept the website and Facebook updated, and handled other day-to-day business with ease and efficiency. Office Assistant Phoebe Haberkorn continues to be the backbone of the office handling appointments, the Board's motions, license renewals, and most phone calls and walk-in customers. Plus, her record keeping, and knowledge of past practices is top notch. I am extremely lucky to have two such dedicated and hard-working employees working in my office.

Dolores Hamilton, Assistant Town Administrator/HR Director stayed busy all year. She was involved in all job postings and interviews, met with all new employees, worked closely with our retirees, drafted a number of policies, and participated in collective bargaining meetings. Additionally, she planned a health fair for employees of Stow and Bolton.

Unfortunately, Dolores received another job offer and left Stow in November. The position was posted, with a greater focus on the Assistant Town Administrator functions, and interviews were conducted in December. The committee unanimously selected a top candidate, and she was presented to the Select Board for appointment in early 2024.

Ashley Pinard, our Procurement and Grants Administrator came to the Town of Stow at the end of 2022. During her first full year, she was involved in a number of projects and grant applications. Ashley made sure all purchases were done legally and in accordance with MGL c. 30B or c. 149. She offered trainings to the staff, so they can be more aware of the necessary requirements, and she put many of our building services under annual contracts. Ashley was brought on using ARPA funds, but in the Fiscal Year 2024 budget, her salary was incorporated into the General Fund as a permanent position.

Personnel overall stayed relatively static, but in July, Brian Hatch, Acting Superintendent of Streets was appointed to fill the role permanently and in September, we welcomed Kellie Barhight as our new Police Lieutenant.

2023 was an exciting year for projects in Stow. In January, we closed on the purchase of the North Course of Stow Acres. Over the course of the year, we worked with our consultants BSC Group and the Master Plan Committee to start defining what the future of the site will look like. We held a Fall Festival to give residents an opportunity to get on the North Course. Of course, it's New England, so it was a very cold and rainy day – but that didn't stop residents from coming out to enjoy a golf cart tour of the property.

Since that was such a big hit, we held an additional opportunity for residents to have a golf-cart tour and see the entire North Course property. Another well attended event introducing residents and neighboring community members to the area.

In January, the Randall Library Building Committee and Exterior Design Committees began meetings on the Randall Library Renovation project. The committees actively met to review

community and staff feedback, review design options, debate the exterior look of the building, and talk about the programmatic and community spaces that were necessary. As we worked through the process, we began encountering price escalation and at the Special Town Meeting in September, I committed an additional \$2.5M from within the General Fund Budget to cover the additional costs of the project. Unfortunately, when we went out to bid just after the STM, the prices had escalated even further – well beyond the capacity of the original Town Meeting vote and the Special Town Meeting vote. As a result all bids were rejected and the Committees resumed meeting to start reducing the size of the project to bring it back within budget.

In June, the Town settled the 4-year lawsuit against the engineering firm of Howard/Stein-Hudson (HSH) over the design and management of the Lower Village Reconstruction Project. As part of the settlement, HSH paid the Town more than \$1 million. The settlement funds will be certified by the Town into Free Cash, and will be subject to appropriation at Town Meeting. It is expected that some of the settlement funds will be used to pay off the debt incurred for the project, and to make additional improvements in the Lower Village area.

At the end of 2022, I began holding monthly “Discussions with Denise” open sessions with residents at the Pompo Community Center. During calendar 2023, I had 56 attendees at my sessions. Some are repeat attendees, who like to come and hear what others have questions about, while others came for a specific reason or based on the departmental guest that may have been with me. This has been a great opportunity for me to hear directly from residents, either individually or in a group setting, about concerns, issues in town, ideas, criticisms, and compliments.

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 2023, 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 FY24 to the voters. The voted FY24 budget, articles, and capital requests of \$34,458,160 fell outside the statutory tax levy limits of proposition two and one-half and utilized excess levy funds.

The voted FY24 budget has left the Town with a significant amount of unused levy capacity in the sum of approximately \$1,345,748. Unused levy capacity represents the amount of additional

taxes that could be voted on 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 total voted for FY24 of \$35,173,890 were several significant numbers. The general municipal budget which contains all departmental wages and operational expenses, together with town-wide expenses (property and casualty insurance and employee healthcare insurance) totaled \$9,303,366. This represents an 8.64% increase above the FY23 municipal budget.

The FY24 Nashoba Regional School District assessment of \$19,059,502 represented an increase of 2.82% compared to their FY23 assessment. And the FY24 Minuteman Regional School District assessment of \$2,574,524 represented a 20.02% increase above FY23.

The annual debt payment contained in the FY24 budget is \$2,173,737 representing a 5.42% increase above the FY23 budget amount. I don't expect much to decrease with regards to debt over the next several years. We will continue making payments on the Snow Property Land Purchase until FY28. The debt excluded piece of the Lower Village Traffic Project will roll off the books in FY27. Additionally, the majority of the Center School debt will be on our books until FY31 & FY34.

The FY24 capital budget of \$583,298 represents a 29.17% decrease compared to the FY23 capital budget. \$200k of the capital in FY24 was for the school department to make upgrades to both Hale and Center School.

We were able to cover much of the Capital during 2023 with funds from the American Rescue Plan Act (ARPA). The Town of Stow received \$2,162,292 in funding, which the Select Board allocated to a number of projects. These projects have covered a wide range of interests covering engineering work, studies, equipment purchases, PFAS, and more. In addition, as costs continue to escalate, the ARPA funds have been used to supplement capital, that was previously approved. In accordance with federal guidelines, these funds must be allocated by the end of 2024 and spent by the end of 2026.

As it relates to revenues, in the fall of 2024, as occurs each year, the Town's free cash account was certified by DOR. The amount certified is in the amount of \$3,276,056 which represents a significant increase compared to the previous year's certified free cash amount. However, \$1M of this was from the Lower Village legal settlement. 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 \$3,276,056 with an estimated balance of \$1,323,672 in the two stabilization accounts (regular and capital) the Town's stored assets

currently total \$4,599,728. 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 with a strong bond rating is between 10% and 15%. (We are currently at 13.89% - as a result of the \$1M legal settlement) As a matter of best practices, 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 \$9,287,198. 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 \$1,389,340 or 11.32% funded and has made tremendous strides contributing \$235,000/year since starting the fund just six years ago.

Looking ahead to FY25, I hope to recommend a budget with a minimal increase, while continuing to find ways to increase services as compared to the current FY24 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, I truly appreciate each and every one of you. And finally, to the residents of Stow, thank you for your support at the Annual 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 positive and negative, 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



Boardwalk trail opening (Photo courtesy of Kathy Sferra)

## **ASSISTANT TOWN ADMINISTRATOR/HUMAN RESOURCES DIRECTOR**

The mission of the 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.

Labor and employee relations is also a key area, that includes finding solutions for employees, addressing grievances, and working together to create a welcoming and inclusive environment. The Town Administrator and the Assistant Town Administrator/HR Director serve as the Town's collective bargaining team. We work closely with our four labor unions and for Fiscal Year 2024 negotiated a three-year contract with the Fire Union. In addition, we also negotiated a one-year contract with the Police Union, while we focus on resolving some outstanding matters and work towards a new three-year contract. The Dispatchers' Union has not wanted to renegotiate their contract since 2018. The Highway contract is active until the end of FY25.

Recruitment continues to be a challenge since many prospective employees are looking for more flexible positions, allowing shortened work weeks and/or regular work from home opportunities. We were fortunate to be able to fill many positions this year.

The Department handled over one hundred personnel transactions relating to a myriad of positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees.

Among the searches the Town facilitated over the course of the year were recruitments for Police Lieutenant, Land Use Planner/GIS Administrator, Assistant Assessor as well as many other titles across Town departments. The Department uses tailored processes for each hiring, using assessment tools based around tasks specific to each position.

Policy Implementation is critical in the area of Human Resources. In 2023, the HR Department facilitated a number of new policies that were adopted by the Select Board. Those policies were: CORI Policy, Comp Time for Exempt Employees, Comp Time for Non-Exempt Employees, FMLA Policy, Health Savings Account Policy, Inclement Weather Policy, Nepotism Policy, Religious Accommodation Policy, Remote Work Policy, Service Animals in the Workplace, Small Necessities Needs Act, and Therapy Animals in the Workplace.

Unfortunately, in November 2023, Dolores Hamilton, Assistant Town Administrator/Human Resources Director left the Town of Stow for another opportunity. The position was posted and in early 2024, we welcomed her replacement. The Town of Stow wishes Dolores well with her new opportunity and we thank her for the two years she worked here building the HR Department from the ground up.

Respectfully submitted,  
Denise M. Dembkoski  
Town Administrator



## **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 Comprehensive 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, John Colonna-Romano was re-elected to another 5-year term. We are looking forward to working with John for another term, as he brings valuable experience to the Board.

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

Regretfully, Mark Jones relocated outside of Stow and stepped down from his role as Voting Associate Member after over a decade of contributions to the Board and Town. The Board cannot replace the knowledge and thoughtful review he brought to every project and initiative.

Deb Woods was 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 Planning Board is seeking a Non-Voting Associate Member, as of January 2024.

Planning Board members continue to be active on various other Town Committees dealing with land use and planning issues. The Board appointed representatives to the following:

- Community Preservation Committee: John Colonna-Romano
- Green Advisory Committee: John Colonna-Romano
- Liaison to Metropolitan Area Planning Council (MAPC): Valerie Oorthuys
- Representative to Minuteman Advisory Group on Interlocal Coordination (MAGIC): Valerie Oorthuys



- Liaison to Gleasondale Neighborhood Area Sub-Committee: Margaret Costello
- Comprehensive Plan Steering Committee: Lori Clark

Michael Slagle joined the Planning Department in May of 2023 in the role of Land Use Planner/GIS Administrator. Michael directly supports the Zoning Board of Appeals, collaborates on the Department's breadth of community development initiatives, and provides technical assistance to the Planning Board.

The role of the Planning Department continues to expand, most notably with the inclusion of the Zoning Board of Appeals beginning in July of 2023. In addition to providing administrative and technical support to the Planning Board, the Planning Department also fills a variety of community development roles and provides staff support to the Complete Streets Committee, the Traffic Safety Advisory Committee, the Comprehensive Plan 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 Executive Office of Housing and Livable Communities 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 six (6) Special Permit/Site Plan Approval Applications:

- 98 Old Bolton Road – Modification to Hammerhead Lot Special Permit – **Approved**
- Cottages at Wandering Pond Active Adult Neighborhood Special Permit, land off Hudson Road – Proposal for 141 units of age-targeted housing – **Under Review**
- 148-156 Great Road – Special Permit Reissuance – **Approved**
- 501 Gleasondale Road (Gleasondale Mill) - Special Permit and Site Plan Approval to allow the inclusion of artist spaces and gun manufacturer spaces – **Under Review**
- 63-65 White Pond Road – Modification of a Contractor's Yard Special Permit, Erosion Control Special Permit, and Earth Removal Special Permit and Site Plan Approval – **Under Review**
- 108-118 Great Road - Special Permit and Site Plan Approval – **Under Review**

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

- 98 Old Bolton Road/7 Maple Street – Creation of one Hammerhead Lot and one additional buildable lot
- 124 Great Road – Creation of one lot not to be considered buildable
- 22 Johnston Way – To dissolve property line
- Lot 3 Packard Road – Creation of one buildable lot
- 339, 353 and 0 Great Road – Dissolved property line between 339 and 0 Great Road and altered property line between 339 and 353 Great Road

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:

- Joanne Drive Definitive Subdivision Plan – Site Inspections and Peer Review
- 63-65 White Pond Road Special Permit Modification – Peer Review
- Cottages at Wandering Pond Active Adult Neighborhood Special Permit – Peer Review

## **Town Meeting Action - Zoning and General Bylaws**

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

- Addition of a new Section 3.3.5 to create the Lower Village Business District to provide flexibility in developing a mixed-use village center
- Non-substantive amendments to various sections of the Zoning Bylaw to update definitions regarding the Registered Marijuana Establishment Overlay District
- Amended the Active Adult Neighborhood Overlay District to include an additional parcel within the overlay and to allow attached garages
- Removal of Phasing of Growth Bylaw

## **Planning Efforts**

### *Lower Village Business District Planning*

With the adoption of the Lower Village Business District at Annual Town Meeting, the planning efforts for Lower Village continued with the Lower Village Water Feasibility Study, and the Lower Village Design Guidelines:

- The Water Feasibility Study was contracted with Stantec, Inc., to complete groundwater exploration and the feasibility of establishing a Public Water Supply for servicing the Lower Village Business District, intended to be completed in 2024.
- Lower Village Design Guidelines are intended to set expectations for the development community and the Town for the look and feel of buildings and public realm improvements built under the new zoning.

### *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.

### *Housing Production Plan*

The Planning Department, Stow Municipal Affordable Housing Trust, and the Metropolitan Area Planning Council have partnered to update Stow's 2016 Housing Production Plan. This plan consists of a housing needs assessment, development opportunities, goal setting, and planning for the creation of affordable housing units. The development of the plan is further supported by a Steering Committee with representatives from the Stow Municipal Affordable Housing Trust and the Stow Housing Authority. The Housing Production Plan is expected to be completed in Spring 2024.

### *Kane Land Access Path*

The Kane Land is a town-owned parcel along the Assabet River in Gleasondale Village, intended for future trail construction. At 2023 Annual Town Meeting, additional funding was allocated for the construction of an access path from the intersection of Gleasondale Road and Marlboro Road

north to the Kane Land. Construction of the access path was completed in October. In 2024, it is expected that a citizens group will construct a trail system within the Kane Land.

#### *Track Road*

The Planning Department, with support from the Conservation Department and Town Administration, are under contract with Green International Affiliates and MassDOT to produce concept plans for a multiuse trail along the Track Road. The trail is intended to serve as a continuation of the Assabet River Rail Trail. Concept plans are anticipated in the spring of 2024.

#### *GO Stow and MART*

To advance Stow's *Age Friendly Community* Goals of improving transportation options for older adults, Stow, in cooperation with several other area towns, administered a Community Compact Best Practices grant to fund the *GO Stow* no-cost taxi rides program through 2023. In 2023, the program provided 181 rides at no cost to Stow residents, primarily providing transportation to medical appointments.

Montachusett Regional Transit Authority (known as MART) began working with the Town Administrator, Council on Aging, and Planning Department after MART was awarded a grant to create routed and on-demand shuttle service in Stow and other area towns. Together, the Town and MART have developed initial shuttle routes connecting neighborhoods to destinations within the region. The planning work is scheduled to continue into 2024 and will launch a shuttle service in late winter.

#### *Comprehensive Plan Update*

The Town has undertaken an update to the 2010 Master Plan, with the Planning Department providing staff assistance to a newly formed Comprehensive Plan Committee. This effort is further supported by consultants at JM Goldson. The updated plan will serve as a visioning and policy document for the future of development in Stow. The process will include assessing existing conditions and trends in Stow, visioning the future of the community, developing goals and strategies, and creating an implementation strategy. The steps within the process are supported by a robust community engagement plan.

#### *Complete Streets Planning & Engineering*

The Complete Streets Committee has advanced the design of the Crescent Street Sidewalk project. The design includes the installation and/or improvement of sidewalks along the north side of Crescent Street from the intersection of Hartley Road to the intersection of Warren Road. The project was awarded a grant of \$500,000 of construction funding from the Commonwealth's Complete Streets Program funding. Construction is anticipated to be complete in 2024.

#### *Stow Acres Planning Initiative*

A five member Planning Team, including representatives of Stow Conservation Trust (SCT), Stow Conservation and Planning Departments, the Town Administrator, local development firm MCO Housing, and Peter Brown, representing the owners of Stow Acres Country Club, continued 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.

In 2023, the Department supported the ongoing Climate Resilience Master Plan effort for the town-owned portion of the North Course. In addition, the Planning Department received the Comprehensive Permit application for the village style housing development on the North Golf Course; staff will support the Zoning Board of Appeals when the Public Hearing opens in January 2024.

#### *Town Center Streetscape Improvement*

The Planning Department began working with BETA Group to develop concept plans for transportation improvements to streets and intersections within Town Center. The concept plans are intended to align with the Complete Streets Prioritization Plan, and aim to create a safe and accessible area for all transportation users.

#### **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 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.

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 Planning Director Valerie Oorthuys, Land Use Planner/ GIS Administrator Michael Slagle, 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 Chair  
Nancy Arsenault  
John Colonna-Romano  
Margaret Costello

Deb Woods, Voting Associate Member

Valerie Oorthuys, Planning Director

Michael Slagle, Land Use Planner/GIS Administrator  
Julie Windzio, Administrative Assistant



(Photo courtesy of Jonathan Daisy)

## **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 1,000 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.

### **Land Protection and Trail Development**

A primary focus of the Conservation Commission's work continued to be consummation of the conservation and development vision for Stow Acres. Following a successful town visioning process, the Conservation Commission, in partnership with Stow Conservation Trust, completed the second phase of a two-phase project to protect Stow Acres Country Club on Randall Road. The Town completed acquisition of approximately 109 acres of the Stow Acres North Course for future active and passive recreational use and open space, including habitat restoration in January 2023. We are currently in the process of working with BSC Group, Inc. to develop a Climate Resilience Master Plan for the North Course, which is expected to be completed in June 2024. The planning effort has involved the Conservation, Recreation and Planning Departments and numerous public events including forums, walks and golf cart tours. During the summer of 2023, the Commission also worked to create a pedestrian trail on the North Course which is expected to be completed in 2024.

### **Conservation Land Management**

A significant responsibility for the Commission and its staff is the management and oversight of conservation land and conservation 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. All tree clearing is done by Department staff, including two seasonal trail stewards. 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.

Stow had a brief, but severe storm on Friday September 8, 2023 that resulted in extensive tree damage throughout town, particularly in the northwest portion near Boxboro Road and Taylor Road. It took nearly 15 days of work for our staff team to clean up debris on our trails. In all, a total of 134 trees required chainsaw work, including Flagg Hill which was hardest hit with 69



trees, followed by Heath Hen Meadow Brook with 30 trees. In two cases severe blowdowns forced the permanent relocation of trails – one at Flagg Hill on the Dark Green Trail and one at Heath Hen on the Blue Trail. This is only the second storm in the last 10 years that has required this level of clean up. The last was an ice storm in 2018. Several volunteers assisted with scouting for tree damage and we appreciate their assistance.

We also continued ongoing efforts to manage invasive species on our properties, focusing on invasive Japanese knotweed at Heath Hen Meadow Brook and Captain Sargent Conservation Areas, and Japanese stilt grass patches at Flagg Hill and Marble Hill Conservation Areas.

### **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 be spent on mowing the fields. For the third year, the managers of Taproot Farm on Tuttle Lane sold Christmas trees, which proved to be a popular community undertaking.

Stow residents Myong Hunt, Mary Coombs and Laura Reiner continued volunteering in 2023 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. Myong Hunt resigned from her position as Garden Steward in November 2023 and Mary Staley became a new Garden Steward. We thank Myong for her years of service, garden expertise, and welcoming demeanor.

In 2022 we began an initiative at the Community Gardens, using American Rescue Plan Act (ARPA) funds, to increase public access to and accessibility at the Community Gardens. Nine raised bed garden plots were rented for the first time in 2023 and have proven popular and a new visitor parking lot was constructed near the entrance for users of the gardens and the Red Acre Woodlands-Captain Sargent Connector. In 2023 we opened a major connector boardwalk between Captain Sargent Conservation Area and Red Acre Woodlands, that is accessed from the back of the Community Gardens. The boardwalk was constructed using ARPA funds, with assistance from Stow Conservation Trust. JAM Corporation was the contractor completing the work.

### **Wetlands Permitting**

The Commission reviewed and approved a total of 20 permit applications, and issued 2 Emergency Permits, 7 Permit Extensions, and 13 Certificates of Compliance, with all meetings continuing to be held via Zoom. As in the past, approximately half of all permit applications were associated with residential projects around Lake Boon. Three permits were issued for

water supply well installation off Athens Lane, Randall Road, and Red Acre Road, and two permits for golf course/driving range reconfigurations at Stow Acres. The most significant project currently under review is the Cottages at Wandering Pond development off Athens Lane, which will continue into 2024. The Commission worked cooperatively with residents, businesses, and contractors to resolve several violations of the Wetlands Protection Act, four of which involved formal Enforcement Orders.

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

### **Collaborative Efforts, Outreach, and Long-Range Planning**

In 2023 we worked with the Recreation Department to complete an update of the Town's Open Space and Recreation Plan which guides activities in these areas and is incorporated into other planning documents. Several Stow residents assisted with oversight of this effort including Liza Mattison, Samantha Altieri, Laurie Burnett, and Sandra Grund. We received approval from the Commonwealth for the plan with final edits to be completed in 2024.

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 in the last year including the Stow Acres project, acquisition of real estate interests for a replacement bridge on Box Mill Road near Carver Hill, and advancing pedestrian and bicycle improvements to Track Road. We also worked with the Planning Department and others to install test wells on two parcels of conservation land which were approved for that purpose so as to explore the feasibility of providing water to Lower Village. We also worked with OARS, the nonprofit focused on water quality and recreation in the Assabet River, to help fund water chestnut management along the river.

### **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. Two seasonal trail stewards, Dave Schroeder and Jim Wheeler, assisted us during the summer of 2023.

Ingeborg Hegemann Clark stepped down as the Commission's representative to the Community Preservation Committee and was succeeded by Liza Mattison. Associate Member Tom Porcher continued to serve as the Commission's representative to the Green Advisory Committee, resigning in June. Kathy Sferra serves as the representative to the Complete Streets Committee.



Associate Member Cortni Frecha was appointed as the Commission's designee to the Master Plan Committee. Doug Morse resigned from his position as a Commission member during 2023. We thank him for his many years of service, particularly his assistance with the review of landscaping projects. Associate Member Stephanie Lynch was appointed to fill his seat.

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](mailto: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](http://www.facebook.com/stowconservation).

Respectfully submitted,

Commission Members:

Matthew Styckiewicz, Chair

Holly Clack, Vice Chair

Serena Furman

Ingeborg Hegemann Clark

Jeffrey Saunders

Liza Mattison

Doug Morse (resigned 7/23)

Stephanie Lynch (appointed 9/23)

Associate Members:

Bruce Trefry, Land Steward

Myong Hunt, Garden Steward (resigned 11/23)

Mary Coombs, Assistant Garden Steward

Laura Reiner, Assistant Garden Steward

Mary Staley, Assistant Garden Steward (appointed 12/23)

Cortni Frecha

Sandra Grund

Tom Porcher

Staff:

Kathy Sferra, Conservation Director

Jacquelyn Goring, Conservation Assistant

Bruce Trefry, Conservation Land Steward

Dave Schroeder, Summer 2023 Seasonal Trail Steward

Jim Wheeler, Summer 2023 Seasonal Trail Steward

## **BOARD OF HEALTH**

The Stow Board of Health is responsible for the health and safety of Stow residents including our water wells, sanitation, habitation, 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, sanitarians and nurses who work at Nashoba. Being a part of a regional district enables Stow to offer many services we would be unable to afford otherwise.

While Influenza and COVID continue as public health concerns, the impact has lessened as more people have become immunized and begun to practice improved health measures to prevent the spread of viruses. The Stow Board of Health, in conjunction with the Nashoba Associated Boards of Health, held a clinic in October 2023 providing 113 influenza vaccines and 10 COVID vaccines to participants. In addition, we were able to make several additional clinics available to Stow residents in other member towns.

### **PFAS Update**

Stow had had several areas where PFAS has been identified in the drinking water. Since most Stow residents have private wells, this has become an issue of great concern. The Board of Health has been working with the Massachusetts Environmental Protection Agency in identifying and working to provide safe drinking water to all Stow residents. As the state looks to further decrease the safe level of PFAS in drinking water, this is likely to have an impact on more wells in Stow. Updated Private Well Regulations will be released in early 2024. For up-to-date information on PFAS, go to: <https://www.mass.gov/info-details/per-and-polyfluoroalkyl-substances-pfas-in-private-well-drinking-water-supplies-faq#pfas-testing-in-private-wells>

### **Hazardous Waste**

Stow continues as a member of the Devens Regional Household Hazardous Products Collection (HHHW) Center located at 9 Cook Street, Devens, MA. This is another way for Stow to offer additional services to our residents by joining a regional organization. In 2023, 117 Stow residents and small businesses properly disposed of approximately 7448 pounds of toxic waste. (This is almost double the poundage from 2022). Wait times averaged less than 10 minutes. Due to this service, Stow is no longer collecting batteries or lightbulbs as these are accepted by Devens. HHW, The Board of Health provided a volunteer annually to assist in managing the 19 collection days.

The center is open for residents on the First Wednesday and the following Saturday from 9:00 AM to 1:00 PM from March to December, weather permitting. More information is available at [www.DevensHHW.com](http://www.DevensHHW.com) or by calling 978-501-3943.

### **Sharps and Medical Disposal**

The Health Department continues to offer the proper disposal of sharps. There is a statewide ban on the disposal of sharps, including unopened packages of hypodermic needles and lancets in the trash. Sharps containers can be purchased at the Board of Health office 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 at [www.stow-ma.gov/stow-police-department](http://www.stow-ma.gov/stow-police-department).

The Board of Health no longer accepts mercury thermometers and fluorescent bulbs as these can be safely disposed of at the Devens Regional Household Hazardous Products Collection Center.

### Additional Accomplishments of the Board of Health:

1. Reviewed 18 requests for Well or Septic (Title 5) variance requests.
2. Revised “Animals in Town Building Policy” in collaboration with Human Resources.
3. Worked in collaboration with the Fire Department to begin CERT unit (Community Emergency Response Team) in lieu of Medical Reserve Corp.
4. Began work on revision of the following health regulations:
  - a. **Outdoor Water Use Restrictions for Private Wells** to mirror new State regulations.
  - b. **Private Well Regulations** to include PFAS recommendations.
  - c. Collaborated with Sustainable Stow and Stow Green Advisory Committee share information and provide informational materials regarding Drought Resistant landscaping and other measures to combat Climate Change and to develop a response to harmful algae blooms in Lake Boon
5. Informational brochure being developed for new homeowners, realtors, and residents with information on septic systems, wells, hazardous waste collection, stable licenses, and other environmental information.
6. Reviewed Town-wide Beach Closing Procedure for presence of harmful algae blooms at Public Beach

## NASHOBA ASSOCIATED BOARDS OF HEALTH - STOW 2023

Nashoba Associated Boards of Health continues to serve the Town of Stow and the Stow Board of Health in meeting the challenges of environmental and public health needs in your community. The Nashoba Associated Boards of Health is a regional health district whose members, including the Town of Havard and the Stow Board of Health, are members. The health District is governed by the elected Board of Health members from member communities and meet quarterly to conduct the District business.

- Our public health nursing staff returned to pre-pandemic activities while working with our Public Health Educator to provide public health education programs to our communities.
- It is with great sadness that we needed to close the Nashoba Nursing Service and Hospice, our VNA, primarily due to the difficulty in obtaining and retaining nursing staff; the service ended in June.
- As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District. We have been able to bring on another Health Agent to improve our service to the communities.

We look forward to continuing our work with Stow's Board of Health to meet the public health, environmental and nursing needs of your community.

### **Environmental Health Department**

The Nashoba Sanitarian serving your community is always available at our Ayer office and has regular hours in the Stow Town Building to serve Stow residents and work with Town Building staff.

#### Food Service Licensing and Inspections:

26

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Some of the inspections done this year were in response to COVID complaints.

#### Recreational Permitting and Inspections:

25

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaches and public and semi-public pools. We sample water at bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at those public and semi-public beaches which meet State regulations.

#### Housing & Nuisance Investigation:

6

This office inspects dwelling units for compliance with the State Sanitary Code upon complaint and prior to occupancy. We issue orders to take corrective actions, reinspect, and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

### Title 5 related work – On-site Sewage Disposal

We received 19 applications for soil testing (testing necessary for the design of sewage disposal systems) and witnessed 69 tests performed (perc tests and soil evaluation holes).

We received 21 applications for sewage disposal systems and reviewed 51 plans for new and replacement systems.

Our office prepared 17 sewage disposal system permits for the Board's review and approval: 3 for new construction and 14 for the replacement of failed systems.

We conducted 56 inspections during the construction of sewage disposal systems.

We reviewed 51 Title 5 inspection reports, and we were available to provide consultation to your residents on matters relating to sewage disposal systems.

### Private Well related services

Private wells are regulated by local regulation, and we issued 4 well permits for new and replacement private water supply wells.

We reviewed water quality and quantity reports and interpreted the results for your residents.

### Rabies Clinics

Clinics were held in a handful of communities in cooperation with local veterinarians; clinics were open to the residents of all member communities.

### **Nashoba Nursing Service & Hospice**

It was with great sadness that we closed the Nashoba Nursing Service and Hospice at the end of June 2023; what follows is a record of the activities in your community performed by the Nashoba Nursing Service and Hospice through the end of June.

Nashoba's Certified Home Health Registered Nurses visited and provided skilled services to patients in their home under physician's orders. The services included assessment of physical, psychological, and nutritional needs. Skills included 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 provided assistance with daily activities of daily living including bathing, dressing, exercises and meal preparation.

Nashoba Therapists provided 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 dependence.

Nursing Visits: 130

Home Health Aide Visits: 34

Rehabilitative Therapy Visits: 51

### **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.

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health's (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

- Working with MDPH and local boards of health to identify and manage clusters of disease/exposures in the District.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support.
- Working with the Health Agents in our member communities to assist individuals in unsafe living situations; our goal is to improve their living conditions.

Communicable Disease Number of Cases investigated:

Anaplasmosis	11
Babesiosis	5
Cryptosporidiosis	3
Cyclosporidiosis	1
Giardia	1
Group B Strep	1
Haemophilis Influenza	2
Influenza	12
SARS-CoV-2 (COVID-19)	128
Shiga Toxin Producing E.Coli	1

The Nashoba nursing staff provided monitoring and guidance to **167** travelers and residents throughout the District testing positive for TB infection (not contagious) this calendar year, and have also been managing **3** active TB cases in the District since Spring/Summer 2023 (monitoring continues to date). The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

In addition to the mandated disease surveillance and reporting, our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and

safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, dog bites etc.) in a variety of ways including:

- Monthly well adult clinics have been and continue to be offered throughout the District. Nashoba nursing staff conducted **134** total clinics this year, including **10** clinics in Stow. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. District wide flu clinics are held in the fall.
- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered **1564** flu shots to community members, including **125** Stow residents.
- The nurses are available for and have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources. We made **11** home visits.
- Nashoba has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness. Nashoba staff provided Grief Support groups after the closing of Nashoba Nursing Service and Hospice.
- Nashoba staff attend and regularly participate in collaborative meetings, trainings, and conferences to keep current with the latest developments in local public health.
- Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide future public health initiatives and outreach.

### **Community Health- Communications and Public Health Education Summary 2023**

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in September 2021 to best support the needs of the District and the work of the Nashoba Associated Boards of Health's (NABH) Public Health Nursing and Environmental Health departments. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, providing educational opportunities across the District with a social determinants of health (SDOH) lens, advocating for improved resource access and health equity in the region, and partnering with a variety of community-based organizations. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Public Health 101, Brain Health & Stroke Prevention, etc.
- Serving an overseeing administrative role during annual flu clinics
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorders and mental health.
- Providing public and written testimony to advocate for public health-related resources in the region.
- Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news,

information, and events such as flu and rabies clinics. Continuing to identify ways to diversify communication methods to reach as many community members as possible.

- Building and maintaining relationships with a broad range of stakeholders through meetings and attending community events to represent NABH.
- Serving as a resource for community members with public health related questions across a broad range of topics.
- Attending trainings with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
- Attended “Grantmakers” training and oriented to grant application process.
- Became certified in Mental Health First Aid for Adults.
- PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
- Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials.
- Maintaining and improving NABH website to keep info relevant and accessible.
- Maintaining and expanding upon a robust, in-depth Resources page on the website.
- Organizing events to facilitate the exchange of information such as networking events for Council on Aging and Outreach Workers and local Boards of Health and learning events including a district-wide Mental Health Learning Collaborative.
- Maintaining agency social media to reach people in district with current, relevant and seasonal public health information.

### **Animal Control Officer Report**

#### **Call logs:**

Dog	91
Cat	13
Wildlife	75
Livestock	15
Other	18
Total	212

### **Animal Inspector Report**

#### **Quarantines**

Dog/Person	1
Dog/Dog	3
Dog wound unknown origin	1
Cat wound unknown origin	1
Barn Inspections	57



## Permitting and Licenses

The Board of Health issued the following permits and licenses, in addition to the permits and inspections conducted by the NABH.

- Rubbish Hauler Permits.....10
- Stable Licenses.....19
- Dumpster Permits..... 13
- Retail Tobacco Permits..... 5
- Title 5 Inspection Report reviews..... .62

The Board of Health office is located on the second floor of the Town Building. 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, email at [health@stow-ma.gov](mailto:health@stow-ma.gov) or the Town website at [www.stow-ma.gov](http://www.stow-ma.gov).

Respectfully submitted,

Stow Board of Health

Mary McDowell, Chair

Marcia B. Rising

Assistant

Merrily Evdokimoff

Nancy Porter, Associate Member

Cynthia Colosi, Executive Assistant  
Donna Traylor, Department

Phyllis Tower, ACO/AI



(Photo courtesy of Jon Cohan)

## **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 for five-year terms. 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 the Planning Department.

The Board saw changes in membership in 2023 with appointments by the Select Board.

- Ruth Kennedy Sudduth was appointed as a member for a five-year term expiring June 30, 2028.
- Leonard Golder was reappointed as an associate member for a five-year term expiring June 30, 2028
- Maria McFarland was appointed as an associate member for a five-year term expiring June 30, 2028.

Mark Jones completed his term on June 30, 2023, after serving on the Board for 10 years (5 years as a full member and 5 years as an associate member). William Byron completed his term as an associate member on June 30, 2023, after serving on the Board for 19 years (10 years as an associate and 9 years as a full member). The Board is thankful for their devotion to the Town.

Three associate member vacancies exist to complete unexpired terms with one vacancy ending on June 30, 2025, and two vacancies ending on June 30, 2027.

Andrew Crosby was appointed to the Green Advisory Committee as the Zoning Board of Appeals Representative.

The Board met nineteen (19) times with hearings held on (8) applications for Special Permits; two (2) for Variances; one (1) request to modify Comprehensive Permit Decisions; and working meetings to discuss policy and regulations. In addition, there was one resolved appeal and three ongoing appeals of the Board's decisions.

### **Special Permit Applications on Pre-Existing Non-Conforming Lots**

- Lot 2, Harvard Road – Granted
- 58 Randall Road – Granted
- 89 Kingland Road – Granted
- 98 Pine Point Road – Ongoing
- 73 Kingland Road – Granted
- 19 Crescent Street – Granted

### **Special Permit Applications for Creation of Non-Conforming Lots**

- Lot 3, Packard Road – Granted

### **Special Permit Applications for Non-Conforming Lots**

- Lot 3, Packard Road – Granted

### **Property Line Setback Variance Applications**

- 89 Kingland Road - Withdrawn
- 98 Pine Point Road – Withdrawn

### **Comprehensive Permits**

Plantation Apartments I and II – Request for modification – Granted

### **Resolved Litigation on Decisions under Appeal**

- Gregory Reynolds, Stephen & Amanda Demeo, Laura Jardin, Ewa Marrama, Chet Vangassbeek & Wendy Feinstein, and D. Peter Lemoine v. Stow Elderly Housing Corp. SEHC Plantation, Inc., Plantation Apartments Limited Partnership, Plantation Apartments II LLC, SEHC Elizabeth Brook Apartments GP LLC, SEHC Elizabeth Brook Apartments LP, and Zoning Board of Appeals.

### **Ongoing Litigation on Decisions under Appeal**

- 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
- Jonathan Mascia v. Board of Appeals for the Town of Stow, and John P. Giordano.

### **Thanks**

The Board would like to thank Karen Kelleher for her work as the Administrative Assistant. Ms. Kelleher began working for the Board in 2017 after a brief retirement from her role as the Town Planner.

Respectfully submitted,

#### **Members:**

David Hartnagel, Chair  
Andrew DeMore, Clerk  
Andrew Crosby  
Ernest Dodd  
Ruth Kennedy Sudduth

#### **Associate Members:**

Leonard Golder  
Maria McFarland  
Michael Naill

Michael Slagle, Land Use Planner/GIS Administrator



## **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](http://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's office before the transfer of property is completed. The form can be downloaded from [StowAgCom.org](http://StowAgCom.org) or through the Town website.

Respectfully submitted,

Liz Painter  
Elena Colman



(Photo courtesy of Stow TV)

## **BUILDING DEPARTMENT**

The Building Department issued a total of 834 permits in 2023 – of that there were 303 building permits, 246 electrical permits, 168 plumbing permits, 102 gas permits, 3 sign permits and 12 annual certificates. We performed over 1,400 inspections over the course of the year.

The Randall Library closed in October in anticipation of the renovation and new addition. The library staff boxed up all of the books and materials for the movers to bring to the unassigned space at the Pompo Community Center. Although most of the moving was done by a moving company, the custodial staff did assist with some of the work and assisted the library staff cleaning out the library.

As with last year cost increases are continuing to put pressure on the maintenance budget, and we continue to struggle trying to schedule work due to delays in receiving materials.

We have maintained the Town Buildings as follows:

This past year Easton Electronics, which provided the Radio Box service to the town of Stow, stopped providing this service. As a result, we had to change to a cell phone type service. The initial installation cost of new equipment was \$4,550 for seven buildings, and the monthly monitoring cost is \$60 per building or \$5,040 annually for all seven buildings.

### **Town Hall**

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 Facilities Department. The Town Hall continues to be used by dance classes as they appreciate the wooden floor in the hall.

### **Town Building**

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

The PFAS filter system was partially installed, however we are waiting on some of the components. Once everything arrives the installation will be completed, and the testing and commissioning will be done. Once this is complete water will be safe for consumption.

Annual inspections and maintenance of the elevator, smoke alarm system, and the sprinkler system were performed. Custodial services are provided by the Building Department.

The Library has moved to the basement (former COA space) for the renovation of the Randall Library Building

### **West School & Crescent Street Garage Building**

These buildings were checked periodically for security.

### **Old Crescent Street Fire Station**

The building continues as equipment storage space for the Highway/ Cemetery Department and storage for Police Department equipment is provided as needed. In addition, some of the items from the Randall Library have been stored here until the library renovation/ addition is completed.

### **Randall Library**

The Randall Library closed this past fall in anticipation of the renovation/addition. We continue to maintain the building since the Historic part of the building will be kept and we want to avoid any damage. We did have to make some repairs to the heating system so the heat could be kept at a minimal level and there was a short in the main electrical circuit breaker cabinet which had to be addressed.

### **Police Station**

We provide assistance to the Police Department for any building issues that may develop. Custodial services are provided by the Building Department. The custodial staff built out an evidence room to keep the Police Department in compliance with evidence storage.

### **Highway Building**

Custodial services in the Highway office area are provided by the Building Department.

### **Pompositticut Fire Station / Community Center**

This past fall most of the library books and other circulating materials were moved to the 'unassigned space'/warehouse area for the duration of the library renovation. To help with this the COA had to re-arrange some of their use of the space. Doug Hyde managed the construction of a "car port" to park the COA vans under to keep the snow off of them. Previously the van drivers had to get up on ladders to brush the snow off of the roofs. Eleven of the original 50-year-old exterior doors were replaced. Once the installations were complete the doors were painted by Doug Hyde, Shawn Crowley and Jamie Higgins

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

Respectfully submitted,

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  
 Shawn Crowley  
 Jamie Higgins

BUILDING PERMITS  
 ISSUED IN 2023

NUMBER of Permits	Type of Construction	Construction Value
6	Additions	\$834,393.17
7	Basements/Attics	\$1,404,290.00
0	Cell Tower Antenna	\$70,000.00
13	Commercial	\$1,119,485.00
21	Decks/Porches	\$512,236.00
5	Demo	\$106,259.00
1	Fencing	\$500.00
1	Foundation Only	\$30,000.00
21	Insulation	\$141,329.22
37	Kitchen & Bath	\$2,912,396.31
0	Municipal	\$0.00
12	New Dwellings	\$15,997,735.34
5	Pools	\$537,801.66
19	Renovations	\$3,032,769.26
10	Repair	\$591,809.34
47	Roofs	\$1,071,051.58
2	Sheds/Barns	\$8,100.00
19	Sheet Metal	\$408,753.84
3	Solar	\$76,432.00
10	Tents	\$0.00
55	Windows, Siding & Doors	\$1,444,515.53
9	Wood & Pellet Stoves	\$46,650.00
<b>303</b>		<b>\$30,346,507.25</b>

#	Permits & Certificates	Fees Collected
303	Building Permits	\$303,416.00
246	Electrical Permits	\$22,848.00
168	Plumbing Permits	\$18,898.00
102	Gas Permits	\$7,255.00
3	Signs/Banners	\$65.00
0	Trench Permits	\$0.00
12	Annual Certificates	\$400.00
<b>834</b>	<b>TOTAL PERMITS</b>	<b>\$352,882.00</b>

#	INSPECTIONS
777	Building
305	Electrical
209	Plumbing
139	Gas
<b>1430</b>	<b>TOTAL</b>



## **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. Since that time the town has been awarded over \$5.1 million in matching funds.

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.

At the Annual Town Meeting in May 2023, voters approved one article requesting CPA Funds: \$24,000 of CPA funds were approved for the Gleasondale Park Project. In November of 2023, Stow was awarded \$248,075.00 from the State. This is a 32.3 percent match of the \$768,602 the town raised through its local tax surcharge. Together these added \$1,016,677 to Stow's CPA Trust Fund.

Taking these expenditures into account, along with the new funds raised in 2023, the Town of Stow's CPA Trust Fund stands at \$2,270,198.00 going into calendar year 2024.

### **The Community Preservation Committee consists of the following members:**

Vin Antil	Open Space Committee
Liza Mattison	Conservation Commission
Vacancy	Finance Committee
Barbara Clancy	Historical Commission
Mike Busch	Recreation Commission
John Colonna-Romano	Planning Board
George Nisotel	Council on Aging
Maureen Crawford	Housing Authority
Vacancy	Board of Assessors
Nancy McManus	CPC Assistant

## **COMMUNITY SERVICES COORDINATOR**

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 Wednesday, Thursday and Friday 9 am to 2 pm. Appointments are recommended. Stow residents may self-refer by calling 978-897-2638 or emailing townsocialworker@stow-ma.gov.

In 2023 the Community Services Coordinator resumed all aspects of the position while observing the guidelines set by the CDC, state, and local health departments. The number of households served increased significantly, from 125 to 193, demonstrating a need for services in the town. Most households sought support on multiple occasions. The Community Services Coordinator conducted 202 in person visits, up from 149, and 614 phone calls or emails, up from 348. Total contacts increased by 65% from the previous year. Many clients who requested assistance had multiple challenges. The most common areas of need were housing, mental health services, emergency financial assistance, food insecurity, and transportation options. In April, the Community Services Coordinator began a monthly men's discussion group. The group has received positive feedback and currently has a membership of 12.

In addition to direct resident meetings, the Community Services Coordinator also communicates with multiple local agencies to ensure that residents receive supports that meet their complex needs. These agencies include local health care providers, Fire Department, Police Department, Nashoba Associated Boards of Health, Council on Aging, Recreation Department, Warm Hearts of Stow, Elizabeth Brook and Pilot Grove apartments, Stow Food Pantry, Stow Community Chest, SMOC, Minuteman Senior Services and local faith groups. Other group involvement includes the Regional Social Work Group and the Stow Interdisciplinary Group. The Community Services Coordinator also coordinates the "Go Stow" transportation initiative and serves on the Stow Diversity, Inclusion, and Awareness Committee.

In the coming year the Community Services Coordinator will be working with the COA and state and local resources to help the Stow community navigate the many challenges posed by increases in housing and food costs. 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 of Stow, 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 challenging due to the high cost of living resulting in increased energy costs, food insecurity and a demand for affordable housing. The COA team assisted 1,108 people. Per day on average, we received 34 calls and served 56 walk-ins. Outreach staff provided numerous hours of assistance through information and referrals regarding housing, homecare, legal, fuel assistance, SNAP, Meals on Wheels, Lifeline, medical equipment, transportation, donations, assistance with consumer complaints, scams, and a variety of other concerns. The staff also kept in touch with residents via friendly check-in calls, home visits, and sending get well and birthday cards. Staff often must advocate for seniors to make sure their voices are heard. The 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. The COA and the Assessor's office joined together to help 16 Stow seniors participate in the Senior Tax Work-Off Program.

**Transportation Service** is crucial for a town like Stow with no other public transportation available. The COA provided 3,500 trips covering 20,995 miles. The cost of services (van driver salaries & fuel only) totaled \$61,445. The rider fare income collected was \$1,705. The difference is \$59,740 which was fully reimbursed by Montachusett Regional Transit Authority (MART). Stow continued to offer a transportation option called "Go Stow," a taxi ride program for eligible residents that need services outside COA hours and geographic area. This program was funded with a grant from the Metropolitan Area Planning Councils.

**Nutrition:** The COA Food Program continued to be very popular, offering day-old food that local supermarkets generously donated, available all day for Stow residents. This was especially essential due to the increase in the cost of living which resulted in an increase in food insecurity. Over 200 residents benefited from this program.

**Program and Events:** Weekly **Exercise Classes** offered included Qi Gong, Senior Fitness, Stretch & Flex, Yoga and Zumba (some were offered hybrid). Free workouts were available using our exercise equipment in the Community Center Circuit Room. New classes offered were: a self-defense class, monthly walks (through the Conservation Department), senior cycling group, ping pong, pickleball lessons and Rock Steady Boxing. New **Groups** offered were a monthly men's group and a grief support group. Fun events offered throughout the year included **Concerts** (Groton Hill Music Center, Boston Symphony Hall, Concord Travelling Players, Concert Pianist – Stow resident Matteo Faso), **Tours** (Taza Chocolate Factory, Del's Coffee Roasters - Stow resident Ruth Delmonico's son Paul's shop, Maple Sugaring, Garden Tour and Lunch provided by Stow residents Joe & Ingeborg Clark), **Outings** (Hampton Beach Sand Sculptures, Butterfly Place, Mt. Wachusett State Reservation, N.E. Botanic Garden, Essex River Cruise), Breakfast (new group called the Breakfast Club) & Lunch Bunch outings (Warren's Lobster House - Kittery Maine, Mill Wharf - Scituate, Bob's Lobster - Plum Island, Pickity

Place, Old Mill), ice cream parlor outings, ***Socials*** (veterans, strawberry, ice cream, peach, Laura's Spring Tea, annual picnic, Friendsgiving dinner, intergenerational holiday cookie social), genealogy, monthly movie matinee and more. Our intergenerational 7-week program "Bridges Together" resumed after a few years missed due to Covid. This year we offered it in September, matching 26 seniors with students, working together in the classroom on a variety of lesson plans. This continues to be very successful and is mandated that every 4<sup>th</sup> grade student at Center School participates in this popular program. We discovered an advantage of starting this program at the beginning of the school year that allowed us to continue to send seniors into the classroom monthly as "mystery readers." ***Creativity*** events offered weekly included art, knitting, and quilting. The new offerings were fabric card making, indoor herb garden, paper collage, rock painting, holiday boxwood tree arranging classes, and a special pizza party and holiday craft led by our new Stow Police Lieutenant Kellie Barhight. New weekly ***Games*** were offered: Scrabble and bridge in addition to our regular games offered that were chess, "Chinese" mahjong, poker, pool, and puzzles.

***Health and Educational:*** We offered monthly Blood Pressure and Hearing Clinics. Weekly SHINE (Serving Health Insurance Needs for Everyone) appointments were available. The COA loaned out approximately 247 items of Durable Medical Equipment including wheelchairs, shower chairs, commodes, walkers, and other miscellaneous items. We offered a healthy eating discussion and luncheon. Another popular event held was inviting residents to share their experiences about traveling the world (Antarctica, England, French Polynesia, Indonesia, and as local as the wildlife on the Assabet) in our Armchair Travel monthly program. One "out of this world" experience was a presentation visiting the International Space Station (ISS) by Stow resident Dan Barstow, retired NASA Senior Education Manager for the ISS. A Safe and Secure Talk sponsored by the Center for Cyber Safety and Education was presented by Stow resident Eric Souza. The COA Director continues to be a member of the Stow Diversity, Inclusion and Awareness Team. Last year we acknowledged Black History, Women's History, Older Americans, and Pride months.

***COA Newsletter:*** 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 Executive Office of Elder Affairs Formula Grant and the Stow Friends of the COA generously covered this expense.

***COA Volunteers:*** The COA relied heavily on the 80 dedicated volunteers who provided over 3,048 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 \$45,700 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 helpers and event assistants, 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*** that continued to be offered included Notary, Technology Assistance, Qigong Exercise class and AARP Income Tax Preparation. In addition to AARP volunteers, a Stow resident (retired accountant) offered to help.

**SFCOA:** The COA's Financial Arm - The Stow Friends of the COA (SFCOA) raises funds to support the COA. Fundraising events that were held throughout the year included Online Auction, Epilepsy Foundation clothing drives, a new Pop-up event and the Second Chance Holiday Decoration Sale. The SFCOA funds our monthly newsletter, outreach activities and events, and helps pay for the cost of the instructors for our exercise classes. This past year, they provided funding to build a beautiful outdoor patio and purchased a durable outdoor table and a set of chairs. Through the years, the SFCOA have purchased and contributed towards the maintenance of all the COA vans. A current project that the SFCOA is working on with the Town is to build a shelter for the vans in the winter. The Stow COA is extremely fortunate to have the support of the SFCOA. Without this financial support, the COA would not be able to offer such a multitude of programs and services.

**The Gift Shop** offers a variety of beautiful handmade gifts thanks to numerous creative volunteers. Many items are handmade and generously donated to sell. The Gift Shop also offers products with the Stow logo on them. The Gift Shop is a noteworthy source of income for the Stow Friends of the COA.

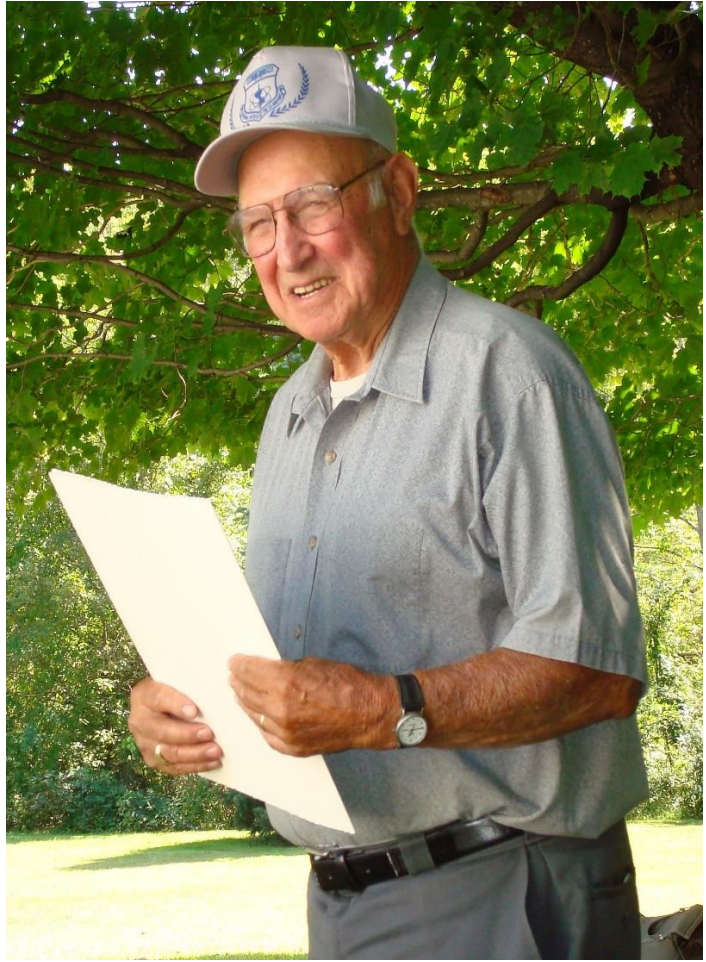
**Stow's AAA & ASAP:** Minuteman Senior Services is the Area Agency on Aging (AAA) and the Aging Service Access Point (ASAP) for the Town of Stow. This past year, they provided services to 534 residents. Stow's Local Share contribution for this service is \$1,706. Services include Care Management & In-Home Care, Caregiver Support and Options Counseling, Protective Services, Information & Referral, SHINE Health Benefits, Meals on Wheels, Senior Dining, Clinical Eligibility Screening, Money Management, Transportation and Legal Assistance and Education.

**COA Funding Sources:** Massachusetts Executive Office of Elder Affairs (Formula Grant), Stow Friends of the Council on Aging, Stow Lions Club, Stow Cultural Council, Friends of Randall Library and Friends of a New NRHS all provided funding to the COA this past year.

**Many thanks for all the support!** Local organizations including the 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 DDK Coffee Shop, Shaw's, Stop & Shop, and local farms & orchards.

**Board & Staff Updates:** We wish to thank Bill Byron for his many years of service as Chair of the COA Board. He stepped down to fill the seat of Vice Chair. Congratulations to Jeanne Genereux for stepping up to fill the seat of Chair. Congratulations to both Al Arthur and George Nisotel for being promoted from Associates to Members. Many thanks to Jessica Moriarty who left this past year for her volunteer service to the COA Board. We want to congratulate and welcome the newest member of the COA staff, Robert Kitchen, our new van driver.

On a sad note, James “Jim” Sauta passed away in December. Since moving to Stow in 1952, Jim aptly demonstrated his commitment toward the betterment of the lives of Stow residents. His willingness to give so much of himself to our seniors exemplifies what makes Stow such a special community. Jim’s level of dedication was a true benchmark for all of us to follow. He dedicated many years of service to the Town in a variety of capacities. Jim volunteered on many Town Boards, most notably the Council on Aging, including being a former Board Chair, and as a member of the Pompositticut Building Committee. Jim personally helped acquire vans for the COA. His most notable accomplishment was his relentless energy and time to find an appropriate home for the COA which came to fruition at the Pompositticut Community Center. For many years he was a dependable, reliable, and valuable employee for the COA as a van driver and devoted an infinite number of hours volunteering. The COA will not be the same without Jim and he will be dearly missed.



Jim Sauta (Photo courtesy of Alyson Toole)

On a positive note, after 6 months of intensive training and completion of the “Good Canine Citizen” Certificate, our new therapy dog was approved to start working at the Community Center in March. We want to welcome our new Director of Happiness, official greeter, Juneau. He is a 65-pound Bernese Mountain and Australia Shepherd mix. He works full time welcoming and comforting all who come to the Pompositticut Community Center and is a great companion for folks to visit who can no longer have a dog.

Respectfully submitted,

Alyson Toole, COA Executive Director

**COA Staff:**

Kathleen Surdan, Outreach Coordinator

Gilda “Gigi” Lengieza, Office Manager, Transportation and Volunteer Coordinator

David Ashman, Senior Van Driver – Coordinator - Dispatcher

Chris Schuch, Newton Taylor, and Robert Kitchen, Van Drivers

Martha Shea and Penny Sweeney, Administrative Assistants



**COA Board Members:**

Jeanne Genereux, Chair

William Byron, Vice-Chair

Ruth Delmonico, Secretary

Members: Charlie Aaronson, Al Arthur, George Nisotel and Kathy O'Brien

Associate Members: Brian Burke, Rep. Kate Hogan, and June Thall



New COA Therapy Dog and Director of Happiness Juneau  
(Photo courtesy of Alyson Toole)

## 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, awarding a total of \$7,407 in grants from the State Legislature through the Massachusetts Cultural Council and an additional \$1,500 in grants from the Town of Stow.

The council voted to grant funds to the following projects for 2023 fiscal year:

<b>Awardee</b>	<b>Project Title</b>	<b>Awarded Amount</b>
Karen (Mayotte) Wesley	Expansion of Inclusive Book Offerings around Gender and Identity	\$750
Acton Community Chorus, Inc.	Snow Angel	\$500
Clear Path for Veterans New England, Inc.	Build-A-Flag Youth Workshop	\$250
Discovery Museum, Inc.	Open Door Connections	\$300
Rita DiStefano-French	Quilts for Stow EMS	\$400
Abigail Morgan	Hidden Cultures Community Art Show	\$600
Jessica Moriarty	Wall Mural Hartley Road	\$757
Nashoba FIRST	Nashoba FIRST Robotics Team #1768	\$600
Nashoba Friends of Drama	Spring Musical	\$500
Nashoba Symphonic Band	Nashoba Symphonic Band	\$500
Nashoba Valley Chorale	Wake Up, My Spirit	\$500
Yin Peet	2023 CAI Stone Carving Symposium	\$750
Randall Library	Year Round Diversity Programming	\$750



Sounds of Stow, Inc.	Sounds of Stow 2022-2023 Concert Season	\$750
Jackie Spataro	Kids Town Meeting	\$500
Virginia Thurston Healing Garden, Inc.	Music Therapy	\$500
	<b>Total</b>	<b>\$8,907</b>

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 17, 2022, for the 2023 grant cycle. Awards were announced in January 2023. For more information see the Cultural Council page on the town website, [www.stow-ma.gov](http://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 6 voting members. The Council is required to have 5 voting members in order to receive and disburse funds. FY23 members are Meredith Wood (Chair), Kelly Lawlor (Secretary), Debie Maher (Treasurer), Allison Alter, Rebecca Lynch, and Charles Streff.

## **GREEN ADVISORY COMMITTEE**

The Green Advisory Committee (GAC) is a nine-member town committee composed of volunteers appointed by the Select Board and representatives of town committees 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
- Maintain and strengthen natural lands and biodiversity

Additionally, the GAC will develop and monitor the implementation of Stow's Climate Action Plan and recommend approaches for encouraging the town residences and businesses to maximize their sustainability through education outreach, information, and incentives.

### **Organization**

Currently, there are two vacancies on the committee: representatives from EDIC and the Conservation Commission. EDIC has not been reconstituted and while no representative has been named from the Conservation Commission, a member of the GAC has been working closely with the Conservation Commission on the Natural Solutions section of the Climate Action Plan.

Current members are:

Arnie Epstein, Committee Chair and Energy Manager; Sharon Brownfield, Committee Vice-Chair appointed by Energy Manager, Representative; John Colonna-Romano, Planning Board Representative; Andy Crosby, Zoning Board of Appeals Representative; Dave Korn, Resident-at-Large; John Sangermano, Resident-at-Large and Hector Constantzos, Select Board representative.

The GAC usually meets on the second and fourth Thursdays of each month, from 7:00 pm to 9:00 pm. Meetings are hybrid: both in-person and via Zoom. Exceptions to the meeting schedule arise due to holidays and the type of work that needs to be conducted.

### **Planning Efforts:**

The primary focus of the committee has been on producing a draft of a Climate Action Plan (CAP) document for the Town of Stow. The CAP focuses on aligning Stow with statewide greenhouse gas (GHG) emissions reduction limits for 2030 (longer term GHG limits will be addressed in a future update). The plan is structured into three broad categories:

- Introductory material including acknowledgements, call to action, and plan at a glance.
- Outlines of five key areas: Buildings, Transportation and Mobility, Energy, Natural Solutions and Adaptation and Resilience

- Implementation Plans for Buildings, Transportation and Mobility, Energy, and Natural Solutions.

Over the past year, sections of the plan have been written by working groups of the team and reviewed by the full committee. A final draft was approved by the committee in December, 2023. The draft was then sent to all town committees, residents who had volunteered to review through the survey, Sustainable Stow members and was posted on the town website. Feedback was requested by February 9<sup>th</sup>, 2024.

In addition, a graphic artist was selected and will begin work on the plan after all feedback is incorporated into the plan. The goal will be to have the final plan ready for distribution by April or May, 2024.

### **Other Key Activities of 2023.**

- Working with Hudson Power and Light (HLPD), the HLPD board approved a rebate policy for up to four chargers at multi-unit affordable housing. Once it is demonstrated that the chargers are being used, they will consider amending the policy to add more chargers.
- HLPD now includes Municipal chargers and heat pumps on their rebates. The total annual amount per town is \$30,000.
- At the Spring 2023 Town Meeting the town voted to adopt the Specialized Building Energy Code which the GAC sponsored. This helps align Stow with Massachusetts' greenhouse gas targets.
- The Select Board on 4/23/23 adopted a policy for fossil-fuel free new municipal buildings.
- Working with the Town Administrator, Stow was accepted and is now part of the Sustainable Materials Recovery Program. Offered by the Massachusetts Department of Environmental Protection, this program enables municipalities to earn points based on their efforts at local recycling, composting/organics, reuse, source reduction, program development, and enforcement activities that increase diversion and reduce disposal. Based on the number of points the municipality is awarded cash grants.
- Work is continuing on EnergizeStow, a website for outreach, education, and tracking climate actions by individual residents, teams, businesses, and organizations in Stow. The project currently has one administrator from the GAC and one from Sustainable Stow (we are looking for one more).
- Working with the Town Administrator, Procurement, and Building Department, researched grant opportunities for EV charging stations at municipal buildings.
- Working with the Town Administrator, applied for \$500,000 Green Communities building decarbonization grant for the library renovation.

**Communications:**

We encourage residents to attend GAC meetings and welcome their questions and input. Meeting documents and approved meeting minutes are saved in the GAC Google drive and can be accessed here: [https://drive.google.com/drive/folders/1hSKtjlyweBaJLVsX6ZluKwalPI\\_hZyZ5](https://drive.google.com/drive/folders/1hSKtjlyweBaJLVsX6ZluKwalPI_hZyZ5). These will also be provided upon request..

**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, Building Commissioner/Facilities Manager Frank Ramsbottom, Police Chief Michael Sallese, Members of the Stow Select Board, and Board members and management of HLPD, as we organize a plan for a fossil-fuel free, climate resilient future for Stow.

Green Advisory Committee,

Arnold Epstein, Chair  
Sharon Brownfield, Co-Chair  
John Colonna-Romano  
Hector Constantzos  
Andy Crosby  
Dave Korn  
John Sangermano

## **HIGHWAY DEPARTMENT**

The Stow Highway Department dealt with a rainy season this year, but we were still able to complete several projects. We were able to pave five roads: Delaney Street, Farm Road, Militia Circle, Walcott Street, and Maple Street. Tree maintenance was done in the developments of Harvard Acres and the Circuit Drive neighborhood. Due to the amount of rain, we also had an increase in the amount of time spent on roadside mowing and maintaining town-owned property. The Highway Department is happy to have added three new crew members to the team this year.

During 2023 the Highway Department dealt with five winter storms that were plowable events. Three of these required the help of our plow contractors and two were handled by the department. We also had twenty-six sanding/salt events. Salt usage ranged from 100 lbs./lane-mile to 400 lbs./lane-mile in accordance with state guidance and regulations from the Stormwater (MS4) permit and salt-reduction memo. This year we experienced multiple strong windstorms with extensive storm damage. The department responded to several callouts for these storms for trees down in the road and on power lines in addition to months of clean-up efforts for non-emergent damage.

The Cemetery Department performed 30 burials and sold 15 plots in 2023. We had 30 inquiries about genealogy, general plot, and burial information. Perpetual care projects started with tree removals, gravesites repaired, and addressing erosion issues. In the Horseshoe we trimmed trees and shrubs, removed weeds, and cleared the property line. In the extension we finished placing the base material for the two 6-foot pathways and planted 40 trees. We also hired a contractor and had 3,000 feet of water lines installed including 30 faucets and an aboveground water pump house. Finally, a survey was completed for the layout of future burial plots.

The Highway and Cemetery Departments look forward to serving the town residents in the coming years and thank Town Administration and the Select Board for their support.

Respectfully submitted,  
Brian Hatch,  
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 a public way or on the boundaries thereof are considered public shade trees by state law. In Stow, the work of the Tree Warden falls under the fiscal umbrella of the Highway Department

During 2023, the Tree Warden received 20 reports of hazardous street trees; 4 reports of hazardous trees on conservation land or other town lands; 7 requests for information, mostly about tree law; 5 requests for permission to cut public trees, resulting in 3 permits issued without the need for any public hearings; 4 requests for determination as to the ownership of trees; 1 report warning of the intent to cut a public tree, where permission was not granted and the cutting was prevented; 2 reports/complaints about public trees being cut, both of which were subsequently found to be on private property; 7 requests for evaluation of the health of a tree; and 3 times assistance was provided to other town departments on tree matters.

The Tree Warden does not have jurisdiction on private ways. But before a newly constructed road can be accepted as a public way, the Tree Warden needs to give approval of newly planted trees. Therefore, assistance was provided to the Planning Board and the developer of Joanne Drive, a new subdivision road under construction, in choosing appropriate species and planting locations to help ensure the trees can be approved when the time comes to accept the street as a public way.

On Arbor Day, local arborist Jeff Hall of Storybook Tree Co., on behalf of the Arbor Day Foundation and in keeping with their mission, generously donated a copper beech tree to the Town and planted it on the Upper Common near the stone trolley stop. Hopefully the tree will thrive and provide many benefits to future generations. The donation was much appreciated.

Tree work is performed year-round as manpower and/or fiscal resources allow, by Highway Department employees, under the direction of the Superintendent of Streets.

Bruce E. Fletcher  
Tree Warden

Arborist Jeff Hall planting a copper beech  
tree on Stow Upper Common,  
Arbor Day 2023  
(Photo courtesy of Kathy Sferra)



## **STOW HOUSING AUTHORITY**

The Stow Housing Authority's principal responsibility is to oversee the administration of municipally-owned housing and support new development to address affordable housing needs in Stow. Since there is no housing owned by the Town, the Authority has focused on its role as a part of the Community Preservation Committee to support and advocate for housing issues. In that regard, Maureen Crawford was chosen in 2023 by unanimous vote as the SHA's representative to the CPC and will continue to serve at least through the spring election in 2024.

Respectfully submitted,

W. Robert Dilling, State appointee  
Maureen Crawford  
Michael Kopczynski  
Abigail C.B. Morgan

## **INFORMATION TECHNOLOGY DEPARTMENT**

### *Introduction*

The IT Department is pleased to present the annual report for the year 2023-2024, outlining the significant strides made towards enhancing Stow's technological infrastructure. Our primary focus has been on transitioning data processing to a cloud environment, exploring cutting-edge technologies such as IaaS (Infrastructure as a Service) from industry leaders like AWS, Google, and Azure.

### *Cloud Migration:*

One of the major achievements this year will be the initiation of the migration process to cloud-based servers. Leveraging technologies like VMWare, we can transform existing virtual servers on physical hosts into cloud-based servers, specifically designed to serve the stow-ma.gov domain. Active Directory will be seamlessly integrated into Microsoft Azure, ensuring streamlined access to services across all Stow buildings and offices, including essential functions like printing.

### *File Storage:*

To further enhance data security and accessibility, file storage has been transitioned to a cloud-based infrastructure. This not only ensures elevated security measures but also guarantees comprehensive data backups, mitigating the risk of potential data loss.

### *Security Measures:*

Despite technological advancements, security remains a top priority. The IT Department acknowledges the ongoing threats posed by ransomware, malware, and computer viruses. To counteract these threats, a comprehensive training program has been implemented, emphasizing the importance of vigilance among our staff. This proactive approach aims to fortify our firewall against potential breaches.

### *Stow Community Center WiFi Upgrade:*

The Stow Community Center has undergone a significant transformation in its WiFi infrastructure. All new Aruba WiFi access points and switches have been installed, strategically placed based on a heat map analysis. This ensures optimal performance, improving both reception and signal strength throughout the facility. The upgraded WiFi infrastructure is designed to meet the increasing demand for reliable and high-speed internet connectivity.

### *Gratitude to Residents:*

On behalf of the IT Department, I extend heartfelt gratitude to the residents of Stow for their unwavering support. Your support has been instrumental in our efforts to provide and support all technology-related needs for the town. We remain committed to delivering cutting-edge solutions and ensuring the town stays at the forefront of technological advancements.

### *Conclusion:*

In conclusion, the IT Department is proud of the accomplishments achieved in 2023. The journey towards a more robust, secure, and efficient technological landscape for Stow continues. We look forward to another year of growth, innovation, and community collaboration.

Respectfully Submitted,

Ron Eld  
Director Information Technology



## **LAKE BOON COMMISSION**

### **Statement of Purpose:**

Formed under Chapter 712 of the Acts of 1941 by the Massachusetts legislature, the Lake Boon Commission (LBC) embodies an enduring commitment to the preservation and sustainable management of Lake Boon. With a rich history rooted in stewardship, the commission remains steadfast in its mission to uphold the ecological integrity and safety of Lake Boon, while also promoting community engagement and environmental stewardship. Under its purview the commission can create and enforce regulations governing activities on and around the lake. These regulations, enacted as by-laws, may cover aspects such as boating, fishing, water quality, on-ice activities, shoreline development, and environmental protection.

This annual report reflects the principal programs and initiatives in advancing the purpose and mission of the LBC during the year 2023.

### **Composition and Engagement:**

Comprising three unpaid members—two appointed by the Stow Select Board and one by the Hudson Select Board—the LBC operates with transparency and inclusivity at its core. Holding publicly posted meetings approximately eight times per year, the commission encourages community participation and insight into its activities and initiatives.

Despite the challenges presented by the COVID-19 pandemic in 2023, the LBC remained dedicated to facilitating public engagement by transitioning meetings to a virtual format via Zoom, prioritizing both safety and accessibility. In 2023, the LBC was comprised of: Conray Wharff (Commissioner/Chairperson, Hudson), Dan Barstow (Commissioner/Clerk, Stow) and Dan Tereau (Commissioner, Stow).

### **Year End Report:**

The Lake Boon Commission plays a crucial role in protecting the ecological health, recreational opportunities, and overall well-being of the Lake Boon community. Established to oversee activities in and around the lake, the Commission ensures sustainable resource use, water quality protection, and habitat preservation. Through regulation enforcement, maintenance coordination, and community involvement, the commission promotes collaborative lake stewardship, fostering harmony among residents, visitors, and the environment. Its presence highlights the importance of proactive governance in sustaining Lake Boon's integrity and vitality, benefiting present and future generations. This annual report reflects on the commission's dedication to safety, enjoyment, and cooperation in safeguarding Lake Boon and its community.

### **Winter Rules Implementation:**

Recognizing the unique challenges posed by winter activities on Lake Boon, and in response to considerable feedback from lake residents regarding safety on the lake, the LBC undertook the initiative to establish Winter Rules. These rules, based principally upon Massachusetts laws related to the use of Off-Highway Vehicles (OHVs), unanimously passed after a thorough review

process and public hearing, supplement existing regulations to address safety concerns during colder months. By extending safety measures to cover activities such as OHVs, nighttime activities, snowmobiling, skating, etc., the Winter Rules demonstrate the LBC's collaborative and community-focused approach to safeguarding the well-being of residents and visitors alike.

### **Healthy Lake Boon Initiative (HLBI):**

Despite the conclusion of the HLBI grant in 2022, the Lake Boon Commission remained steadfast in its commitment to monitoring the health of the lake. Through the involvement of residents as "Citizen Scientists" and the establishment of a Scientific Advisory Board, the project continued to collect valuable data on water quality, nutrient levels, and emerging environmental threats. This collaborative effort reinforces the commission's dedication to preserving the ecological balance of Lake Boon for generations to come.

### **Weed Treatment and Drawdown:**

Addressing the persistent challenge of invasive weeds, the LBC continued its comprehensive lake management program in 2023. By implementing measures to reduce nutrient loading and conducting licensed herbicide applications in accordance with state permits and local regulations, the commission actively mitigated the spread of non-native vegetation. The ongoing focus on education, invasive weed treatment, and lake drawdown, supported by data collected through the HLBI, underscores the commission's commitment to preserving the ecological integrity of Lake Boon.

### **Exceptional Service Recognition:**

The Lake Boon Commission (LBC) extends heartfelt appreciation for the outstanding dedication and selfless service rendered by David Gray of Stow in overseeing various essential tasks concerning drawdown operations and fostering community engagement through effective communications. Additionally, our profound gratitude goes to Red Aylward, also from Stow, for meticulously coordinating the vital weed treatment efforts, ensuring the preservation of the lake's ecosystem and recreational amenities. Their tireless commitment and unwavering support play a pivotal role in the conservation and enhancement of our cherished lake environment, embodying the spirit of volunteerism and stewardship. We are deeply grateful for their invaluable contributions, which significantly enrich the well-being of our community and the sustainability of our natural resources.

In addition to Mr. Gray and Mr. Aylward, we would like to additionally recognize the town boards of Stow and Hudson as well as the local law enforcement community in their collective efforts to maintain and protect the safety and enjoyment brought to users of the lake.

Respectfully submitted,

Conray Wharff, Commissioner/Chairperson, Hudson  
Dan Barstow, Commissioner/Clerk, Stow  
Dan Tereau Commissioner, Stow



Lake Boon Lighting of the Lake and Boat Parade 2023

(Photos courtesy of Stow TV)



## 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. Almost all of the meetings were held in-person for a change.

In 2023, the final draft of the Stow Open Space and Recreation Plan was completed by the Open Space and Recreation Plan Working Group and distributed for comments. Kathy Sferra did most of the editing and supplied numerous photos. The committee discussed the parcel evaluation methodology first created in 1994, updated in 2008. Evaluation criteria agreed on were resilience, price/value of land, opportunity, third party funding, and threat.

Bob Wilber presented the Massachusetts Resilient Lands Initiative vision to conserve, restore, and care for the land to benefit both nature and people. The Committee looked at identifying parcels important for climate resilience. We also learned about using Biomap for the state and discussed the MAPC MetroCommon 2050 regional plan.

The committee was kept informed about the progress of the plans for the Stow Acres North Course. The planning process that was initiated between the owner, the developer, the Stow Conservation Trust, an outside planning group, and the Town has proved very successful and has been presented at several Statewide Conferences to spread the concept.

The housing developer was expecting to present their plans to the ZBA in early 2024. In October there was a community event with tours of the portion of the North Course owned by the Town and public input was solicited. The committee is in favor of re-establishing the driving range as wetland habitat as soon as Stow Acres' rights to use the land expire.

We also remain involved with the large, proposed development of Athens Lane called Cottages at Wandering Pond. The Committee spent a considerable amount of time studying the area and advising other committees as to the most important areas for conservation. The Stow Conservation Trust is considering acquiring some of the open space that abuts the Hale/Corzine property.

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.

Respectfully submitted,

Bill Maxfield, Chair  
Vin Antil, Vice Chair  
Bob Wilber  
Kathy Sferra  
Margaret Costello  
Laurie Burnett

## **RANDALL LIBRARY**

The Library continues to uphold its mission to be a strong community partner dedicated to providing free and universal access to technology, information, and culture while continually striving to be a welcoming place of connection, diversity, and enrichment.

Randall Library moved to temporary quarters in the lower level of Town Building in October 2023 in anticipation of the renovation of the original 1800s library and the rebuild of the 1970s addition. All new materials are available, and the remaining collection is being stored at the Community Center. All Library furniture was wheeled across Crescent Street to the old fire station where it will be stored for the duration of the project.

Staff and volunteers packed up more than 35,000 items in four days. Additional volunteers then unpacked more than 120 bins at the Community Center onto shelving for the projects staff have planned.

Stow had its first intern, Max, from Minuteman High School, who worked at the Library for several months. Max catalogued more than 500 historic books and created a draft, updated website for the Library.

The Library received a Libraries Transforming Communities grant from the American Library Association for \$20,000 to develop a program for adults living with dyslexia and other neurodiversity. A series of workshops will be held with presentations to share expertise on the strengths and challenges of dyslexia.

Staff grew the seed lending library this spring. The Library gave out a total of 605 envelopes worth of seeds (485 vegetables, 67 herbs, 53 flowers). We received/bought 178 seed packets which we turned into 744 envelopes, an 81% participation rate. Assorted greens, tomatoes, peas, beans, and peppers were among the most popular veggies.

Randall hosted “Hatch a Chicken” for the first time, incubating eggs until they hatched. This was a well-loved program and we have plans to do it again in April 2024! One of the Board of Randall Library Trustees added four hatched chicks to her family.

Strega Mama story time has now become a monthly Friday visit to Randall. Strega Mama dresses up, brings props, and reads a new story each month to preschool aged visitors. An updated strategic plan was submitted to the Massachusetts Board of Library Commissioners for FY 2023-2028.

### **Attendance and Circulation**

There were 30,602 visits to the Randall Library during 2023 to pick up materials, browse the collections, use computers, attend special events, and use the Library for meetings.

Total circulation of non-digital items was 50,952. These included check-outs and renewals done at the Randall Library circulation desk and the remote renewal of Stow owned print items.

Digital checkouts of e-books, audiobooks, and magazines totaled 25,521, tripling our digital checkouts in the past six years!



In CY23 Randall Library registered 252 new patrons. Randall staff answered 4,432 reference questions.

### 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://catalog.minlib.net/?browseCategory=main\\_new\\_fiction](https://catalog.minlib.net/?browseCategory=main_new_fiction)

### Statistics at a Glance

Month	New Patrons	Website Visits	Checkouts & Renewals	Check-ins	Holds	Total	CR (Page Views)	CR (Visits)	Freegal	Hoopla	Kanopy (Visits)	Kanopy (Plays)	Mango	Overdrive/Libby
Jan 2023	24	200	4876	3231	100	8207	284	23	104	254	224	87	56	1662
Feb 2023	14	246	4331	3013	109	7453	107	9	101	295	220	135	51	1553
Mar 2023	26	258	5418	3342	124	8884	246	15	89	315	355	116	50	1645
Apr 2023	20	252	5262	3400	92	10107	311	16	82	284	219	169	54	1618
May 2023	25	192	5108	3233	97	8438	150	13	86	305	1011	187	75	1604
Jun 2023	22	316	3408	3375	100	8597	126	13	105	317	1139	170	96	1608
Jul 2023	35	334	5342	3197	152	8691	291	21	147	317	762	75	56	1730
Aug 2023	37	252	5999	3800	115	11337	229	22	96	319	725	123	54	1756
Sept 2023	26	262	4985	3408	104	9682	120	8	105	265	1183	125	45	1688
Oct 2023	5	211	2968	1193	212	4408	192	19	114	248	1168	123	26	1854
Nov 2023	8	246	1465	1427	39	3520	101	13	100	326	1928	117	17	1816
Dec 2023	10	213	1790	1325	56	4007	386	23	110	291	1317	129	16	1895
<b>YEAR TOTALS</b>	252	2982	50952	33944	1300	93331	2543	195	1239	3536	10251	1556	596	20429
<b>FY23</b>	131	1464	28403	19594	622	51686	1224	89	567	1770	3168	864	382	9690

### Programming

In 2023, the library staff provided 241 educational and cultural programs for adults, children and young adults with an attendance of 3,678 participants both in person and virtually.

Just a sampling of the programs offered include - Sustainable Stow: The Challenges of an Organic Apple Orchard, Dyslexic Advantage, Seed Saving with Mass. Master Gardner Association, Egg-citing Chemistry, Strega Mama: Winnie the Pooh, STEAM: Cinco de Mayo, and various adult and children take and make kits to do at home.

Sustainable Stow and Randall Library continue in their third year of collaboration on monthly programs regarding various green initiatives and climate challenges. The Nashoba Social Justice Alliance held its 2<sup>nd</sup> annual Art Show in the art gallery in the Hale Reference Room and a chapter of the Foreign Policy Association's Great Decisions was established by Phil Beltz, meeting monthly to discuss various foreign affair topics. The LEGO club resumed Saturday meetups in Town Building.

The Randall Library had another successful year of summer reading with its "One World; One Home" reading program, designed by Youth Services Librarian Christine Morrison. More than 504 children received prizes for reaching their summer reading goals.

### **Collection Development**

Currently, the Library owns 34,566 adult, young adult, and children's print books with 1,933 books, audiobooks, and DVDS added to the Library collection in 2023.

The Library of Things – a collection of non-traditional items that patrons may borrow – continues to grow. In 2017 the Library owned 23 items; in 2023 the collection hosts 139 items including, games, personal electronics, and recreational items such as bocce, musical instruments, and Tonie boxes.

### **Funding**

Due to the planned renovation and rebuild of the Randall Library, the Library received generous capital campaign funds including:

- Randall Library Trust - \$500,000
- Hale High School Fund - \$400,000
- Community Preservation Commission - \$1,000,000

Special funding for library materials above and beyond were provided by

- Second Century Fund – additional Library of Things and AI books for the children's collection
- Randall Library Friends – children and adult program support, museum passes, copier access, grants, and online fundraising campaigns such as Library Giving Day and Giving Tuesday. In 2023, 406 museum passes were borrowed, up from 260 in 2022.

### **Building Committee**

Designs for the renovation/rebuild of the Randall Library were sent out to bid in Fall 2023. Since the bids returned were higher than anticipated, the Building Committees, along with the designers and project manager, re-evaluated the designs and value managed imagined spaces. To date, the project is expected to go out to bid again in winter 2024.

The Building Committee 2.0 consists of the following members:

Denise Dembkoski, Town Administrator  
Tina McAndrew, Library Director  
Frank Ramsbottom, Building Commissioner  
Marcy Eckel, Library Trustee  
Morgan Hillman, Library Trustee  
Lisa Lavina, At-Large Member  
Kat Copeland, At-Large Member  
Aisha Anderson, At-Large Member  
Hannah “Sunny” Richardson, At-Large Member

The Building Exterior Design Committee consists of the following members:

Denise Dembkoski, Town Administrator  
Tina McAndrew, Library Director  
Frank Ramsbottom, Building Commissioner  
Kat Copeland, RLBC2.0 At-Large Member  
Melissa Rollins, At-Large Member  
Richard Fishman, At-Large Member  
Andrew Grote, At-Large Member

### **Staff**

Rebecca Dooley was hired as a temporary Library Aide. The Library Aide position ended in June. Randall continues its excellent service to the community with 1 full-time and 4 part-time staff members.

### **Trustees**

Maureen Busch, Chair	Marcy Eckel
Rachael Flaherty, Secretary	Morgan Hillman, Treasurer
Hannah “Sunny” Richardson	Maura Sieller- Vice-Chair
Barbie Wolfenden	

### **A Thank you from the Director**

Special thanks to the Randall Library Trust Fund, Hale Reference Fund, Second Century Fund, Randall Library Friends Association, Stow Cultural Council, Stow Community Chest, Stow Cultural Council, the Minuteman Library Network, the MBLC, and the American Library Association for their continued support in 2023.

The Library staff would also like to thank all of the special volunteers who have supported the library with their time and efforts during 2023: Sunny R., Casey C, Kathleen R, Ali A, Harinder B. David C., Ishaan A. Jackie S, Jeffrey T, Eileen K, Robert H, Ingeborg HC, Kim L, Bobbie M, Gail H, Ann W, & Liz M.

This year proved challenging as the Library moved to temporary quarters in the lower level of Town Building while awaiting the renovation/rebuild of the Randall Library building. Library staff could not have made this move possible without the extra work of the Building Department who continues to help the Library with any maintenance needs. Thank you to the Select Board, Fire Department, Police Department, and the Highway Departments for always helping with challenges in the building. Thank you to all the staff in Town Building and at the Community



Center who have embraced the Library with room reservations, materials storage, and helping the staff access necessary spaces.

And a thank you to Town Administrator Denise Dembkoski for her support and guidance throughout this building project as well as the Randall Library Board of Trustees, Building Committee 2.0 members, Building Exterior Design Committee members, and Stow community supporters. We hope to build the community of the 21<sup>st</sup> century this town deserves.

Thank you,  
Tina McAndrew  
Library Director



Celebrating the Randall Library Renovation Oct 5 2023

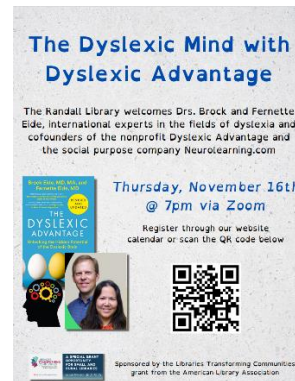
(Photo courtesy of Nicki McGachey)

## Sample of 2023 Programs (Photos courtesy of Randall Library)

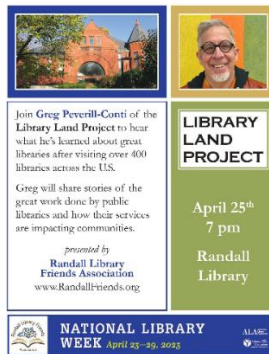
### Great Decisions



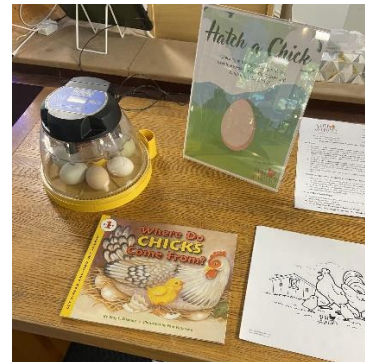
### Dyslexic Advantage



### Library Land Project



### Hatch a Chicken



### Strega Mama



# RANDALL LIBRARY TRUST FUNDS

## Randall Library Trust Fund Income Statement CY 2023

Beginning Balance 01/01/2023	Checking 1/1/2023	\$ 15,752.71
	Investments Market Value 1/1/2023	\$702,630.83
	<b>Total</b>	<b>\$718,383.54</b>
<b>Additions/Donations</b>		
SCC Grant	\$ 750.00	
WECO Fundraiser	\$ 389.00	
SCF Children's Materials	\$ 5,019.99	
	<i>Subtotal Checking Deposits</i>	\$ 6,158.99
Net Income - Dividends		\$ 11,762.46
Short Term Gain/(Loss)		\$ -
Long Term Gain/(Loss)		\$ 2,838.99
Realized Short Term Gain/(Loss)		\$ (384.09)
Realized Long Term Gain/(Loss)		\$(35,799.33)
Change in Unrealized Gains/(Loss)		\$ 98,044.20
Fees		\$ (1,885.60)
	<b>Total Additions</b>	<b>\$ 80,735.62</b>
<b>Expenditures</b>		
Books		\$ 7,336.00
Periodicals		\$ 110.00
Electronic Media		\$ 3,989.23
Library of Things		\$ 935.11
Other		\$ 5,988.93
Building Renovation Donation		\$ 340,000.00
	<b>Total Expenditures</b>	<b>\$358,359.27</b>
<b>Ending Balance</b>		<b>\$ 440,759.89</b>
<b>Ending Balance From Statements</b>		
Checking 12/31/2023		\$ 3,684.38
Investments Market Value 12/31/2023		\$ 437,055.09
<b>Total</b>		<b>\$ 440,739.47</b>
		\$ (20.42) *difference

## 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. Some of our more popular programs include ballroom dancing, bridge club, yoga, babysitter training, Skyhawk Youth Sports, film maker, and music programs. One of our new and most popular programs in 2023 was the Platypus Society. We heard there was a need for an afternoon program, and we accepted the challenge. The Platypus program has something for every kid, whether you like sports, art and crafts or video games we have it covered. The participants enjoyed field trips to the Discovery Museum and Animal Adventures. 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! In 2023, Camp Stow reached its capacity of 100 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!

We added six pickleball courts to our existing tennis courts at Stow Community Park in 2023. This fast-growing sport has found its way to Stow. The community is growing, and we are aware of the need for stand-alone pickleball courts in Stow. Hopefully this will bridge the gap until we can find the right location to add stand-alone pickleball courts.

Coming in 2024, Gleasondale school lot park. This small park will be a nice gathering place for the neighborhood. It will include benches and picnic tables overlooking the beautiful Assabet River. Construction began in the fall of 2023 and should be complete by May of 2024.

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

Mark Dexter

Alison Lamkin

Laura Greenough, Recreation Director

Laura Dow, Recreation Assistant

## **SPRINGFEST ORGANIZING COMMITTEE**

For 2023, dedicated committee members and volunteers once again combined efforts to plan and organize SpringFest, which took place on the weekend of June 3.

Despite an intense storm on Friday afternoon, the festivities began Friday night with the traditional Ice Cream Social, sponsored this year by the Randall Library Friends.

Wet weather on Saturday moved most of the activities inside at Center School, but did not keep people from coming. In addition to performances throughout the day, attendees enjoyed activities like face painting, a petting zoo and balloon art, plus vendors of all sorts, and an array of food trucks outside. Special thanks go to the Stow Police and Fire Departments for bringing their amazing vehicles for Touch a Truck.

Performers included the Paul Cummings Fivetet, Tony Funches of the Platters, Rivers Between, and Toddamy, with a special appearance by the Stow Minutemen. In addition, the RMD Taiko Drummers, Animal Adventures, Mr. Vic Singalong, Dancers Workshop, On Your Toes, and guitarist David Lopez were on hand to entertain audiences.

On Sunday morning, a walk sponsored by the Conservation Department took place at the North Course of Stow Acres. This exploratory walk was conducted by Conservation staff members to acquaint residents with the property and get their feedback.

Many thanks go to SpringFest Committee members Carole-Ann Baer, Maura Hyland, and Jackie Spataro and all the volunteers who worked so hard to make SpringFest a special and fun-filled event this year.

Respectfully Submitted,

SpringFest Committee: Maura Hyland, Jackie Spataro, CaroleAnn Baer

## 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 with Comcast and Verizon. The mission statement, developed in 2020, states, “Stow TV provides high quality local video coverage and opportunities for engagement and learning”.

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](mailto:stowtv@stow-ma.gov). More information about Stow TV and its operations may be found at [www.stowtv.org](http://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](http://www.stowtv.org).

The Stow TV YouTube Channel ([www.YouTube.com/StowTVNow](http://www.YouTube.com/StowTVNow)) offers an online archive of informational and entertaining shows. Town officials and residents find the Select Board, government forums, and Nashoba Regional School Committee videos a useful resource on YouTube. During 2023, the number of YouTube views reached 131K, 12% more than the previous year, and subscribers increased 29% to a total of 2,059 up from 1,672. The most viewed video of 2023 was the livestream broadcast of the home-court playoff game between Nashoba Regional Boys Varsity Basketball and North Quincy 3-7-23 (which they won 56-53). The second was the Nashoba Regional Hockey’s 2 to 1 win over Scituate in the D3 Championship 3-19-23 held at Boston’s TD Garden.

The Stow TV Facebook page ([www.facebook.com/StowTV](http://www.facebook.com/StowTV)) serves to publicize the videos on YouTube and the cable channels by posting the bi-weekly broadcast schedule as well as info of new and upcoming shows. Currently, 599 people follow Stow TV on Facebook, up from the 568 in 2022, an increase of 9%.

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 have an opportunity to learn about and use the latest editing software, cameras, and audio recording equipment and techniques. Volunteers often work in teams, which enables participants to learn from one another. Mike Jordan, Leslie Miller, Lynn Colletti and Rebecca Stadolnik are valued long-time volunteers, filming personal projects as well as many local performances; Nashoba High Band and Chorus, Nashoba Symphonic Band (a community group comprised of students, teachers and local residents), New Revival Coffeehouse, and Sounds of Stow concerts, to name a few.

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 broadcasting. 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 six years, having started in June of 2018. Production duties are shared between the Executive Director and the Technical Assistant employees. Maria Kawooya currently serves as the Access Coordinator. She started in 2022 as a Nashoba Honor Society volunteer and is now a student at Bentley College. Her duties are updating event and “now showing” bulletins, making new broadcast schedules on a bi-weekly basis, updating the website and producing fun posters to advertise the programming. Noah Travalent, Chris Barrett, Flo Hanchu, Jack Boyle, and Adler Tuck worked as Technical Assistants, shooting many events and editing the videos. Chris and Jack Boyle are now in LA studying film production; their enthusiasm and expertise are missed.

Stow TV aired over 300 unique videos in 2023. Regular popular features include NRHS’s Band and Choral concerts, performances by the Sounds of Stow, Saturday Morning Breakfast Talks at First Parish Church, covering various subjects of local interest, Armchair Travel presentations at the Stow COA, Randall Library and Sustainable Stow’s collaborative zoom presentations, and on-the-road recordings addressing climate change and promoting green practices. Also filmed and aired was a First Parish Church-sponsored special “Senior Concerns” series of four presentations addressing Medicare, estate planning and other topics of concern to older Stow residents.

The Stow Select Board’s two monthly meetings are covered live over the government channels, and the Nashoba Regional School Committee meetings, covered by Bolton TV, are also broadcast on a regular basis. In 2019 Stow TV began running videos from House Broadcast Services, showing State House hearings and legislative proceedings at the MA House of Representatives, and livestream broadcasts of new legislative initiatives from the office of Governor Maura Healey are now downloaded and broadcast on the government channels.

Stow TV encourages participation in Town government and local events by creating public service announcements and bulletin board slides to run between shows on the cable channels. New in 2023, the event bulletins can also be seen on the Stow TV website. Starting in 2022 Stow TV broadcasts are livestreamed in HD from [stowtv.org](http://stowtv.org), making the cable broadcast programming available from anywhere with an internet connection.

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

In 2023 LACAC approved the creation of a \$1,000 scholarship available to graduating Nashoba Regional High seniors planning to pursue journalism or video media production in college.

In 2023 LACAC concluded the cable contract renewal negotiations with Verizon, working closely with contract attorney William Solomon. As a result, in 2024 Stow TV will finally be getting one HD channel from both Verizon and Comcast. The Comcast contract was renewed in October 2022 and is in effect until October 31, 2032. The new Verizon contract is good through December 11, 2028.

LACAC met on January 11, February 15, March 15, April 6, June 1, September 15, and December 1 and 8 in 2023. LACAC members contributed time, advice, and oversight for planning, equipment, and policy decisions.

Respectfully submitted,

Robert Glorioso, Chair  
Lisa Lavina, Co-Chair  
Lee Pappas, member  
Meredith Bartlett, member  
Cortni Frecha, Select Board Liaison

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 annually replacing all US 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, the 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 Moseley, Veracka, and Zavorski families 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. Stow TV personnel record the events for viewing on the Stow TV channel.

The Memorial Day ceremony in 2023 was well attended. 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 perfect for Memorial Day and the parade. We started the ceremony at the traditional time of 2:00 PM. We marched from the back side of Center School on Hartley Road to Brookside Cemetery. There was a large crowd in attendance. 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 Colonel (ret) Martha Monroe led the ceremony. At Brookside Cemetery, Col. Monroe delivered the Invocation. State Representative Kate Hogan gave a speech, and then Col. Monroe placed the wreath. Scouts Harper Jackson and Sophia Scheinder read the names of Stow veterans who died in service to their country. Mr. Jack Light and Mr. Harry Cantin performed Taps-and-Echo Taps. Col. Monroe gave a speech. The Gettysburg Address was read by Ms. Lucy Rein and a poem was read by Mr. Tanner Metevier. First graders placed flowers and gave flags to veterans. Finally, Col. Monroe gave a benediction.

We then transitioned to the Stow Library Memorial where Sgt. Tom Zavorski placed a wreath and Mr. Jack Light and Mr. Harry Cantin performed Taps and Echoes. Sen. Eldridge gave a speech. Col. Monroe provided recognition to all the great support provided and closing remarks.

Please view our page on the Stow website to see photos of past parades and ceremonies. A HUGE "Thank You" to all who have served and serve our country.

Respectfully submitted,  
The Veterans' Graves Committee  
Chairperson: Air Force Colonel Ret. Martha Monroe

Member: Former Army Sergeant, Tom Zavorski,  
Member: Army Captain Ret., Patricia Bolton



Memorial Day 2023 (Photo courtesy of Yuris Mangolds)

## **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 2023.

### **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 2023 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**

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 (FinComm) 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, FinComms 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 FinComm’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.

### **FINANCE COMMITTEE REPORT TO TOWN MEETING**

#### **FY 2023 Review**

##### **Town Revenues**

Town revenues totaling \$34,834,451.96 in FY23 is a 9.96% increase from FY22, with property taxes mainly funding the town’s operations at just about 89.5% of the total. This percentage is comparable to FY22.

Local receipts decreased by 0.04% for FY23, a decrease of \$722 from FY22. It is worth noting that \$205,215 of Savings and Other Funds was used to balance the budget, a decrease of approximately 84% in use of those funds from FY22. Table 1 shows a comparison of revenue sources for FY23 and FY24.

**Table 1: Revenue Sources**

	FY22	FY22 % of Total	FY23 <sup>2</sup>	FY23 % of Total	\$ Change FY23 - FY22	% Change FY22 - FY21
Property Tax	\$ 29,945,429	89.13%	\$ 33,420,749	89.82%	\$ 3,475,320	11.61%
Local Receipts	\$ 1,618,391	4.82%	\$ 1,689,100	4.54%	\$ 70,709	4.37%
State Aid	\$ 495,556	1.48%	\$ 517,077	1.39%	\$ 21,521	4.34%
Savings and Other Funds	\$ 1,281,419	3.81%	\$ 1,378,500	3.70%	\$ 97,081	7.58%
Override	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Transfers from Other Funds	\$ 255,306	0.76%	\$ 205,215	0.55%	\$ (50,091)	-19.62%
Total	\$ 33,596,101		\$ 37,210,641		\$ 3,614,540	10.76%

**Table 1a: Income Used for Capital Outlays<sup>2</sup>**

Free Cash for OPEB					\$ 235,000	
Free Cash - for Capital Articles					\$ 868,500	
Free Cash for Sabilization					\$ 275,000	
Total Income Used for Capital Outlays					\$ 1,378,500	

## Town Expenditures

Total town expenditures increased by \$1,697,067 (5.12%) in FY23 driven by increased spending in a number of budget items:

- \$233,491 (16.41%) decrease in Special Article funding;
- \$564,299 (35.7%) increased assessment for the Minuteman Regional Vocational Technical High School;
- \$22,919 (2.7%) decrease in Capital Spending;

**Table 2: Town Expenditures**

	FY22 Voted <sup>1</sup>	FY22% of Total	FY23 Voted <sup>2</sup>	FY23% of Total	\$ Change FY23 - FY22	% Change FY23- FY22
Municipal Govt						
General	\$ 1,885,773	5.69%	\$ 2,155,784	6.18%	\$270,011	14.32%
Public Safety	\$ 2,681,561	8.09%	\$ 2,814,742	8.08%	\$133,181	4.97%
Public Work & Facilities	\$ 1,257,048	3.79%	\$ 1,367,751	3.92%	\$110,703	8.81%
Human Services	\$ 401,630	1.21%	\$ 482,120	1.38%	\$80,490	20.04%
Culture & Recreation	\$ 399,179	1.20%	\$ 488,142	1.40%	\$88,963	22.29%
Town Wide Expense	\$ 1,160,000	3.50%	\$ 1,255,000	3.60%	\$95,000	8.19%
Total Municipal Govt	\$ 7,785,191	23.48%	\$ 8,563,539	24.57%	\$778,348	10.00%
Education						
Nashoba	\$ 18,059,890	54.46%	\$ 18,535,962	53.18%	\$476,072	2.64%
Minuteman	\$ 1,580,804	4.77%	\$ 2,145,103	6.15%	\$564,299	35.70%
Total Education	\$ 19,640,694	59.23%	\$ 20,681,065	59.33%	\$1,040,371	5.30%
Other						
Debt Service	\$ 2,090,130	6.30%	\$ 2,164,020	6.21%	\$73,890	3.54%
Special Articles	\$ 1,422,806	4.29%	\$ 1,189,315	3.41%	-\$233,491	-16.41%
Capital Spending	\$ 846,419	2.55%	\$ 823,500	2.36%	-\$22,919	-2.71%
Recap Items	\$ 1,374,977	4.15%	\$ 1,435,845	4.12%	\$60,868	4.43%
Total Other	\$ 5,734,332	17.29%	\$ 5,612,680	16.10%	-\$121,652	-2.12%
GRAND TOTAL	\$ 33,160,217		\$ 34,857,284		\$ 1,697,067	5.12%

## 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).

<b>Table 3 Town Savings</b>						
<b>FREE CASH AND STABILIZATION FUND</b>						
(Beginning of Fiscal Year)						
<b>Fiscal Year</b>	<b>Free Cash</b>	<b>% of Budget</b>	<b>Stabilization Fund</b>	<b>% of Budget</b>	<b>Total</b>	<b>% of Budget</b>
2023	\$ 1,876,404	5.38%	\$ 950,339	2.73%	\$ 2,826,743	8.11%
2022	\$ 2,049,610	6.18%	\$ 739,085	2.23%	\$ 2,788,695	8.41%
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%

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 revenue in the FY23 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.

## Property Tax Rate and Property Valuations

The information presented in the table below shows the trends in the tax rate, average single family home valuation and average single family tax bill. While Stow’s tax rate has continued to decrease, our average single family home valuation and tax bill continue to increase year-over-year. The town’s FY2023 tax rate was certified at 18.13.

<b>Table 4: Property Tax Rates and Valuations Trends (based on MA Class 101 Properties)</b>						
	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
Tax Rate (per \$1,000)	\$ 20.98	\$ 20.13	\$ 20.61	\$ 19.98	\$ 19.56	\$ 18.13
YOY % Change	1.89%	-4.05%	2.38%	-3.06%	-2.10%	-7.31%
Avg Single Family Valuation	\$ 460,309	\$ 483,500	\$ 495,763	\$531,500	\$ 556,907	\$ 640,760
YOY % Change	2.45%	5.04%	2.54%	7.21%	4.78%	15.06%
Avg Single Family Tax Bill	\$ 9,657	\$ 9,733	\$ 10,201	\$ 10,619	\$ 10,893	\$ 11,617
YOY % Change	4.39%	0.79%	4.81%	4.10%	2.58%	6.65%

**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.

<b>Table 5: OPEB</b>		
	<b>OPEB Savings</b>	<b>% of Liability</b>
<b>FY23</b>	\$ 1,389,340	14.96%
<b>FY22</b>	\$ 1,081,675	11.65%
<b>FY21</b>	\$ 822,807	8.86%
<b>FY20</b>	\$ 577,144	6.21%
<b>FY19</b>	\$ 329,296	3.55%
<b>FY18</b>	\$ 218,453	2.35%
<b>FY17</b>	\$ 160,028	1.72%
<b>Current OPEB Liability</b>	\$ 9,287,198	

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,

Brian Patuto (Chair), Chris Buck (Member), Kevin Gross (Member), Dan Petersen (Member), Evgenia Petrova (Member).

## 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 direct tax levy-affecting capital outlay requests totaling \$675,298 for fiscal year 2024, detailed as follows:

- By the Highway Department: \$95,000 to purchase a new dump truck for the Cemetery Department, \$75,000 to resurface Militia Circle, and \$70,000 to develop the engineering design for the replacement of the culverts that carry Elizabeth Brook under Wheeler Road;
- By the Police Department: \$90,000 to purchase a new battery-electric police pickup truck;
- By the Building Department: \$12,000 to replace the holding cell toilets in the Police Station, \$25,000 to paint the exterior of the Town Building, and \$15,000 to install a keyless entry system at the Pompositticut Community Center and Fire Station;
- By the Nashoba Regional School District: \$100,000 to replace interior doors at the Hale School, \$66,298 to replace the compressor in the HVAC system serving the auditorium at the Hale School, and \$35,000 to upgrade the filtration systems serving the Hale and Center Schools to remove PFAS from the schools' drinking water; and
- By the Conservation Commission: \$92,000 to acquire easements to enable the Town, in conjunction with the Massachusetts Department of Transportation, to undertake replacement of the bridge carrying Box Mill Road over Elizabeth Brook.

The Committee also reviewed and recommended that the Town not support a request by the Planning Board for \$35,000 to construct a walking path on the Town-owned Kane Land.

Voters approved each of the above-listed outlay requests at Annual Town Meeting held on May 13, 2023. In total, voters approved \$710,298 in direct tax levy-affecting capital requests for fiscal 2024, as compared to an annual average levy-affecting capital expenditure of \$1,007,485 per year over the previous five fiscal years.

The Committee also reviewed and recommended that the Town support the expenditure of \$24,000 for a neighborhood park in Gleasondale by the Community Preservation Committee. Voters at Annual Town Meeting approved this Community Preservation Act funded expenditure.

In addition, prior to the Annual Town Meeting the Committee reviewed the following capital expenditures to be funded via bond issues:

- By the Highway Department: \$265,000 to purchase a new 6-wheel dump truck;
- By the Fire and Rescue Department: \$436,800 to replace one of the Department's two ambulances; and
- By the Building Department: \$750,000 for repairs and improvements to the water supply system serving the Town Center.



The Committee recommended the Town support the vehicle requests by the Highway and Fire & Rescue Departments, and recommended the Town not support the water supply system upgrade request. Voters at Annual Town Meeting and at the Annual Town Election supported all three of these proposed bond issues.

Prior to the Special Town Meeting held on September 18, 2023 the Committee reviewed and recommended the Town support a bond issue in the amount of \$2,500,000 for additional funding for the Randall Library Renovation Project sponsored by the Town Administrator, and bond issues totaling \$241,741,926 for renovations to the Nashoba Regional High School, sponsored by the Nashoba Regional School District. Voters at the Special Town Meeting and the Special Election supported both proposed bond issues.

Finally, in fiscal 2024 the Town Administrator elected to spend \$20,000 in American Rescue Plan Act funds to upgrade the water supply well for the Pine Bluffs Recreation Area. The Capital Planning Committee was not consulted as to the merits of this capital expenditure.

Respectfully submitted,

Steve Jelinek, Chair

Ed Deluca, Clerk

Ellen Sturgis, Selectboard appointee

Peter McManus, Finance Committee appointee

Dave Arsenault

Missy Reed, Associate

## **BOARD OF ASSESSORS**

The Stow real estate market has seen a large increase in sale prices during the past year. The final valuations for FY2024, which have an assessment date of January 1, 2023, show an upward turn on average. Sales of real estate occurring in 2022 were used to determine assessments for the current fiscal year. The new average assessment of a single-family home is \$736,500. For FY2024, the average residential tax bill increased 7.6% based on approved spending at the Annual Town Meeting.

Fiscal 2024 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 FY2024, the residential sector was up an average of 15%. The total assessed value for FY2024 increased from \$1,718,752,949 in FY2023 to \$1,850,224,151. New Growth decreased this year by 26.6%, due to lack of large construction projects. The commercial and industrial property sectors all decreased slightly. Personal property remained virtually flat. 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 Assessor's office to see if you qualify for any of these programs.

The Community Preservation Act (CPA) surcharge system continues to be administered by the Assessors' office. The total CPA surcharge raised during FY2023 was \$774,009 with \$248,075 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: Thomas E. Ryan, III, Chair, Leonard Golder, Member and Cynthia Cummings, Member. The Assessors' office is staffed by: Kristen Fox, Principal Assessor, Lauren Field, 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,

Thomas E. Ryan III, Chair  
Leonard Golder, Member  
Cynthia Cummings, Member

Kristen Fox, M.A.A., Principal Assessor  
Lauren Field, Assistant Assessor  
Deborah George, Assessors' Clerk

## FISCAL 2024 TAX RATE RECAPITULATION

### TAX RATE SUMMARY

A.	Total Amount to be Raised	\$38,045,869.34
B.	Total Estimated Receipts & Other Revenue	\$ 4,770,723.70
C.	Tax Levy	\$33,275,145.64
D.	Distribution of Tax Rates & Levies	

CLASS	LEVY PERCENTAGE	LEVY BY CLASS	VALUATION BY CLASS	TAX RATES
Residential	94.3596%	\$31,398,294.33	\$1,850,224,151	\$16.97
Open Space	-0-	-0-	-0-	-0-
Commercial	2.9656%	986,807.72	58,150,350	\$16.97
Industrial	1.5422%	513,169.30	30,239,050	\$16.97
Personal	1.1326%	376,874.30	22,208,261	\$16.97
<hr/>				
TOTAL	100%	\$33,275,145.65	\$1,960,821,782	

# TAX COLLECTOR'S REPORT FY 2023

Tax & Levy Year	Tax Outstanding as of 7/1/2022	New Commitments	Amount Collected	Exemptions & Abatements	Refunds	Tax Takings & Deferrals	Tax Outstanding as of 6/30/2023
2023 Real Estate	\$0.00	\$30,767,011.72	\$30,557,354.76	\$75,959.24	\$15,860.54	\$7,898.98	\$141,659.28
2022 Real Estate	\$167,022.38	\$0.00	\$134,569.53	\$0.00	\$27,726.63	\$33,767.89	\$26,411.59
2021 Real Estate	\$76,017.29	\$0.00	\$49,382.26	\$0.00	\$25,544.10	\$25,612.36	\$26,566.77
2020 Real Estate	\$2,263.66	\$0.00	\$12,569.95	\$0.00	\$10,336.64	\$0.00	\$30.35
2019 Real Estate	\$5,189.80	\$0.00	\$0.00	\$0.00	\$5.87	\$0.00	\$5,195.67
2018 Real Estate	\$2,478.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,478.38
2017 Real Estate	\$372.89	\$0.00	\$0.00	\$372.89	\$0.00	\$0.00	\$0.00
2023 Supplemental RE Tax	\$0.00	\$32,260.66	\$10,173.33	\$0.00	\$0.00	\$0.00	\$22,087.33
2022 Supplemental RE Tax	\$15,528.62	\$0.00	\$15,530.80	\$0.00	\$0.00	\$0.00	(\$2.18)
2021 Supplemental RE Tax	\$11,722.27	\$0.00	\$11,769.79	\$0.00	\$0.00	\$0.00	(\$47.52)
2020 Supplemental RE Tax	\$1,712.15	\$0.00	\$1,712.15	\$0.00	\$0.00	\$0.00	\$0.00
2023 Comm Pres Act	\$0.00	\$779,848.26	\$763,274.81	\$12,313.75	\$29.26	\$0.00	\$4,288.96
2022 Comm Pres Act	\$8,689.17	\$0.00	\$8,142.06	\$0.00	\$51.83	\$0.00	\$598.94
2021 Comm Pres Act	\$1,928.66	\$0.00	\$1,349.14	\$0.00	\$504.13	\$441.82	\$641.83
2020 & Prior Comm Pres Act	\$235.30	\$0.00	\$343.63	\$0.00	\$434.13	\$0.00	\$325.80
2023 Personal Property	\$0.00	\$399,131.98	\$397,046.61	\$149.10	\$91.15	\$0.00	\$2,027.42
2022 Personal Property	\$19,732.99	\$0.00	\$18,028.02	\$291.84	\$418.88	\$0.00	\$1,832.01
2021 Personal Property	\$122.01	\$0.00	\$137.50	\$761.94	\$2,545.35	\$0.00	\$1,767.92
2020 Personal Property	(\$2,335.54)	\$0.00	\$833.04	\$672.14	\$4,799.62	\$0.00	\$958.90
2019 & Prior Pers Prop	\$107,434.90	\$0.00	\$5,755.20	\$84,603.16	\$0.00	\$0.00	\$17,076.54
2023 Motor Vehicle	\$0.00	\$1,207,085.24	\$1,105,140.78	\$14,641.77	\$4,826.44	\$0.00	\$92,129.13
2022 Motor Vehicle	\$114,186.66	\$107,913.78	\$203,434.55	\$10,263.24	\$8,454.06	\$0.00	\$16,856.71
2021 Motor Vehicle	\$14,164.90	\$0.00	\$7,142.67	\$1,204.31	\$938.50	\$0.00	\$6,756.42
2020 Motor Vehicle	\$4,287.99	\$0.00	\$1,657.40	\$150.63	\$107.40	\$0.00	\$2,587.36
2019 & Prior Motor Vehicle	\$17,985.17	\$0.00	\$687.40	\$0.00	\$0.00	\$0.00	\$17,297.77
2023 Boat Tax	\$0.00	\$4,345.00	\$3,521.00	\$641.00	\$30.00	\$0.00	\$213.00
2022 Boat Tax	\$1,544.00	\$0.00	\$703.00	\$779.00	\$38.00	\$0.00	\$100.00
Ch. 61 Rollback Tax	\$0.00	\$30,804.78	\$3,356.53	\$0.00	\$0.00	\$0.00	\$27,448.25
Totals:	\$570,283.65	\$33,328,401.42	\$33,313,615.91	\$202,804.01	\$102,742.53	\$67,721.05	\$417,286.63

Interest & Fees Collected:

\$105,316.37

\$33,418,932.28

Total Collected:

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



TOWN OF STOW  
COMBINED BALANCE SHEET (Unaudited)  
ALL FUND TYPES AND ACCOUNT GROUP  
June 30, 2023

Liabilities and Fund Equity									
Liabilities									
Warrants Payable	\$	96,473	\$	61,034	\$	105,438	\$	12	\$ 262,957
Accrued Payroll		135,397		19,742				226	155,366
Amounts Withheld from Employees and Other Liabilities									
Deferred Revenue:		94,791						35,607	130,397
Personal Property and Real Estate Taxes		(298,323)							(298,323)
Motor Vehicle Excise Taxes		135,627							135,627
Boat Excise		313							313
Rollback Taxes		27,448							27,448
Tax Liens		275,432		15,904					291,336
Deferred Real Estate Taxes		43,395							43,395
Supplemental Taxes		22,038							22,038
Tax Foreclosures		105,477							105,477
Ambulance		39,422							39,422
Well Betterment									0
Committed Interest									0
CPA Surcharge				5,856					5,856
Notes Payable						566,000			566,000
Bonds Payable								18,911,296	18,911,296
Total Liabilities		677,489		102,536		671,438		35,845	20,398,604

## TOWN OF STOW

## COMBINED BALANCE SHEET (Unaudited)

## ALL FUND TYPES AND ACCOUNT GROUP

June 30, 2023

Fund Equity									
Reserved for Expenditure	1,103,298								1,103,298
Reserved for Encumbrances	13,467								13,467
Reserved for Appropriation	1,619,527	3,674,048							5,293,574
Reserved for Reduction of Future Excluded Debt	95,309								95,309
Reserved for Endowment						276,437			276,437
Undesignated	3,800,384	5,049,729	(38,149)		4,048,592				12,860,555
<b>Total Fund Equity</b>	6,631,985	8,723,776	(38,149)		4,325,029				19,642,641
<b>Total Liabilities and Fund Equity</b>	\$ 7,309,474	\$ 8,826,312	\$ 633,290	\$ 4,360,874	\$ 18,911,296	\$ 40,041,245			
							Prepared by:	Julie Costello	Town Accountant

**TOWN OF STOW**  
**SCHEDULE OF CHANGES IN FUND EQUITY**  
**STATE GRANTS & REVOLVING FUNDS**  
**June 30, 2023**

	Beginning Fund Equity	Revenues	Expenditures	Ending Fund Equity
<b>STATE GRANTS:</b>				
Public Safety	\$ 20,119	\$ 116,541	\$ 145,937	\$ (9,277)
Culture & Recreation	4,431	92,010	84,597	11,844
Council on Aging	-	25,080	13,243	11,837
Library	25,473	48,708	18,671	55,510
Other Grants	(71,219)	1,059,831	976,174	12,438
<b>TOTAL STATE GRANTS:</b>	<u>\$ (21,196)</u>	<u>\$ 1,342,170</u>	<u>\$ 1,238,622</u>	<u>\$ 82,352</u>
<b>REVOLVING FUNDS:</b>				
Recreation	\$ 125,103	\$ 248,978	\$ 266,585	\$ 107,495
Inspectors	92,906	39,524	35,723	96,706
Ambulances Services	-	1,700	1,700	-
<b>TOTAL REVOLVING FUNDS:</b>	<u>\$ 218,008</u>	<u>\$ 290,201</u>	<u>\$ 304,008</u>	<u>\$ 204,202</u>
				Prepared by:
				Julie Costello
				Town Accountant



## TRUST FUND FINANCIAL REPORT - FY 2023

The following Town trust funds are managed by Bartholomew & Company and as of 6/30/23 were invested as follows:  
Fixed Income (79.5%), Equities (18.1%), Money Markets (2.4%)

<b>Affordable Housing Fund</b>	Beginning Balance 7/1/2022	\$455,629.88	
	Disbursements	(\$7,970.00)	
	Receipts	\$0.00	
	Investment Earnings	\$7,479.59	
	Ending Balance 6/30/2023		<b>\$455,139.47</b>
<b>Cemetery Perpetual Care</b>			
<b>Non-Expendable</b>	Beginning Balance 7/1/2022	\$197,375.00	
	Receipts	\$9,500.00	
	Ending Balance 6/30/2023		<b>\$206,875.00</b>
<b>Expendable</b>	Beginning Balance 7/1/2022	\$27,499.78	
	Disbursements	(\$4,766.38)	
	Investment Earnings	\$3,675.47	
	Ending Balance 6/30/2023		<b>\$26,408.87</b>
<b>Conservation Fund</b>	Beginning Balance 7/1/2022	\$30,183.70	
	Disbursements	(\$12,149.27)	
	Receipts	\$15,325.00	
	Investment Earnings	\$530.39	
	Ending Balance 6/30/2023		<b>\$33,889.82</b>
<b>Mabel Hale Fund</b>	Unexpendable Bequest		<b>\$35,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$7,205.94	
	Disbursements	\$0.00	
	Investment Earnings	\$692.24	
	Ending Expendable Balance 6/30/2023		<b>\$7,898.18</b>
<b>Mabel Hallock - Brookside Cemetery</b>	Unexpendable Bequest		<b>\$2,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$6,881.12	
	Disbursements	\$0.00	
	Investment Earnings	\$145.69	
	Ending Expendable Balance 6/30/2023		<b>\$7,026.81</b>
	Unexpendable Bequest		<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$187.95	
	Disbursements	\$0.00	
	Investment Earnings	\$0.87	
	Ending Expendable Balance 6/30/2023		<b>\$188.82</b>
<b>Otto &amp; Aina Stein Fund</b>	Unexpendable Bequest		<b>\$18,810.00</b>
	Beginning Expendable Balance 7/1/2022	\$32,240.17	
	Disbursements	\$0.00	
<b>Mabel Hallock - Common Memorial &amp; Flag</b>	Investment Earnings	\$837.35	
	Ending Expendable Balance 6/30/2023		<b>\$33,077.52</b>

<b>Stabilization Fund</b>	Beginning Balance 7/1/2022	\$745,307.46	
	Disbursements	\$0.00	
	Receipts	\$200,000.00	
	Investment Earnings	\$12,484.19	
	Ending Balance 6/30/2023		<b>\$957,791.65</b>
<b>Capital Stabilization Fund</b>	Beginning Balance 7/1/2022	\$0.00	
	Disbursements	\$0.00	
	Receipts	\$75,000.00	
	Investment Earnings	\$549.76	
	Ending Balance 6/30/2023		<b>\$75,549.76</b>
<b>Town Farm Fund</b>	Unexpendable Original Deposit		<b>\$8,751.96</b>
	Beginning Expendable Balance 7/1/2022	\$51,539.30	
	Disbursements	\$0.00	
	Investment Earnings	\$988.92	
	Ending Expendable Balance 6/30/2023		<b>\$52,528.22</b>
<b>Cyrus H. Whitney Central Common Fund</b>	Unexpendable Bequest		<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$1,033.68	
	Disbursements	\$0.00	
	Investment Earnings	\$33.37	
	Ending Expendable Balance 6/30/2023		<b>\$1,067.05</b>
<b>James F. Whitney Central Common Fund</b>	Unexpendable Bequest		<b>\$2,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$2,132.24	
	Disbursements	\$0.00	
	Investment Earnings	\$67.78	
	Ending Expendable Balance 6/30/2023		<b>\$2,200.02</b>
<b>Martha G. Whitney Street Light Fund</b>	Unexpendable Bequest		<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2022	\$4,742.65	
	Disbursements	(\$149.06)	
	Investment Earnings	\$94.32	
	Ending Expendable Balance 6/30/2023		<b>\$4,687.91</b>

The OPEB Trust Fund is managed by Bartholomew & Company and as of 6/30/23 was invested as follows:  
Equities (66.6%), Fixed Income (32.9%), Money Markets (0.5%)

<b>Other Post Employment Benefits (OPEB)</b>	Beginning Balance 7/1/2022	\$1,131,783.59	
	Disbursements	\$0.00	
	Receipts	\$235,000.00	
	Investment Earnings	\$29,864.97	
	Ending Balance 6/30/2023		<b>\$1,396,648.56</b>

The Randall Town Fund is managed by Bartholomew & Company and as of 6/30/23 was invested as follows:  
Fixed Income (79.5%), Equities (18.1%), Money Markets (2.4%)

<b>Randall Town Fund</b>	Unexpendable Bequest		<b>\$20,000.00</b>
	Earnings Transferred to Town General Fund	\$345.13	
<b>TOTAL TRUST FUND BALANCE:</b>			<b>\$3,350,539.62</b>

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

### **RANDALL RELIEF FUND**

Balance January 1, 2023	\$20,359.50
Interest received	10.20
Contributions received	0.00
Repayments received	0.00
Payments	
Balance December 31, 2022	\$20,369.70

Citizens Bank Insured Money Market Account

Trustees:  
Louise E. Peacock  
Susan Rondeau  
Jeffrey D. Smith

## **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 Board of Selectmen, 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 Board of Selectmen voted to petition the appropriate court to authorize the Trustees to use the income for the reference room and the court granted the request.

For many years, the Trust provided funding annually for the Hale Reference Room so that the Library Director could purchase the needed reference materials or provide the necessary room maintenance. This included purchasing online databases, reference room computer and furnishings for the room.

On January 25, 2023, however, the Trustees voted unanimously to disburse \$400,000 to the Randall Library renovation project. Of this, \$100,000 was transferred shortly thereafter and the balance was transferred by June 30, 2023.

As of December 31, 2023, Trust assets totaled \$320,396.13.

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

**HALE HIGH SCHOOL FUND**  
Calendar Year 2023 Summary

Portfolio Balance – 01/01/2023		649,956.48
Income		
Interest	6,463.99	
Dividends	2,874.01	
Capital Gains	2,000.52	
Total		11,338.52
Expenses		
Management Fees	1,455.96	
Service Fee Credits	(35.76)	
Total		1,420.20
Net Gain		9,918.32
Distributions		
Town of Stow		400,000.00
(Randall Library Project)		
Change in Market Values		60,521.33
Portfolio Balance – 12/31/2023		320,396.13

## **EDUCATION**

### **NASHOBA REGIONAL SCHOOL DISTRICT**

The 2023 calendar year was a landmark year for the Nashoba Regional School District. In September of 2023, the residents of Bolton, Lancaster, and Stow approved at town meeting and at the ballot box, to incur a debt not to exceed approximately \$241,000,000 for the construction of a new Nashoba Regional High School. The success of that initiative reflects our towns' commitment to education for current and future generations. Over the course of the next three years, residents and visitors will see the construction of our new state-of-the-art high school that will provide our students with outstanding learning environments while remaining fiscally responsible. This project, which is projected to be a LEED-certified gold facility, will be a representation of how important education is to the residents of our towns and we look forward to opening day in the fall of 2027 when our students walk through the doors for the first time.

As you will see within the school reports, we continue to advance goals and initiatives outlined in our strategic plan. From the central office, we have launched a new website and communication tools to ensure our constituents receive accurate and timely information about the workings of the school district. We are currently constructing a transparency web page for the business and finance department that will provide community members with an easy access way to view financial information.

The teaching and learning report outlines the work that has been done regarding strategic work directly related to student learning and the classroom. Of note are the investments made in universal screening assessments, learning diagnostic tools, curriculum materials, and professional development. By investing in good tools and people, we are strengthening our teaching and learning model to ensure each and every student gets what they need to succeed. Those efforts contribute to our efforts on equity within and beyond the classroom and give us insight into how to be our best for our students.

The greatest asset to our school system are the faculty and staff who make learning happen every day. Teachers, assistants, administrators, support staff, custodians, extended day personnel, and food service personnel all contribute to the success of students on a daily basis. Investing in these important people gives our students consistency and excellence over time. Through the work of these important people, we are giving students the best opportunity to be successful beyond their time at Nashoba.

At Nashoba, we strive to inspire and challenge each and every student to realize their potential and be active contributors to their communities. It is through the support of our community members that we can provide the facilities, curriculum, professional development, and human resources that are needed to give our students an outstanding education. We are grateful for our residents and proud to be one Nashoba.

Sincerely,

Kirk Downing  
Superintendent, Nashoba Regional School District

## **The Center School**

The Center School continues to serve as the place where elementary students in Stow become skilled learners, critical thinkers, and community-oriented young people. By the time our students transition to Hale Middle School, they have six years of growth and special memories to take with them on the next leg of their educational journey. Center is a hub of enrichment and support for our students. We strive to serve both the academic and social-emotional needs of all children.

During the 2022-2023 school year, The Center School once again underwent a period of transition in leadership. In March of 2023, newly appointed Principal Shelley Dulskey unexpectedly resigned from her position, allowing Lenore Zavalick, Assistant Principal at the time, to be named Interim Principal for the remainder of the 2022-2023 school year. In May of 2023, after a permanent Principal search process was completed, Superintendent Downing appointed Ms. Zavalick as the Interim Principal for the 2023-2024 school year. In December of 2023, Superintendent Downing and the NRSD School Committee appointed Ms. Zavalick as the permanent Principal for The Center School.

In addition to the Principalship's transition period, Center welcomed a new Assistant Principal, Meagan Sanko, to the school in July of 2023. Mrs. Sanko was able to plan for the upcoming school year in partnership with Ms. Zavalick, ensuring a smooth start to the school year for all stakeholders.

Center staff additions did not end with administrators; the end of the 2023 school year saw a record number of nine staff retirements, from teaching to literacy to food service. As a result of these retirements, coupled with yearly staff movement, we welcomed 15 new teachers and support staff to Center this year. Hiring at Center continues to be a constant practice, and we are fortunate to have wonderful applicants who join our school community and enrich our students' lives each day.

Our school has enjoyed a continued return to many of the flagship events that make Center School an active, fun place for students. The Stow PTO has partnered with us to provide staff with breakfasts, treats for teachers, and holiday gifts, as well as coordinating awesome occasions such as the return-to-school cookout in August, the Halloween dance, and the Center's Got Talent show in the winter. We appreciate the involvement of our parent volunteers, and our "mystery readers" who excite students by surprising them with a special visit.

During the school day, students work in collaboration across grade levels to engage in "book buddy" partnerships, in conjunction with teachers to plan and run monthly All School Meetings, and to assist our Related Arts teachers with our youngest students during some of their special classes. We are proud to uphold a model of leadership and service for all students.

We have also seen important changes to curriculum and assessment. The Center School is successfully implementing our Bridges math program for its second year, and students are exhibiting the benefits of a strong core math curriculum. Center, and our district, has been engaged in a Literacy curriculum review cycle this school year. The goal at the end of this process, and by the end of the school year, is to have a new Literacy curriculum selected that

better reflects the needs of our elementary learners. In assessment developments, we have sharpened our skills and analysis usage regarding STAR Renaissance, our tool for benchmark assessments in both Math and Literacy. STAR allows our staff to administer and track assessment data for each student at Center, which directly shapes and impacts the interventions we provide for our students.

The addition of Math and Literacy coaches, K-8, have been an incredible asset and resource for Center. Our coaches work with every teacher across all grade levels during our Professional Learning Community meetings, which occur once per cycle for each grade level. In PLC team meetings, teachers, reading specialists, coaches, and administrators work in concert to analyze student data and progress, and plan for the WINN (What I Need Now) intervention block. PLCs are a place for staff to discuss student learning and growth. The WINN block has been a tremendous addition for our students, since each and every one receives support once a day suited for their unique needs as learners, ensuring all students get what they need to grow and succeed.

Our town Police and Fire departments continue to work closely with us to implement safety protocols and practices, communicate best practices for student safety, and work collaboratively with staff. We are tremendously fortunate to have the support of the entire community, and the partnership of our families on a daily basis. We remain proud of the fact that Center School is an amazing place to learn and thrive!

### **Hale Middle School**

Hale Middle School, nestled at the heart of our community, proudly serves just under 280 students and boasts a dedicated team of 50 staff members. The cornerstone of our success lies in the strong partnership we have cultivated with our students, parents, staff, and the broader community.

Renowned as a top-performing middle school in the Commonwealth, Hale Middle School offers a trajectory of success for its students. It is a place where young minds have the opportunity to explore their interests, refine their academic skills, and prepare for the challenges of high school.

What sets Hale apart is the sense of equality and community that permeates our halls. Here, students and staff are regarded as equal members of a collective whole, fostering an environment of support and camaraderie. We take pride in celebrating the accomplishments of our students and staff, firmly believing that through hard work, mutual support, and genuine care for one another, our students will thrive in all their endeavors. This year Hale Middle School was recognized by the Anti-Defamation League of Boston as a “No Place For Hate” school. This was the result of several building-wide and grade level initiatives that included guest speakers, creation of identity-maps, large and small group discussions, and short readings and videos.

The dedicated staff at Hale Middle School is composed of highly qualified professionals committed to fostering the academic, social, and emotional growth of our students. Continual learning is ingrained in our culture, as HMS staff actively engage in ongoing courses, attend seminars, and expand their expertise in both their subject areas and child development. We firmly believe that the continued education of our staff is paramount to the growth and



development of our students. At Hale Middle School, our staff is dedicated to continual learning and professional development. This commitment is evident in how we utilize various metrics to enhance our students' academic and social competencies. The Star Assessment and the Panorama Survey stand out as exemplary tools that inform the design and delivery of our instruction. It's truly inspiring to witness our staff adapt their teaching methods to better support the progress and individual needs of our students.

Hale students exhibit a strong commitment to their education, participating in a diverse range of activities such as sports, academic competitions, performing arts, and various after-school programs. We have over 150 students who participate in afterschool clubs and activities which include but are not limited to the following: Model United Nations, MathCounts Competition Team, Robotics, Gaming Club, Crafting Club, Art Club, Organizational Club, GSA, and various competitive sports teams. Our school environment is one where students find both support and challenges, fostering an atmosphere that encourages high achievement. Consistently, our students excel in standardized tests, sports competitions, adjudicated performances in band and choir, math competitions, robotics competitions, and geography bees. This year our various teams will travel throughout the commonwealth to compete against teams from other schools and towns. Most of these competitions take place on the weekends and therefore require great dedication and commitment.

At Hale, our programs are designed to evolve and expand to best meet the dynamic needs of our students. This commitment is evident in the introduction of new after-school programs, expanded course offerings, enhanced special education services, access to cutting-edge technology and educational resources, and continuous professional development for our dedicated staff. Recognizing the ever-changing landscape of education, our staff rigorously evaluates and adjusts their practices to ensure optimal support for our students.. We have witnessed our enrollment decline this year and, therefore, we were required to reimagine our program and course offerings so that our students continued to receive a high level of excellence while remaining fiscally responsible. Consequently, this year's budget reflects these necessary adjustments, aligning resources with our unwavering dedication to student success.

The Stow community has been a steadfast pillar of support for Hale Middle School, actively partnering in our shared accomplishments. Our school facility, meticulously maintained, serves as a vibrant hub for various community events. The invaluable contributions of the Stow Parent-Teacher Organization (PTO) have played a pivotal role in enhancing our students' experiences—whether through supporting field trips, arranging engaging guest speakers, facilitating specialized programs, or generously volunteering for events.

At Hale Middle School, we are truly fortunate to be surrounded by dedicated parents and guardians who recognize and champion the value of education. The unwavering commitment of Stow families has consistently demonstrated their motivation and support. Together, we form a dynamic partnership, fostering an environment where educational excellence and community engagement thrive.

### **Nashoba Regional High School**

In 2023, Nashoba Regional High School (NRHS) had a productive year with notable achievements across various areas.

In January, over 200 students participated in the DECA regional competition, and 110 NRHS students qualified for the State Competition in March. The school also hosted the Central District Massachusetts Music Educators Association (CDMMEA) Concert, and eight students participated in the Massachusetts Music Educators Association (MMEA) Honors ensemble auditions.

February saw NRHS GSA organizing the Central MA Regional Leadership meeting, alongside events like the Winter Nashoba Symphonic Band Concert and DECA Mock Competition involving over 100 students.

In March, 112 students competed in the DECA state championship, with 23 NRHS students becoming State Champions and qualifying for the National Competition in Orlando. The MMEA Honors Ensemble Concert featured four vocal students, and NRHS FIRST Robotics Team 1768 won the North Shore Event and two technical engineering awards.

The spring season showcased achievements in the Spring Musical, "Mamma Mia," and instrumental and vocal concerts. NRHS GSA students presented a workshop during the district PD day on adults' validation of LGBTQ+ identities. The Worcester County Superintendent's award was given to our valedictorian, and the 2nd annual Shamrock Showdown dodgeball tournament took place.

April included the InternationalFest, highlighting the cultures of 19 different countries. Nashoba students attended a performance of Shakespeare's *Coriolanus* in Boston. The DECA National Championship in Orlando saw 26 Nashoba student participants, with two named international finalists and 11 named ICDC qualifiers. NRHS Robotics Team 1768 reached the division semifinals in the New England Championships, winning the Industrial Design Award, and competed at the World Championships in Houston. A Bridges to Malawi service trip provided Nashoba students valuable medical service learning experiences. The Art Department had a well-attended Art Showcase Evening, and 16 Nashoba students received recognition in the AATF Grand Concours, a French National Exam.

In May, a successful Junior Prom was held at Mechanics Hall. Audiences enjoyed the annual "Pops" Instrumental and Vocal Concerts, and Nashoba Symphonic Band Spring Concert earned two Gold Medals in the Great East Music Performance competition. Nashoba News and The Regional were recognized by the New England Press Association.

June marked the Senior Banquet, which is a celebration of our graduating class. The commencement ceremony was held on June 12th where we graduated 194 students from NRHS. Seven graduating seniors earned the MA State Seal of Biliteracy Award, and one earned the MA State Seal of Biliteracy with Distinction. The Nashoba Symphonic Band "Graduation" Concert honored six graduating seniors.

Over the summer students were involved summer acceleration academies and teachers participated in the DESE instructional leadership institute for math and English. In August Nashoba hosted a fun and informational orientation with Freshman and new students.

In September, NRHS received recognitions, including being ranked No. 60 in Massachusetts and 1,659 in the nation among the 2023-2024 Best High Schools by U.S. News & World Report. The Healey-Driscoll Administration awarded planning grants to 31 high schools across the state, including Nashoba, to expand innovation career pathways. A new Nashoba Regional High School was approved and funded.

The school initiated a focus on improving student engagement and sense of belonging, complemented by the continuation of the curriculum review cycle. The NRHS Robotics Team 1768 was invited to the prestigious Chezy Champs tournament in San Jose, and Tri-M National Music Honors Society inducted six new members.

October included Middle School Band Night at Football, the Fall High School Instrumental Concert, Nashoba Symphonic Band Concert, Homecoming Dance, our Senior Sunrise event, and a fun filled Pep Rally.

November featured the Fall Vocal Concert, and a wildly funny performance for the Fall Play, which was “Clue”. Students showcased their talents, with 16 participating in CDMMEA auditions and 11 eligible for honors ensembles. Our long standing EMT program welcomed another cohort of first year Cadets.

December concluded the year with the DECA Mock Competition, Challenge Day for sophomores with 100 participating on each of the two days, and the Holiday Concert featuring all nine ensembles. The NRHS GSA continued its leadership role by hosting the Central MA Regional Leadership meeting, and the school welcomed State Senator Kennedy and State Representative Kilcoyne for a visit.

Throughout the year, Nashoba Regional High School demonstrated its dedication to academic excellence, artistic achievements, inclusivity, and community engagement, creating a positive environment for its students and staff.

### **Athletics**

Nashoba Regional High School Athletics celebrated an amazing year with remarkable achievements across its sports programs. Boasting a participation of over 250 student-athletes each season, spanning twenty-two sports and fifty teams, our student-athletes demonstrated excellence not only on the field but also in the classroom, with an impressive seventy-three percent earning a spot on the honor roll.

The winter season was marked by thrilling competitions, with all teams competing in the state tournament. The boys’ basketball team showcased their prowess with a commendable 20-4 record and were named the MIAA Division 2 Final Four champions. Adding to the excitement, the hockey team emerged as the tournament's underdog, securing the MIAA Division 3 State Championship at the TD Garden by defeating the top-seeded team in overtime.

Spring brought further triumphs, as the track teams clinched the Mid-Wach B league championship on our home track. Sawyer O’Riorden claimed the MIAA Division 4 Pole Vault State title. Both the boys’ lacrosse and softball teams also captured league titles. Our spring teams organized the Wolves Fight Cancer event to raise awareness. This event included baseball, softball, and lacrosse games, along with raffle baskets and donations to support the cause.

In the fall season, the girls’ soccer team won the MIAA Division 2 Final Four trophy on our home turf. The boys’ soccer team claimed the league title with an outstanding 17-1 record, marking the best performance in over a decade. The golf team secured the league title and were runners-up in the MIAA Division 2 Central Sectional. Notably, freshman Nolan Engelhardt of the golf team clinched the individual MIAA D2 sectional title, while senior Adam Balewicz secured the MIAA Division 2 State title in cross country, concluding the fall season on a high note.

Individual accolades shone bright throughout the year, with twenty-two Super Team honorees selected by The Telegram & Gazette, recognizing outstanding student-athletes across Central Mass. Notable Players of the Year honors included Dillan Lowe (Hockey), Ella Varnerin (Alpine Ski), and Declan Varnerin (Alpine Ski). Additionally, Caroline Collins and Lily Maher stood out by winning the 2023 MIAA Multimedia Sportsmanship contest, with a ceremony held at Gillette Stadium to celebrate their achievements.

In summary, Nashoba's sports teams had an exceptional year, with over ninety-five percent of varsity teams qualifying for statewide tournaments. The Wolves clinched nine league titles, three final four trophies, two individual state champions, and one team state championship. As our programs maintain high competitiveness, we remain committed to fostering and increasing school spirit.

## **CENTRAL OFFICE DEPARTMENTS**

### **Teaching and Learning Department**

The Department of Teaching and Learning at Nashoba continues its mission to lead, support, and inspire our educators and students through innovative curriculum development, professional learning communities, purposeful assessment, and high-quality professional development. This past year, we have made significant strides in aligning our efforts with the NRSD Strategic Plan, ensuring that our initiatives meet the current educational needs and set the stage for future success.

School Improvement Plans for all six schools align with the NRSD Strategic Plan and Theory of Action. These plans incorporate objectives and initiatives that support our district-wide goals, fostering a unified approach. Focus areas include refining communication systems, developing clearly articulated curricula, integrating innovative practices, implementing professional learning communities, fostering shared leadership, and evolving safety practices and procedures.

In curriculum development, Nashoba educators built on the five-phase, multi-year review process established in the previous year. This effort has led to the alignment of curriculum maps

across the district and the creation of NRSD Front-Facing Curriculum Guides for families, accessible on the district's website under the Teaching and Learning page. The upcoming year will see the continuation of this curriculum work, expanding Curriculum Guides to include elementary core content areas and selected high school electives, enhancing transparency and accessibility for district families and the community. The district's commitment to high-quality instructional materials has facilitated the successful implementation of Bridges in Mathematics for K-5 mathematics and OpenSciEd for 6-8 science. Currently, the district is in the selection phase for K-5 literacy and the research phase for K-12 music and 9-12 science curricula.

The Department of Teaching and Learning is excited about Nashoba's growth and innovation opportunities through the Innovation Pathways Program at Nashoba Regional High School, which is anticipated to launch in fall 2024. This program will blend advanced and applied learning within Nashoba's rigorous academic core, reimagining high school education with dynamic, workforce-aligned learning experiences.

In our ongoing effort to meet the diverse needs of our students, each one of our schools, K-8, has integrated the Professional Learning Community (PLC) model into their schedules. The PLC model serves as a cornerstone for the Multi-Tiered System of Support (MTSS) framework, ensuring that targeted supports are aligned with student needs. In PLCs, teacher teams regularly collaborate to analyze student data from universal screening measures, assessments, classroom work, and observations to inform targeted support strategies.

Professional development has been a cornerstone of our efforts to elevate educational practice within Nashoba. This past year, 72 educators participated in a universally designed district text study to deepen their understanding of the Universal Design for Learning framework. Our annual professional development day, Pave Your Path, Nashoba!, celebrated the voices of Nashoba graduates and provided an opportunity for Nashoba educators to engage in various professional learning sessions in connection with our Strategic Plan. From Teaching and Learning with Emerging Technologies to Taking a Deep Dive into Engineering is Elementary (EiE) units from the Museum of Science to Examining Unconscious Bias and Redesigning Curriculum with Design Thinking, our faculty and staff shared that they found the full array of sessions to be relevant, inspiring, and content-rich.

The Department of Teaching and Learning has actively sought grant funding to support and accelerate efforts to strengthen Nashoba's educational programming further. Through these efforts, Nashoba has secured several grants from the Department of Elementary and Secondary Education and competitive sources. Highlights include funding to support the My Career and Academic Plan (MyCAP) initiative, Instructional Leadership Institute participation, Genocide in Education professional learning, Summer Acceleration Academy, and a Deeper Learning Grant to support the development of high-quality instructional materials and pedagogies to foster student engagement, disciplinary thinking, and discourse.

As we look to the future, the Department of Teaching and Learning remains dedicated to its mission of providing a rigorous and innovative education that inspires, engages, and challenges every student. We deeply thank our school communities for their unwavering support and partnership.

## **Technology**

The Technology Department is playing a crucial role in supporting the district's initiatives outlined in the NRSD Strategic Plan. The comprehensive approach to technology deployment across different grade levels, from iPads in elementary schools to Chromebooks in middle and high schools, reflects a commitment to meeting the educational needs of students at various stages.

The provision of specialized programs in computer labs, such as Graphics Design and Computer-Aided Design, enhances the educational experience and provides students with opportunities for advanced learning.

The Chromebook 1-1 program offers students the flexibility to learn anytime, anywhere. The continuous monitoring and upgrades to network infrastructure, coupled with the utilization of tools like Google Admin Console, JAMF Pro Management Suite, and Symantec Ghost suite, demonstrate a proactive approach to maintaining a functional and efficient technology environment.

The emphasis on safety, both online and physically, is praiseworthy. The Lightspeed web content filtering system, cybersecurity training for teachers and administrators, and the addition of security cameras contribute to creating a secure learning environment. The implementation of the Raptor visitor management system further enhances safety measures by streamlining the visitor sign-in process while maintaining a high level of security.

Overall, the Technology Department's initiatives align well with the district's goals, ensuring that students have access to appropriate technologies, fostering a secure learning environment, and leveraging technology tools for efficient management and support of teaching and learning activities.

## **Health and Wellness**

Nashoba Regional's Health and Wellness team utilizes evidence-based practices to promote individual and population-based student health, provide care coordination, advocate for quality student-centered care, and advance academic success. We are leaders who bridge health care, education, and collaborate to help create healthy communities. The district's Health and Wellness Department covers comprehensive services including first aid, emergency care, assessment, planning for the management of chronic conditions (e.g. asthma, diabetes, 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, as well as ensure a safe and healthy school environment.

Last year, the Nashoba nursing team offered CPR and First Aid Training for faculty and staff, including coaches and extended learning staff, regularly throughout the whole 2022-2023 school year. Training coaches guarantees compliance with the law and having staff in each school district wide promotes an additional overall emergency response within the schools.

In collaboration with the Nashoba Associated Boards of Health, a flu vaccine clinic and a Health Fair were held at Nashoba Regional High School. Both the clinic and fair were well attended and served not only the Nashoba students and staff but the larger community as well.

Vaping diversion program and IDECIDE - Nashoba Regional High School, alongside over 100 other school districts across Massachusetts, utilized the iDECIDE (Drug Education Curriculum: Intervention, Diversion, and Empowerment) that was developed in collaboration between Massachusetts General Hospital (MGH), the Massachusetts Department of Public Health, and the Institute for Health and Recovery. iDECIDE aims to provide students experimenting with substances and/or who got caught using substances at school the knowledge, skills, and motivation necessary to make healthier decisions. The iDECIDE program replaced our previous vaping/substance diversion program.

Equipment Updates- Five (5) Automated External Defibrillators (AEDs) were purchased to replace the five (5) outdated AEDs districtwide. Zoll AEDs replaced the current Cardiac Science models that are no longer serviceable. Three (3) evacuation chairs were purchased and placed at each of the school campuses in Bolton, Lancaster and Stow. Plans to purchase and place two (2) more chairs at The Center School and Nashoba Regional High School are in place and should be complete by the end of the 2023-2024 school year.

#### Safety

Nashoba Regional continues to progress in the development of our safety measures to support our students and staff in buildings and offices districtwide. Security and safety audits continue each year. The need for a visitor management system was identified, and the Raptor System has been purchased and is implemented districtwide. A visitor management system empowers schools to streamline and control the visitor sign-in process while maintaining a high level of security. The system screens and tracks all visitors in real-time. The Health, wellness and safety budget utilized funds to purchase the equipment for the start-up of this security system and the IT budget will continue to fund its licenses in future years.

ALICE (Alert, lockdown, inform, counter, evacuate) is a training program that is used for all staff. ALICE utilizes a blended learning model that contains an on-demand e-learning curriculum that lays a foundation for the ALICE training with a trauma-informed approach in age-and-ability ways. ALICE is accessible to everyone in the district and keeps individuals prepared and safe with role-specific modules and robust resources that can be accessed throughout the year. Districtwide and school specific drills and training occur multiple times each year and are overseen by a certified ALICE instructor in collaboration with local law enforcement, fire and emergency medical services.

#### **Extended Learning Program**

The Extended Learning Program (ELP) continues to focus on its mission to create and maintain a nurturing environment where students feel comfortable pursuing new interests and connecting with new friends.

During the 2022/2023 school year, the Extended Learning Program made significant strides in its enrichment offerings by introducing an enrichment pilot initiative. This initiative opened Extended Learning Program enrichment opportunities to all K-5 district students. The

overarching aim was to ensure that enrichment opportunities were equally available across all Extended Learning Program sites and that all interested students were able to participate.

This academic year, the Extended Learning Program has further extended its enrichment offerings, specifically by diversifying the format of enrichment programming to accommodate the varying schedules and needs of each family. This year's enrichment options include four-to-six-week focused sessions, four-day vacation camps, hour-long workshops, and daily free enrichment activities led by Extended Learning's dedicated staff.

Insights gathered from our 2023/2024 Enrichment Survey, which was distributed to Extended Learning Program families at the start of the year, and is available to all district families on our Extended Learning Program Enrichment page, informed this year's enrichment offerings. The survey showed continued elevated interest in STEM/STEAM, art/drama, and movement-based programming.

As a result, the Extended Learning Program's Fall/Winter 2023 enrichment lineup included innovative programs like Buildwave, a hands-on building workshop that simulates a real life video game with weekly-tiered levels, Drama Out of the Box, an improv and team building workshop, and Soccer Stars, a soccer workshop geared towards students of all levels. As the program moves into Spring and vacation offerings it looks forward to welcoming Snapology, a STEM-based robotics program, Play-Well TEKnologies, a LEGO-based building program, Art-Ventures, Mad Science, and MVP Sports.

The Extended Learning Program is committed to ensuring clear and continuous communication regarding both our overall program and the enrichment opportunities that we offer. The Extended Learning Program aims to ensure that every family has easy access to information about the program and its offerings. To accomplish this the Extended Learning Program has expanded its use of communication channels to include The Common, the District Live Feed, the Extended Learning Program's official website, and the monthly Extended Learning Program newsletter. Additionally, the Extended Learning Program continues to work to maintain and improve its district website page to help ensure that families have efficient access to all things Extended Learning!



Nashoba Regional High School  
Class of 2023

William James McPhail \*\*\*§ President  
Emily Theresa Quinn Secretary

Ian Patrick Hall Vice President  
Jayden Makwa Notermann Treasurer

Daniel Joseph Aube \*\*  
Daniel Joseph Augustine  
Carleigh Ann Babbitt  
Nicholas Anthony Barber  
Stephen Tennyson Barry \*  
Philip Ivan Baykov \*\*\*  
Lydia Faith Beck  
Sarah Marian Bell \*  
Jacob Stephen Belsanti  
Simon Berzonskis \*\*  
Thomas Ellsworth Bloom \*\*  
Ryan Thomas Bowles \*\*\*  
Anna Sophia Oliveira Braga  
Tyler Gordon Brown \*\*  
Lilliana Delia Bruun \*  
Christopher Robert Bushnell  
Catherine Isabel Bussiere  
Allison Maria Buttiglieri  
Jason Leonard Calheta  
Aedan Michael Carey \*  
Samuel Anthony Carrara  
Taylor Cecelia Catino  
Prisca Donna Centofanti  
Nicolas Lucca Cerioni \*\*\* §  
Sofia Patricia Lee Charest \*  
Ben Christopher Child  
Amelia Hannah Choi \*\*\*  
Jax Xavier Christman  
Calvin Warren Cochrane  
Kelsey Ann Coffman  
Sara Josephine Cohen \*\* §  
William Andrew Cormack  
Isabella Sera Cosentino \*  
Ainsley Olivia Cote  
Emily Maureen Cote \*\* §  
Bella Rose Cotter \*\*\* §  
Grace Elizabeth Coyne  
Avery Elizabeth Cullen \*\*  
David Richard Curran \*\*  
Matthew Raymond Curran  
Alyssa Paige Dalto \*\* §  
Amelia Arran David \*

Andruw Sigmund Davies  
Michael Patrick Dean  
Kailee Darrell Dejesus \*  
Dylan Michel DeLisle \*\*  
Giorgio Louis DiDomenico \*\*  
Kylie Anne Doherty \*\*  
Zachary Edward Dolan  
Luna Duffy-Kunst \*\*\*  
Tatum Janice Dymant \*\* §  
Gabriella Teresa Eagers \*  
Nolan James Ross Elliott \*\*\*  
James Warren Erickson  
Chloe Simon Fischer  
Erik Robert Fish \*\*\* §  
Brody Lawrence Flannery  
Jake Anthony Fleming \*  
Celia Kathleen Fontaine \*  
Avery Lauren Frommer \*\* §  
Zachary Edward Frommer  
Edward Howard Gerecke \*\*  
Olivia Houghton Gervais  
Grace Stella Elizabeth Glover \*  
Kayla Anne Gould  
Ava Diane Gregg  
Kyle David Gruca  
Samuel Joseph Guiles \*\*  
Michael Aloysious Guthrie \*  
Emma Rose Hart  
Michael James Hershberger  
Cameron David Hill  
Davita Rose Honig \*\*\* §  
Ryan Chase Irvin \*\*\*  
Mark Chandran Iyer \*\*\*  
Sofia Lilly Jacobsen \*\*\*  
Samantha Marie Jefts \*\*  
Evan Charles Johnson  
Maria Assumpta Wiranty Kawooya \*\*\* §  
Jennifer Elizabeth Kearney \*\*\* §  
Carly Elizabeth Keeton \*\*\*  
Liam Scott Kelley  
Andrew John Kerouac \*\*\*  
Stephan Francis Kerouac \*\*

Shen Mohammad Khan  
 Silas Saleem Khan \*  
 Mark Chester Kimball \* §  
 Aaron William King  
 Andrew Stetson Klein \*\*  
 Carlin Elizabeth Grace Krisher \*\*  
 Garrett Matthew Kydd  
 Aine Susan Marie Mccoy Lachance \*\*\*  
 Jack Andrew LeGarde  
 Evelyn Beatrice Laird \*\*  
 Samuel Lin Lama  
 Garrett Joseph LaPosta  
 Riley Ann Larson \*\* §  
 Emma Grace Legere  
 Olivia Claire Liang \*\*\* §  
 John James Light  
 Leonardo Pedersolli Lima  
 Dillan Paul Lowe \*\*\*  
 Christian Padraig Lucking  
 Jade Tyler Luton  
 Aidan Nicholas MacDonald  
 Ryan Andrew Mahoney  
 Sophia Ysabel March \*\*  
 Benjamin Richard Martin \*\*\*  
 Kaitlin Elizabeth Mathews  
 Kenzo Matsuo \*  
 Ryan James May \*  
 Nathaniel Stephen Maynard \*  
 Chase Alexander McClintock \*\*  
 Ronan Stephen McGowan  
 Gianna Kaylee McIntyre  
 Zenna Mae McIsaac \*\*\*  
 Rangsimma Meesat \*  
 Hunter Chase Merrill \*  
 Gabriel Brian Merrow  
 Jediah Ben Fednold Meunier  
 Jennifer Lily Milne \*\* §  
 Ashton Craig Molzahn \*  
 Callum Lincoln Mond \*  
 Declan Lincoln Mond \* §  
 Samuel Robert Mongeon  
 Eva Simone Mozynski \*\*  
 Katherine Elizabeth Mulligan \*  
 Cadence Elizabeth Murphy \*  
 Ciaran Shaw Murphy  
 William Edward Nash

Michelle Kim Nguyen \*\*\* §  
 Andrew Tyler Nielsen  
 Kasha Marley Nutting  
 Reuben Roy Irura Nyasani \*  
 Keelie Tizita Oberlies \*  
 Fedora O Ogodo \*\*\*  
 Liam Michael Olsen \*  
 Nicholas Ryan Onesti  
 Richard Haynes Parse \*  
 Niklas Walter Pavia  
 Sarah Katherine Pelletier  
 Kiera Marjorie Petri \*\*  
 Margaret Frances Pierson \*\* §  
 Jessica Faith Pottle \* §  
 Brian Kelly Quill-Schuffels  
 Joseph Patrick Quinn \*  
 Sean William Reilly  
 Mariah Julianne Reisner \*\*\* §  
 Catherine Margaret Riseborough  
 Trevor Stephen Robichaud \*\*  
 Eliza Hope Rogers \*\*  
 Charlotte Mary Romeo \*\* §  
 Colin James Ruschioni  
 Caeleigh Denise Salmon \*\*  
 Antonina Rose Salvatelli \*\*  
 Eric Michael Schmidt  
 Lisa Lorthe Shapiro  
 Emma Abigail Sheerin  
 Timothy Scott Shepple  
 Logan Carter Shilhanek  
 Morgan Elizabeth Silen  
 Benjamin Joseph Silvester  
 Ilianna Andrea Similia  
 Melina Whitney Spedden \*\*  
 Alexis Antoinette Spellman  
 Theodore Jacob Stanton \*  
 Zachary Joseph Stevens  
 Mia Ruth Stone \*  
 Penelope Autumn Strauss \*\*  
 Sidnie Laraison Teague \*\*  
 Brady Andrew Thaxton  
 Annabella Harley Tijan \*\*\* §  
 Molly Claire Tobin  
 Catherine Reagan Traywick  
 Celia Duvall Tripi \*\*\* §  
 Theona Mary Aphrodite Tully \*\* §

Gabriel Alexander Valdez  
Alanna Caroline Vanasse \*\*  
Declan Ian Varnerin  
Ella Rose Varnerin \*\*\* §  
Roman Anthony Vivirito \*  
Hanaa Wahid  
Peter Wayne Ward \*  
Thomas Scott Webster  
Matthew Robert Weinfurt  
Ty Manning Whalen  
Daniel Anson Yuen  
Abigail Danielle Zacchini \*\*  
Maxin Evo Zarkov  
Korbin Jacobs Zirker

§ NHS Senior Project  
\*\*\*Summa Cum Laude  
\*\*Magna Cum Laude  
\*Cum Laude

## **MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

### **Minuteman High School**

Minuteman High School is an award-winning public regional career technical education high school that integrates academic and technical learning. As an accredited member of the New England Association of Schools and Colleges (NEASC), Minuteman challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st-century global community. Minuteman offers 19 career technical majors, 14 sports teams, and 20 clubs and activities.

Located in Lexington in a new state-of-the-art facility, Minuteman's member towns are Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow.

Stow is a member town, so its students may apply to attend Minuteman. The application process begins in the fall and is completed by early spring of the following year.

### **Minuteman student enrollment**

According to the official October 1, 2023, figures, total student enrollment was 649, including 93% from the member towns. Stow students include 22 freshmen, 16 sophomores, 19 juniors, and 15 seniors. The school is accommodating more students than the building was designed for, and demand continues to exceed capacity. The district continues to find scheduling and classroom space solutions to accommodate the increased enrollment.

### **Minuteman Students Bring Home the Gold in SkillsUSA**

In June 2023, nine Minuteman students and four faculty members traveled to Atlanta, Georgia to compete in the SkillsUSA National Leadership and Skills Conference. SkillsUSA is a national group that strives to teach workplace, personal, and technical skills to students of all levels across the country to prepare them to be outstanding citizens, contributing to the community and the workplace. Minuteman has had a continually active SkillsUSA chapter for decades as Minuteman is a 100% SkillsUSA participation school. Fifty-four students competed at the state level and nine advanced to the national competition in the 2022-23 school year. For the second year in a row, Minuteman won the national gold medal in the Career Pathways Showcase: Natural Resources, Agriculture, and Food. Minuteman came in ninth in the nation for their Entrepreneurial presentation.

### **Juniors and Seniors out on Co-op**

Juniors and Seniors at Minuteman are eligible for co-op, working at job sites within the scope of their career majors. One hundred students were out on co-op during the school year of 2022-23. Six of those students reside in Stow. These students were working for

the following businesses: Feinmann Inc., Channel Company, West Village Tavern, Minuteman Geek Out Squad, Saturday Robotics, and R.J. Curley Plumbing.

### **Notable grant funding for Minuteman High School**

Minuteman Regional Vocational Technical School District received a Massachusetts Skills Capital grant for \$354,000 for Metal Fabrication & Joining Technologies. The school will train students in high-demand metal fabrication and joining technologies occupations. The school will expand and deepen its curriculum, add industry-recognized credentials, increase secondary enrollment in existing programs, and offer post-secondary opportunities for adults enrolled in the Minuteman Technical Institute (MTI).

Minuteman Regional Vocational Technical High School received \$500,000 in funding from a Massachusetts Skills Capital grant to provide the high school with technology and equipment to support expanding the Animal Science/Veterinary Science vocational program through which students gain industry-recognized credentials and hands-on learning with state-of-the-art training tools.

### **MTI Continues to See Success**

Minuteman Technical Institute (MTI) offers 10-month and 15-week courses in various career trades for adults seeking technical skills in a new, high-demand profession. The 2022-23 year brought growth through the Governor's Career Tech Institute Expansion, and since FY 2021 MTI has been awarded just over \$3,000,000.

Through new and continued partnerships with MassHire, North Atlantic States Carpenters Training Fund, AET Labs, Rolls Royce Naval, and the International Facilities Management Association to name a few, MTI collaborates and develops programming to meet workforce demands.

MTI students gain recognized industry credentials in OSHA and Hot Works and hours toward state licenses. A partnership with IFMA (International Facility Management Association) has led to the development of a Facilities Management program and directly addresses the need in the greater Boston area for certified Facilities Managers.

As of January 2023, MTI ran eight of its nine programs and was at 74% capacity, the highest since COVID-19. 22% of the students are female and 88% are male.

100% of MTI Cosmetology program students who sit for the State Board of Cosmetology and Barbering, Cosmetology exam pass on the first attempt. 98% of MTI Welding students taking the American Welding Society certification tests pass on their first attempt. 97% of the MTI Carpentry Pre-Apprentice program students are employed upon completion of the program and are retained beyond their first 30 days.

## **Minuteman Seniors are off to college and work**

Every student is required to graduate with at least one industry-recognized credential to demonstrate proficiency and/or certification to future employers; most students obtain multiple credentials.

The class of 2023 had a graduation rate of 100%, with 64% of students heading to either a two-year or four-year college and 36% heading into planned apprenticeships, trade school, military, or joining the workforce. The graduating class of 2023 are attending schools such as Clark University, WPI, MIT, Emerson, The New School, Johnson and Wales University, Maine College of Art, UMass Amherst, Regis College, McGill University, DePaul University, University of Colorado, and many more.

### **The Class of 2023 Stow graduates included:**

Sophia Magdaleno, Nicolette Stamos, Matthew Mainini, Morgan Shaw, Ilan Balzac, Erik Lilliott, Alexander Adams, Alexander Lombard, Rodney Nunes, Thomas Ward, and Zachary Marchall.

## **Athletics Fields**

The heart of the Minuteman campus, the cutting-edge athletic complex, situated on the former site of the old school building, stands as a testament to the commitment to fostering excellence in sports. The facility boasts a state-of-the-art multisport field accompanied by a competitive running track and two additional fields that cater to both baseball and softball complexes, with an extra multisport field for versatile activities.

Not only does this facility enhance the Minuteman experience for the students, but it has also become a sought-after venue for various sports organizations. The revenue generated from athletic field rentals during the 22-23 school year reached an impressive \$266,738, underscoring Minuteman's success in creating a dynamic space that not only serves our educational community but also contributes significantly to our financial sustainability and ability to help community sports organizations secure safe field time. Our fields are regularly graced by esteemed organizations like the Boston Bolts, Lesley University, and others, highlighting Minuteman's growing presence in the regional sports landscape.

## **District Budget**

The approved district operating and capital budget for fiscal year 2024 is \$30,316,325, a 4.50% increase over the previous year. Stow's share is \$2,574,523, a \$429,420 increase over the previous year including operating, capital, and debt assessments.

Respectfully submitted,  
Kevin Mahoney  
Interim Superintendent

## PUBLIC SAFETY

### POLICE DEPARTMENT

Heading into my fourth year as Stow's Chief of Police, I continue to look back with pride at everything our department was able to accomplish this year. These accomplishments would not have been possible without our incredible partnerships with Town Administration, the residents of Stow and Stow's community organizations.

2023 awarded our department with numerous grant opportunities totaling approximately \$260,000 that we will be utilizing through 2024 and 2025. These grant opportunities will help strengthen our commitment to being a stronger, well rounded, and more transparent police department that is able to effectively address the needs of our Stow residents and guests. One of these grants will allow our department to focus on becoming accredited. Being accredited means our department will be held to a higher standard with our policing practices and policies.

Another grant opportunity awarded to us this year was the Byrne Grant. This grant will allow us to provide important trainings to our officers and school personnel regarding active shooter incidents. The same grant will allow us to focus department resources on re-looking at the 1985 disappearance of Cathy Malcomson. Although we can never guarantee closure, we do hope that we can provide peace of mind to Cathy's family, friends, and the residents of Stow that Cathy's disappearance has always remained important to us.

As I mentioned last year, 2022 allowed us the opportunity, through a grant, to hire a Jail Diversion Program (JDP) Clinician which we share with the Harvard Police Department. Throughout her time here, Kristin has proved to be invaluable. She has quickly become a valued and respected member of our department and community. We are grateful for the work Kristin has done with our department and we are thrilled that we will be able to continue to utilize the grant to keep Kristin with us. Her presence has resulted in \$32,890.00 overall cost savings to the criminal justice system and \$229,500.00 cost savings to the healthcare system. Below is a summary of her work in 2023:

Month	Stow Interventions	Harvard Interventions	Total Interventions
January	6	10	16
February	10	6	16
March	34	10	44
April	10	15	25
May	11	17	28
June	34	4	38
July	14	9	23
August	17	13	30
September	31	14	45
October	25	11	36
November	19	1	20
December	9	3	12
Total	220	113	333

For 2023, our department continued to grow its community engagement efforts. In 2023, we launched the Stow Police Department Community Engagement Team. This team will be focused on organizing, hosting, and participating in events for the residents of Stow. Although the team was only formed in November, they have already participated in the Gobbler, hosted a holiday food drive, held an ornament decorating and pizza party at the COA, and organized a letters from Santa event for the children of Stow. I am excited to see what other events they come up with in the future and I am proud of these department members for their commitment and focus on the Stow community.

In 2023 and 2024, we have participated in and will continue to participate in special Stow events such as Spring Fest and Touch a Truck. Additionally, the department has focused on a revision of the Citizens' Academy. The academy will now consist of seven standalone sessions that residents will have the opportunity to attend. If residents participate in at least two of the sessions, they will be invited to attend a final session that will consist of an all-encompassing scenario featuring not only members of the police department but members of Stow Fire as well. I am excited to give residents the opportunity to learn more about the department, its employees and about the services we can provide (both through our partnerships and through the department itself).

This year, our department was presented with staffing changes. The most notable change was the hiring of Lt. Kellie Barhight. Lt. Barhight replaced Lt. Darren Thraen when he retired. The department underwent an extensive candidate selection process, and I am thrilled that Lt. Barhight joined our department. Her commitment to department members and the community of Stow was evident right away. Throughout her over 20 years of experience, she has demonstrated time and time again her knowledge and dedication to the field. I am grateful to have her as second in command and I look forward to seeing the results that this positive impact will have on the department. This year, we were also able to create some promotion opportunities for some of our department members. Dispatchers Jon Butler and John Fantasia were both promoted to full time patrol officers. Their years in Stow dispatching as well as their experience as part time officers here in town makes them valuable additions to our patrol staff. With their transition, we were also able to promote Gabriel "Gabe" Lopez to Dispatch Supervisor. Gabe's numerous occupational experiences (both dispatch and otherwise) provide him with a well-rounded outlook. With these promotions came an opportunity to bring in new dispatchers, David O'Brien and Alex Beauchesne. Both have proven to be great additions to the Department. I am proud of our department's dedication to the residents and guests of Stow, and I truly value the opportunity to reward and recognize its members for their hard work.

We continued to have strong relationships with our many police partners that provide services to Stow. I am very thankful for Domestic Violence Services Network (DVSN), Communities for Restorative Justice (C4RJ), 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.

I would like to continue 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 forward to continuing to make our department one our residents can be proud of.



Thank you,  
Chief Michael Sallese

**Police Officers-Full Time**

Michael Sallese, Chief of Police  
Kellie Barhight, Lieutenant  
Cassandra Scott, Sergeant  
David Goguen, Sergeant  
Robert Nelson, Patrol Officer  
Christopher Kusz, Detective  
Brandon Murphy, Prosecutor  
Jacob Champoux, Patrol Officer  
John Butler, Patrol Officer  
John Fantasia, Patrol Officer

**Police Officers-Special Officers**

William Bosworth  
John Connors  
Jeff Beckwith  
Darren Thraen

**Dispatchers**

Gabriel Lopez  
Shawn Marques  
David O'Brien  
Alex Beauchesne  
Laurel Brazao- part time

**Traffic Constables**

Gabriel Lopez  
Shawn Marques  
Laurel Brazao  
Conor Dwyer  
Jeffrey Lord  
Gary Murphy

**Administrative Assistant**

Phoenix Dwyer

## Stow Police Department

### Call Reason Breakdown 2023 and 2022

<u>Call Reason</u>	<u>Total 2023</u>	<u>Total 2022</u>
911 ABANDONED/ERROR	261	304
AIRCRAFT ACCIDENT	2	0
ABANDONED MV	3	3
ALARM, BURGLAR	107	114
ANIMAL	259	303
ANNOYING PHONE CALLS	2	4
AIRPORT SECURITY	148	186
ASSAULT	0	3
ASSIST CITIZEN	633	547
ASSIST OTHER AGENCY	126	135
AUTO THEFT	0	0
BOAT PATROL	20	32
BURGLARY (B & E) PAST	3	6
BOAT VIOLATION/STOP	8	14
BYLAW VIOLATION	1	3
BUILDING CHECK	6166	7825
COMPLAINT	84	134
COMPLAINT AGAINST POLICE	1	3
COURT	196	201
DIRECTIONS	2	3
DISTURBANCE	26	44
DISABLED MV	41	47
DOMESTIC DISTURBANCE	10	24
ESCORT/TRANSPORT	12	10
FOLLOW-UP INVEST	304	274
FOUND/LOST PROPERTY	34	57
GENERAL INFO	5	2
JUVENILE OFFENSES	2	1
LARCENY /FORGERY/ FRAUD	61	65
LAKE BOON COMPLAINT	6	7
LOCKOUT	28	25
MISSING PERSON	1	9
MOTOR VEHICLE ACCIDENT	87	98
MOTOR VEHICLE STOP	777	621
NEXGEN 911 ISSUES	0	1
OPEN DOOR	4	5
POLE/TREE/WIRE DOWN	81	76

PATROL INITIATED CHECK	1544	1267
RADAR	2444	1946
RECOVERED STOLEN MV	0	1
REPORT WRITING	448	405
RD. SAFETY COMPLAINT	109	132
R.O.VIOLATION	4	4
2 <sup>nd</sup> DISSEMINATION	0	3
SERVE PUBLIC	150	177
SERVE R.O.	25	13
SERVE SUMMON/NOTICE	19	71
SERVE WARRANT	2	6
SEX OFFENSES	0	3
SHOPLIFTING	0	0
SOLICITING	2	3
SPECIAL ASSIGNMENT	237	236
STOW COMM PARK CHCK	317	349
SUDDEN DEATH	2	1
SUSPICIOUS ACTIVITY	135	135
THREATS	8	1
TOWN BEACH CHECK	8	624
TRAFFIC CONTROL	128	206
VANDALISM	8	28
WELL BEING CHECK	67	66

### Motor Vehicle Stop Race Totals

Race	Total	Percent
Black	45	5.5%
Asian or Pacific Islander	19	2.3%
Hispanic	67	8.2%
American Indian or Alaskan Native	1	<1%
Middle Eastern or East Indian (South Asian)	13	1.6%
White	669	82.2%

### Motor Vehicle Stop Reason Totals

Reason	Black	Asian	Hispanic	Amer. Indian	Mid. East	White	Total	
Speeding	24	10	26	0	9	388	457	56.1%
Equip. Violation	4	3	4	0	0	35	46	5.7%
Other Traffic Violation	11	4	16	1	4	143	178	21.9%
Registration/Inspection	1	1	3	0	0	16	21	2.6%
Violation of City/Town	0	0	0	0	0	2	2	<1%
CMVE	3	1	11	1	0	67	83	10.2%
Dispatch/Call for Service	0	0	2	0	0	1	3	<1%
Investigatory	1	0	0	0	0	3	4	<1%
Warrant	0	0	0	0	0	0	0	0
BOLO	0	0	0	0	0	0	0	0
Assist Motorist	0	0	0	0	0	0	0	0
MV Crash	1	0	5	0	0	14	20	2.5
<b>Total</b>	<b>45</b>	<b>19</b>	<b>67</b>	<b>1</b>	<b>13</b>	<b>669</b>	<b>814</b>	<b>100%</b>

### Motor Vehicle Stop Outcome Totals

Outcome	Black	Asian	Hispanic	Amer. Indian	Mid. East	White	Total	
Civil/Money	2	3	3	0	1	30	39	4.8%
Criminal App.	2	0	16	0	0	8	26	3.2%
Arrest	0	0	0	0	0	1	1	<1%
Written Warning	20	6	14	0	4	259	303	37.2%
Verbal Warning	21	9	33	0	8	366	438	53.8%
No Enforcement Action	0	1	1	1	0	5	7	<1%
<b>Total</b>	<b>45</b>	<b>19</b>	<b>67</b>	<b>1</b>	<b>13</b>	<b>669</b>	<b>814</b>	<b>100%</b>

## **FIRE DEPARTMENT**

**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 2023 the Fire Department responded to 1,123 emergency incidents. This past year we responded to 12 structure fires within the town of Stow. The department also responded mutual aid 34 times to surrounding communities to aid in other structure fires. Additional responses would include 147 fire alarm activations, 616 medical emergencies, 65 motor vehicle accidents, 39 storm related incidents, 1 missing persons, 2 aircraft incidents and an additional 207 other types of responses.

The Fire Department is a combination department consisting of career FF/EMTs and call FF/EMTs, we continue to see staffing changes though the year. With members moving to other careers or other departments, we continually have the need to advertise for Per-Diem Firefighters/EMTs, Call Firefighters and EMTs to support the department. On an annual basis we conduct Firefighter 1 training for new employees to maintain the call department.

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 being stretched to its limits. Over the last 36 years, the demand for service and the town as a whole has 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 is having a direct impact on our Fire and EMS delivery services. We still have a committed Call Firefighting force, but the need to add members in the station for 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. At the 2023 Town meeting, funding was approved to add two additional career FF/EMTs to the operations. With this staffing increase it brings the department closer to the requirements of NFPA 1500 and 1710 which provides safety to our staff as well as the community.

### **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 28 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 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 school.

The department has also developed a Senior SAFE program which includes such things as forum presentations, home safety visits and a battery change program. We have been working with locations such as Meeting House of Stow, and the Registry of Stow for outreach with important

information such as patient medical information cards, residential lock boxes, Life Alert devices and home safety check lists. We look to expand on these programs as time moves on.

We would like to thank the Center School staff, Hale School staff, and members of the Fire Department for their support of these life-saving programs.

## **Training**

The Fire Service is constantly changing with new challenges all the time. We are constantly reviewing operations of various responses to ensure the best service that the department can provide. 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. This training is applied to fire emergency response as well as EMS response. Training is a constant task for the members of the department. Through the training officer and company lieutenants there are daily and nightly training programs as well as the monthly department fire drill and EMS training.

## **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. The position of Fleet Coordinator has proven to be a valuable asset to the department. The coordinator has been able to maintain scheduling service of the entire fleet as well as annual pump testing, ground ladder testing, scba testing and state inspections. The coordinator will continue to repair items within their scope and maintain required records. In 2023 we started to utilize the Highway mechanic to assist with the minor maintenance and service of the smaller vehicles to help reduce the annual maintenance cost.

## **Emergency Medical Service**

Once again, calls for medical service continue to rise in the Town of Stow. We as a department recognize this increasing trend and train tirelessly to meet the requirements of Office of Emergency Medical Services, and 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.

The value of the town retaining two ambulances still proves to be invaluable. There have been many multiple instances where the primary ambulance was committed to an incident when another call for service was received. In these situations, our committed Call Firefighter/EMTs staff the second ambulance to promptly respond. The addition of a second ambulance has contributed to reducing overall response times as well as allowing Stow Fire 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 also like to thank all of the citizens of Stow, the business community, the Town Administrator, Assistant Town Administrator, Stow Select Board, Building Department, Highway Department, IT Director, Board of Health, Planning Board 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,

John P. Benoit  
Fire Chief



Stow Fire Department 9/11 Memorial Ceremony 2023

(Photo courtesy of Stow TV)

**Stow Fire Department  
2023**



**Firefighters – Full-time**

John P Benoit, Full-Time Fire Chief  
Barry Evers, Full-Time Captain  
Mark Guerin, Full-Time Firefighter/EMT, Call Lieutenant  
Erick Benoit, Full-Time Firefighter/EMT, Call Lieutenant  
Rachel Vroegindewey, Full-Time Firefighter/EMT  
Matthew McNulty, Full-Time Firefighter/EMT

**Call Lieutenant**

Ryan Boyd, Call Lieutenant  
Jonathan Gray, Call Lieutenant  
Steven Walsh, Call Lieutenant

**Call Firefighters/EMTs**

Jonathan Beharrell	Timothy Benoit	Kristina Ellis
Richard Falcione	Jonathon Foster	Camden Herlihy
Todd Jakubek	Bryan Kiley	Stephen Laaper
Timothy Landry	Yuris Mangolds	Michael Murphy
Matthew Olson	Susan Siewierski	David Soar
Jack Stafford	Judson Swinimer	

**Call Firefighters**

Kevin Benoit	Scott Dwinells	Thomas Fitzsimmons
David Frost	Benjamin Glover	Timothy Gray
Evan Greer	Jeffery Hill	Paul May
Jonathan McDowell	Gregg Silverio	

**Emergency Medical Technicians**

Olivia Liang



Stow Fire Department  
2023  
MFIRS Incident Response Breakdowns

Building fire -12	Oil or other combustible liquid spill -1	Dispatched & canceled <u>en route</u> - 28
Cooking fire, confined to container - 2	Carbon monoxide incident -6	No incident found on arrival at dispatch address -7
Chimney or flue fire, -3	Electrical wiring/equipment problem -8	Authorized controlled burning -1
Fuel burner/boiler malfunction, fire confined - 2	Power line down -27	Steam, other gas mistaken for smoke -1
Fire in portable building, fixed location -1	Arcing, shorted electrical equipment -4	Smoke scare, odor of smoke -13
Mobile property (vehicle) fire, other -3	Accident, potential accident -3	False alarm or false call, other -3
Forest, woods or wildland fire - 1	Aircraft standby -1	Bomb scare - no bomb -1
Brush or brush-and-grass mixture fire - 4	Attempted burning, illegal action, other -3	Sprinkler activation due to malfunction -2
Grass fire -1	Service Call, other -7	Smoke detector activation due to malfunction -9
Outside rubbish fire, other -1	Person in distress, other -1	Alarm system sounded due to malfunction -50
Dumpster or other outside trash receptacle fire -1	Lock-out -7	CO detector activation due to malfunction -6
Outside equipment fire -2	Water problem, other -12	Unintentional transmission of alarm -4
District Team Activation- 4	Water or steam leak -1	Smoke detector activation, no fire - unintentional -8
EMS call, excluding vehicle accident with injury -616	Smoke or odor removal -1	Alarm system activation, no fire - unintentional -50
Motor vehicle accident with injuries -20	Animal rescue -3	Carbon monoxide detector activation, no CO -9
Motor vehicle/pedestrian accident (MV Ped) -2	Public service assistance, other -26	Severe weather or natural disaster -9
Motor vehicle accident with no injuries - 43	Assist police or <u>other</u> governmental agency -22	Lightning strike (no fire) -3
Search for person on land -1	Public service -30	Citizen complaint -3
Gas leak (natural gas or LPG) -9	Defective elevator, no occupants - 1	TOTAL 1123
	Unauthorized burning -3	
	Cover assignment, standby, move up -10	
	Good intent call, other -11	

## **FOREST WARDEN**

In 2023, the Fire Department responded to 16 various types of outdoor fires. We continue to see a decrease in unauthorized open burning calls over the past years. The On-Line burn permitting system continues to be 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. A total of 395 open burning permits were issued and a recorded 745 open burning authorizations from January 15 until April 30, 2023. Open burning allows burning between 10:00 am and 4:00 pm with permission from the Fire Department depending on 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 many cross-functional departments that have demonstrated the ability to professionally manage emergency incidents in Stow. We are extremely fortunate to have such a talented group of volunteers.

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.

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.

Respectfully submitted,

John P. Benoit  
Emergency Management Director

## **SPECIAL COMMITTEES**

### **STOW MUNICIPAL AFFORDABLE HOUSING TRUST**

The Trust's attention has been focused primarily on preparing for the development of six affordable units in the Bird Meadow Lane project, on land purchased by the Trust in 2018 off Red Acre Road.

With funds approved in 2022 by CPC of \$1,100,000 to subsidize the development and make up the gap between project costs and the amount that will be generated by sale of the homes, attention turned towards drafting the Request for Proposal (RFP) to identify qualified developers. Working with a part-time Housing Consultant for assistance in drafting the RFP, and with input from the Planning Department on language and criteria, the draft RFP was near completion by year-end. The details of the draft incorporate input gleaned from a Community Housing Forum, as well as the advice from the Green Energy Advisory Board. Final guidance from the Town's Chief Procurement Officer as well as the Town Administrator helped clarify specific criteria. The RFP will be issued in 2024.

The Trust collaborated with the Planning Department to engage the Metropolitan Area Planning Council to prepare Stow's Housing Production Plan which expired in 2021. A series of public meetings and focus groups have been held to gather input for the report which is due in spring of 2024.

The Trustees have provided input and support for the Planning Department on the major development that includes affordable housing, The Residences at Stow Acres. Positive verdicts in the lawsuit against the Town and Habitat for Humanity of North Central Massachusetts regarding the project at Pine Point and Sudbury Roads raised hopes for the beginning of construction; however, the appeal process pursued by the plaintiffs has extended and will hopefully be resolved in 2024.

SMAHT continues to assist in the monitoring of both affordable and middle-income units in town, with special focus on units under threat of foreclosure or other loss.

Respectfully submitted,  
Cortni Frecha, Select Board  
Michael Kopczynski, Chair  
Cathy Leonard  
Quince Papanasstassiou  
Cynthia Perkins

## **CHARTER REVIEW COMMITTEE**

The Town Charter was adopted in 1991 and calls for a review every 10 years by a committee of five who are appointed by the Town Moderator. A committee was appointed in September 2022.

The goal of the committee was to improve consistency throughout the charter, remove any conflicts with Mass General Law and do an overall modernization of the charter.

The committee held public forums and offered a survey to the town, boards and employees asking for input about where and how the charter should be changed. With the resulting input and recommendations developed by the committee, the committee brought forward a total of 15 articles across two town meetings in May 2023 and September 2023. One change failed, another was moved no action. The remaining changes were approved.

The following summarize the major changes that were proposed:

- Changing the Board of Assessors from elected to appointed
- Aligning the citizen petition process to be the same as the general warrant and town meeting process
- Clarifying the recall for appointed officials,
- Updating list of Select Board, Town Administrator and Town Moderator appointments,
- Modifying the process to select a Deputy Moderator
- Clarifying the master plan as the primary responsibility of the Planning Board
- Updating the Select Board process to appoint a Town Administrator increasing the Select Board's flexibility to designate an Acting Town Administrator.
- Updating posting and clarifying notice requirements to follow open meeting law.

All the approved articles were submitted to and approved by the Commonwealth's Attorney General and will appear on the Town Ballot in the spring of 2024 for the final step in the charter updating process.

Respectfully submitted,

Debbie Woods, Chair  
Dave Walrath, Vice Chair  
Kathy Konno, Secretary  
Kathy Sferra  
Karen Meyer

## **OUR HERITAGE**

### **ANCIENT DOCUMENTS COMMITTEE**

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

The Ancient Documents Committee’s ongoing projects include inventorying the vault, sorting through materials that are donated and creating databases of the materials we have.

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, historical and archeological sites, and to help develop public appreciation for our town's history.

In May, the Commission secured Town Meeting funding to hire a consultant to assist with a National Register of Historic Places application for the 1825 West School. The Commission is working on soliciting quotes for this project.

In October, the Stow Historical Commission and Historical Society moved several boxes of historic items from their display area in the Randall Library into storage while the library is renovated and expanded. Commission member Stacen Goldman made a preliminary catalog of these objects, and Commission members hope to find out more about their history and how they came to be given to the town. The Commission also hopes to work with town government and interested groups to locate appropriate space for some of these items to be displayed.

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  
Bob Norton

## TOWN CLERK

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.

Dog licenses: we licensed over 1300 dogs during 2023. Dog owners with 4 or more dogs get a discounted rate on the licenses. We start selling dog licenses in December for the next calendar year. Dog licenses are good for one calendar year and expire on December 31<sup>st</sup>. According to Stow's Animal Control Bylaw dog owners should renew the dog licenses by the end of January. Fortunately, Stow allows a grace period until April 15<sup>th</sup> before the \$25.00 late fee is assessed. We use City Hall Systems that allows online licensing which is very helpful to both the town clerk's office staff and dog owners. We do spend a lot of time in March each year following up with the dog owners to get their dogs licensed before the late fee is assessed. Thank you to all the dog owners that license early.

Annual Town Census: we mailed approximately 3100 forms in January and by the end of March approximately 70% were returned. It is important to return the annual census because we provide information to the school district for pre-school and kindergarten registration mailings. The annual census is also vital to keeping our voter lists updated. Voters who do not return the annual census are moved to the Inactive voter list. We send address confirmation cards to these voters for them to complete and sign because per Mass. General Law we can not remove a voter without the voter's signature or unless we are notified by another town or state that the voter has registered somewhere else or if the voter passes away. We often have 300 inactive voters annually.

Elections: 2023 was a 'quiet' election year in comparison to 2022 and what is to come in 2024. We only held the annual town election in May and a special town election in September (voted to build a new Nashoba Regional High School). It will be much busier in 2024 with the Presidential Primary in March and the much anticipated November Presidential Election. Please check the town meeting and election webpage for more information.

<https://www.stow-ma.gov/town-meeting-election-information>

Check the town clerk's webpage for more information about the office and all the things that fall under our jurisdiction. <https://www.stow-ma.gov/town-clerk>

Volunteers are an integral part of the town clerk's office. 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 and dedicated teammate!

2023 Vital Records	
BIRTHS	61
MARRIAGES	12
DEATHS	68

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

Town Clerk 2023 Financial Transactions	
FEES COLLECTED	
Vital record copies, bylaws, maps, etc.	\$5,601.05
Fines, bylaw violations, late fees	\$1,985.00
Business Certificate filings	\$620.00
Raffle permit	\$50.00
Dog Licenses	\$12,631.07
Kennel Licenses	\$915.00
TOTAL FEES COLLECTED	\$21,802.12

### ANNUAL TOWN MEETING SATURDAY, MAY 13, 2023

Pursuant to the Select Board's warrant of April 25, 2023, posted by the Constable on May 4, 2023, the annual town meeting was called to order at 9:00 a.m. at Hale School by Moderator James Salvie.

The Moderator introduced the town officials present: Select Board, Town Clerk, Assistant Clerk, Town Counsel, Town Administrator, Finance Committee, Capital Planning Committee, and others. Non-voters who may be heard were approved. At the request of Mr. Salvie, Lisa Lavina was approved as Deputy Moderator and Alice and Ed Deluca were approved as Assistant Moderators.

Mr. Salvie reviewed the guidelines for debate and explained the use of the electronic clickers that would be used during this town meeting. Voters also received voter cards that will be used for non-controversial votes. Mr. Salvie also noted that a group of Stow parents organized a Kids' Town Meeting was being held in the gymnasium for children ages four to eleven years old. They created a warrant, elected a moderator and made decisions. There were 30 children registered. The children were invited to join the meeting, in the auditorium, for the Pledge of Allegiance.

On motion of Select Board Chair Megan Birch-McMichael, it was voted 166 in favor and 5 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. Reports of Select Board and Other Officers and Committees**

On motion of Select Board Chair Megan Birch-McMichael, it was voted 174 in favor and 4 opposed to accept the reports of the Select Board and other Officers and Committees of the Town in the 2022 Annual Report.

*The Select Board and other officials, including Committees like the Finance Committee produce official reports for the Town. This proforma article calls for the Town to accept and hear these reports.*

### **ARTICLE 2. Reports of Special Committees**

On motion of Select Board member Ellen Sturgis, it was voted in the affirmative to accept the reports of special committees for as printed in the 2022 Annual Report.  
(Select Board)

*During Calendar Year 2022, special committees were created, and the committees produce official reports for the Town to review. This proforma article calls for the Town to accept and hear these reports.*

Deputy Moderator Lisa Lavina takes over the proceedings for Moderator Salvie. Mr. Salvie's wife works for the Town, and he must turn the meeting over to the Deputy Moderator for budget Articles 3 and 4.

### **ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2024**

On motion of Select Board chair Megan Birch-Michael, it was voted 166 in favor and 14 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 Schedules A, B, C, and D, as printed in the warrant.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

### **FY 2024 SALARY AND WAGE CLASSIFICATION SCHEDULE A**

<b>GRADE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>
Contract	Town Administrator	Administration
Contract	Police Chief	Police
Contract	Fire Chief	Fire
8	Assistant Town Administrator	Administration
	Building Commissioner	Building / Facilities
	Lieutenant	Police
	Highway Superintendent	Highway
7	Principal Assessor	Assessing
	Executive Director	COA
	Conservation Director	Conservation
	Library Director	Library
	Planning Director	Planning

	Recreation Director Town Accountant Town Clerk Treasurer -Collector	Recreation Town Accountant Town Clerk Treasurer / Collector
6	Assistant Facilities Manager / Building Inspector Community Service Coordinator Procurement & Grants Administrator IT Director Stow TV Director Assistant Superintendent Land Use Planner/GIS Administrator	Building / Facilities COA Administration IT Stow TV Highway Planning
5	Assistant Assessor Outreach Coordinator Conservation Assistant Librarian – Circulation and Tech Services Librarian - Youth Services Executive Assistant Executive Assistant Assistant Town Clerk Assistant Treasurer/Collector	Assessing COA Conservation Library Library TA / BOS Health Town Clerk Treasurer/Collector
4	Administrative Assistant - Facilities Maintenance Craftsperson Administrative Assistant Outreach Worker Senior Van Driver - Coordinator Payroll Coordinator Administrative Assistant Administrative Assistant Administrative Assistant	Building / Facilities Building / Facilities COA COA COA Treasurer / Collector Police Highway Recreation
3	Department Assistant Department Assistant Department Assistant Department Assistant Department Assistant Department Assistant Finance Committee Secretary	Assessing CPC COA Library Health Planning TA / BOS Finance Committee
2	Custodian Library Aide Stow TV Access Coordinator Stow TV Technical Assistant	Building / Facilities Library Stow TV Stow TV
1	Library Page	Library

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>GRADE</b>
<b>Step 1</b>	\$16.32	\$18.76	\$22.51	\$25.89	\$29.77	\$32.75	\$37.66	\$47.08	<b>Step 1</b>
<b>Step 2</b>	\$16.72	\$19.23	\$23.07	\$26.54	\$30.51	\$33.57	\$38.60	\$48.26	<b>Step 2</b>
<b>Step 3</b>	\$17.14	\$19.71	\$23.65	\$27.20	\$31.27	\$34.41	\$39.57	\$49.47	<b>Step 3</b>
<b>Step 4</b>	\$17.57	\$20.20	\$24.24	\$27.88	\$32.05	\$35.27	\$40.56	\$50.71	<b>Step 4</b>
<b>Step 5</b>	\$18.01	\$20.71	\$24.85	\$28.58	\$32.85	\$36.15	\$41.57	\$51.98	<b>Step 5</b>
<b>Step 6</b>	\$18.46	\$21.23	\$25.47	\$29.29	\$33.67	\$37.05	\$42.61	\$53.28	<b>Step 6</b>
<b>Step 7</b>	\$18.92	\$21.76	\$26.11	\$30.02	\$34.51	\$37.98	\$43.68	\$54.61	<b>Step 7</b>
<b>Step 8</b>	\$19.39	\$22.30	\$26.76	\$30.77	\$35.37	\$38.93	\$44.77	\$55.98	<b>Step 8</b>
<b>Step 9</b>	\$19.87	\$22.86	\$27.43	\$31.54	\$36.25	\$39.90	\$45.89	\$57.38	<b>Step 9</b>
<b>Step 10</b>	\$20.37	\$23.43	\$28.12	\$32.33	\$37.16	\$40.90	\$47.04	\$58.81	<b>Step 10</b>
<b>Step 11</b>	\$20.88	\$24.02	\$28.82	\$33.14	\$38.09	\$41.92	\$48.22	\$60.28	<b>Step 11</b>
<b>Step 12</b>	\$21.40	\$24.62	\$29.54	\$33.97	\$39.04	\$42.97	\$49.43	\$61.79	<b>Step 12</b>

**SCHEDULE B**  
**SINGLE RATE POSITIONS PAID ANNUALLY**

<b>Position Title</b>	<b>Salary</b>
Animal Inspector	1,787
Assistant Registrar of Voters	353
Registrar of Voters	176
Tree Warden	8,000
Veterans' Service Officer	2,441
Fire S.A.F.E. Coordinator	1,000
Fire Training Coordinator	1,000
Fire PPE Coordinator	1,000
Fire Fleet Coordinator	1,000
Fire Water Hole Coordinator	1,000
EMS Coordinator	1,000
EMS Scheduler	1,000
EMS Quartermaster	1,000

Fire Lieutenant (call)	1,000
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**SCHEDULE C**  
**PART-TIME/SEASONAL/TEMPORARY RATE SCHEDULE**

<b>Grade</b>	<b>Titles in Grade</b>	<b>Steps</b>	<b>FY24</b>
Grade 1	Beach Checkers	1	15.00
	Assistant Camp Counselor	2	15.23
	Student Interns	3	15.45
	Seasonal Trail Stewards	4	15.61
		5	15.76
		6	15.92
Grade 2	Head Counselor	1	15.75
	Junior Lifeguard	2	15.99
	Stow TV Assistant	3	16.23
		4	16.47
		5	16.72
		6	16.97
Grade 3	Lifeguard	1	16.54
	(Senior Lifeguard)	2	16.79
		3	17.04
		4	17.29
		5	17.55
		6	17.82
Grade 4	Head Lifeguard	1	17.78
	WSI Instructor	2	18.04
	COA non-CDL Van Driver	3	18.32
	Apprentice FF Call	4	18.59
		5	18.87
		6	19.15
Grade 5	Assistant Camp Director	1	20.09
	COA CDL Van Driver	2	20.39
	EMT Call	3	20.70
	FF - Call	4	21.01
	Auxiliary Police Officer	5	21.32
		6	21.64

Grade 6	Camp Director	1	23.10
	Water-Front Director	2	23.45
	Dispatcher part-time	3	23.80
	Per Diem FF/EMT	4	24.16
	FF/EMT (call)	5	24.52
		6	24.89
Grade 7	Prisoner Watch	1	25.64
	Call Fire Lieutenant	2	26.03
	Police Officer Part time	3	26.42
		4	26.81
		5	27.22
		6	27.63

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

<b>Position Title</b>			<b>Hourly Rate:</b>
Election Clerical Assistance			15.00
Election Teller			15.00
Election Clerk			18.00
Election Warden			18.00

**ARTICLE 4. General Budget for Fiscal Year 2024**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 165 in favor and 29 opposed to raise and appropriate the sum of \$33,111,129, as recommended by the Town Administrator for items 1 through 81 inclusive, as printed in the warrant under the column entitled “FY 2024 Budget Town Admin Recommend.” Each item to be considered a separate appropriation for the purposes designated and the same to be expended only for such purposes.

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures. The Select Board recommended APPROVAL of this article.*

*This General Fund Budget is being presented at \$33,111,129, which is up a total of 5.42% over Fiscal Year 2023, which ends on June 30, 2023. The Municipal budget is up at a total of 2.39%, with the schools increasing a total of 3.03%. (The increase for last fiscal year was 6.4% in total)*

*In large part, the General Fund Municipal budget line item is the sum of the wage and salaries detailed in Article #3 and all wages covered by Collective Bargaining Agreements, plus expenses of all Town departments. It also contains Town-wide expenses such as property and casualty insurance, debt, technology services, and employee health insurance.*

*Departmental Salaries make up 54% of the Municipal Budget and 19% of the General Fund Budget. Departmental Expenses make up 14% of the Municipal Budget and 5% of the General Fund Budget. Insurance & Debt makes up 31% of the Municipal Budget and 11% of the General Fund Budget. The School Budgets make up 65% of the General Fund Budget.*

*Non-Discretionary Items - It is important to recognize that the Town Administrator exercises NO direct control over several budget items including employee pensions, school assessments, the annual debt payment, annual health insurance increases, and state/county charges which are significant budget drivers of the General Budget.*

Chair Birch-McMichael explains in advance that line item #5, Town Administrator's salary, is increased over previous year to bring the Town Administrator's salary to the median range of salaries of 7 other Town Administrators that were hired within the last year. Lines 7,30,31,32,33,34, and 77 were held. Voters asked for explanation of the changes from FY23 to FY24. Line no. 7, the increase is due to including the Procurement Administrator to the FY 2024 budget. Salary was previously paid for with ARPA funds. Line no. 30-34 are changes due to the current Zoning Board of Appeals administrator retiring and in FY24 the salary appears in the Planning Board clerical wages since it will be staffed by the Planning Department. Line no. 77. was held for more explanation regarding school choice. Nashoba District budget is found at. <https://www.nrsd.net/page/budgets-and-budget-books>

*As Printed in the Warrant.*

LINE NO.	DEPARTMENT	FY 2023 ACTUAL BUDGET	FY 2024 BUDGET REQUEST	FY 2024 BUDGET TOWN ADMIN RECOMMEND	FY 2024 FINANCE COMMITTEE RECOMMEND
	<b><u>MUNICIPAL BUDGET</u></b>	<b>LINES 1 - 76</b>			
	<b><u>GENERAL GOVERNMENT</u></b>	<b>LINES 1 - 37</b>			
<b>Line No.</b>					
	<b>MODERATOR</b>				
<b>1</b>	MODERATOR SALARY	45.00	0.00	0.00	0.00
<b>2</b>	MODERATOR EXPENSES	46.00	250.00	250.00	250.00

	<b>TOTAL MODERATOR</b>	<b>91.00</b>	<b>250.00</b>	<b>250.00</b>	<b>250.00</b>
	<b>TOWN ADMINISTRATION</b>				
<b>3</b>	SELECT BOARD OFFICE WAGES	89,598.00	91,603.50	91,604.00	91,604.00
<b>4</b>	SELECT BOARD OFFICE EXPENSES	9,450.00	9,450.00	9,450.00	9,450.00
<b>5</b>	TOWN ADMINISTRATOR SALARY	150,328.00	154,838.36	175,000.00	175,000.00
<b>6</b>	ASSISTANT TOWN ADMINISTRATOR WAGES	91,709.00	94,468.95	94,469.00	94,469.00
<b>7</b>	TOWN ADMINISTRATOR OFFICE WAGES	2,500.00	3,000.00	67,000.00	67,000.00
<b>8</b>	TOWN ADMINISTRATOR EXPENSES	16,250.00	16,750.00	17,250.00	17,250.00
	<b>TOTAL ADMINISTRATION</b>	<b>359,835.00</b>	<b>370,110.81</b>	<b>454,773.00</b>	<b>454,773.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>FINANCE COMMITTEE</b>				
<b>9</b>	FINANCE COMMITTEE WAGES	1,000.00	0.00	0.00	0.00
<b>10</b>	RESERVE FUND	80,000.00	80,000.00	80,000.00	80,000.00
<b>11</b>	FINANCE COMMITTEE EXPENSES	1,000.00	1,000.00	1,000.00	1,000.00
	<b>TOTAL FINANCE COMMITTEE</b>	<b>82,000.00</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>81,000.00</b>

	<b>TOWN ACCOUNTANT</b>				
<b>12</b>	ACCOUNTANT SALARY	69,680.00	71,770.00	71,770.00	71,770.00
<b>13</b>	ACCOUNTANT CLERK SALARY	500.00	500.00	500.00	500.00
<b>14</b>	ACCOUNTANT EXPENSES	2,125.00	2,150.00	2,150.00	2,150.00
	<b>TOTAL TOWN ACCOUNTANT</b>	<b>72,305.00</b>	<b>74,420.00</b>	<b>74,420.00</b>	<b>74,420.00</b>
	<b>ASSESSORS</b>				
<b>15</b>	PRINCIPAL ASSESSOR'S WAGES	93,542.00	96,589.00	96,589.00	96,589.00
<b>16</b>	ASSESSORS CLERICAL WAGES	98,790.00	103,384.00	103,384.00	103,384.00
<b>17</b>	ASSESSORS EXPENSES	15,630.00	16,630.00	16,630.00	16,630.00
	<b>TOTAL ASSESSORS</b>	<b>207,962.00</b>	<b>216,603.00</b>	<b>216,603.00</b>	<b>216,603.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>TREASURER- COLLECTOR</b>				
<b>18</b>	TREASURER- COLLECTOR SALARY	90,745.00	93,122.00	93,122.00	93,122.00
<b>19</b>	TREASURER- COLLECTOR CLERICAL WAGES	98,340.00	104,683.00	104,683.00	104,683.00
<b>20</b>	TREASURER- COLLECTOR EXPENSES	54,655.00	55,902.12	56,282.00	56,282.00



	<b>TOTAL TREASURER- COLLECTOR</b>	<b>243,740.00</b>	<b>253,707.12</b>	<b>254,087.00</b>	<b>254,087.00</b>
	<b>INFO TECH</b>				
<b>21</b>	IT CLERICAL WAGES	45,832.00	45,836.58	47,176.00	47,176.00
<b>22</b>	IT EXPENSES	187,876.00	249,680.00	285,000.00	285,000.00
	<b>TOTAL INFO TECH</b>	<b>233,708.00</b>	<b>295,516.58</b>	<b>332,176.00</b>	<b>332,176.00</b>
	<b>TOWN CLERK</b>				
<b>23</b>	TOWN CLERK SALARY	94,426.00	97,583.94	97,584.00	97,584.00
<b>24</b>	TOWN CLERK OTHER WAGES	65,409.00	67,003.86	67,004.00	67,004.00
<b>25</b>	ELECTION WAGES	28,124.00	28,124.00	21,000.00	21,000.00
<b>26</b>	TOWN CLERK EXPENSES	29,043.00	29,118.00	29,234.00	29,234.00
	<b>TOTAL TOWN CLERK</b>	<b>217,002.00</b>	<b>221,829.80</b>	<b>214,822.00</b>	<b>214,822.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>CONSERVATION COMMISSION</b>				
<b>27</b>	CONSERVATION DIRECTOR	93,902.00	97,009.23	97,010.00	97,010.00
<b>28</b>	CONSERVATION COMMISSION CLERICAL WAGES	55,794.00	63,068.89	57,363.00	57,363.00
<b>29</b>	CONSERVATION COMMISSION EXPENSES	5,000.00	5,000.00	8,600.00	8,600.00

	<b>TOTAL CONSERVATION COMMISSION</b>	<b>154,696.00</b>	<b>165,078.12</b>	<b>162,973.00</b>	<b>162,973.00</b>
	<b>PLANNING BOARD</b>				
<b>30</b>	TOWN PLANNER	102,344.00	92,104.32	92,105.00	92,105.00
<b>31</b>	PLANNING BOARD CLERICAL WAGES	86,503.00	108,265.19	111,966.00	111,966.00
<b>32</b>	PLANNING BOARD EXPENSES	5,250.00	11,300.00	11,300.00	11,300.00
	<b>TOTAL PLANNING BOARD</b>	<b>194,097.00</b>	<b>211,669.51</b>	<b>215,371.00</b>	<b>215,371.00</b>
	<b>BOARD OF APPEALS</b>				
<b>33</b>	BOARD OF APPEALS CLERICAL WAGES	29,390.00	29,890.40	0.00	0.00
<b>34</b>	BOARD OF APPEALS EXPENSES	4,250.00	4,250.00	0.00	0.00
	<b>TOTAL BOARD OF APPEALS</b>	<b>33,640.00</b>	<b>34,140.40</b>	<b>0.00</b>	<b>0.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>MUNICIPAL BUILDING</b>				
<b>35</b>	MUNI BUILDING & PROPERTY WAGES	176,298.00	182,085.11	183,648.00	183,648.00
<b>36</b>	MUNI BUILDING & PROPERTY EXPENSES	172,910.00	178,031.30	220,176.00	220,176.00
	<b>TOTAL MUNICIPAL BUILDING</b>	<b>349,208.00</b>	<b>360,116.41</b>	<b>403,824.00</b>	<b>403,824.00</b>

	<b>OTHER GENERAL GOVERNMENT</b>				
37	TOWN REPORTS EXPENSES	7,500.00	7,500.00	7,500.00	7,500.00
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>7,500.00</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,155,784.00</b>	<b>2,291,941.75</b>	<b>2,417,799.00</b>	<b>2,417,799.00</b>
-	<b><u>PUBLIC SAFETY</u></b>	<b>LINES 38 - 46</b>			
	<b>POLICE DEPT</b>				
38	POLICE CHIEF SALARY	135,460.00	139,523.00	139,523.00	139,523.00
39	POLICE & DISPATCH WAGES	1,471,873.00	1,564,355.00	1,568,362.00	1,568,362.00
40	POLICE & DISPATCH EXPENSES	122,300.00	124,625.00	109,425.00	109,425.00
	<b>TOTAL POLICE DEPT</b>	<b>1,729,633.00</b>	<b>1,828,503.00</b>	<b>1,817,310.00</b>	<b>1,817,310.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>FIRE AND EMS</b>				
41	FIRE CHIEF SALARY	107,120.00	110,333.60	110,334.00	110,334.00
42	FIRE AND EMS WAGES	719,454.00	882,469.47	859,251.00	859,251.00
43	FIRE AND EMS EXPENSES	82,400.00	87,240.00	89,090.00	89,090.00
	<b>TOTAL FIRE AND EMS</b>	<b>908,974.00</b>	<b>1,080,043.07</b>	<b>1,058,675.00</b>	<b>1,058,675.00</b>

	<b>BUILDING INSPECTOR</b>				
44	BUILDING INSPECTOR WAGES	103,748.00	106,899.07	106,899.00	106,899.00
45	BUILDING DEPT CLERICAL WAGES	63,642.00	67,463.30	67,463.00	67,463.00
46	BUILDING DEPT EXPENSES	8,745.00	8,245.00	8,945.00	8,945.00
	<b>TOTAL BUILDING INSPECTOR</b>	<b>176,135.00</b>	<b>182,607.37</b>	<b>183,307.00</b>	<b>183,307.00</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,814,742.00</b>	<b>3,091,153.44</b>	<b>3,059,292.00</b>	<b>3,059,292.00</b>
	<b><u>PUBLIC WORKS AND FACILITIES</u></b>	<b>LINES 47 - 55</b>			
	<b>HIGHWAY AND GROUNDS</b>				
47	SUPT OF STREETS SALARY	125,218.00	129,018.00	111,749.00	111,749.00
48	HIGHWAY & GROUNDS WAGES	685,000.00	751,765.84	735,110.00	735,110.00
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
49	HIGHWAY & GROUNDS EXPENSES	178,000.00	192,000.00	179,050.00	179,050.00
50	SNOW AND ICE REMOVAL EXPENSE	200,000.00	200,000.00	200,000.00	200,000.00
	<b>TOTAL HIGHWAY &amp; GROUNDS</b>	<b>1,188,218.00</b>	<b>1,272,783.84</b>	<b>1,225,909.00</b>	<b>1,225,909.00</b>

	<b>OTHER PUBLIC WORKS</b>				
<b>51</b>	MUNICIPAL LIGHTING	7,000.00	7,000.00	7,000.00	7,000.00
<b>52</b>	GASOLINE & DIESEL FUEL EXPENSE	76,000.00	98,261.00	98,261.00	98,261.00
	<b>TOTAL OTHER PUBLIC WORKS</b>	<b>83,000.00</b>	<b>105,261.00</b>	<b>105,261.00</b>	<b>105,261.00</b>
	<b>CEMETERY DEPT</b>				
<b>53</b>	CEMETERY SUPERINTENDENT	81,933.00	87,527.00	87,527.00	87,527.00
<b>54</b>	CEMETERY SALARY AND WAGES	9,000.00	11,000.00	4,000.00	4,000.00
<b>55</b>	CEMETERY EXPENSES	5,600.00	5,600.00	4,800.00	4,800.00
	<b>TOTAL CEMETERY DEPT</b>	<b>96,533.00</b>	<b>104,127.00</b>	<b>96,327.00</b>	<b>96,327.00</b>
	<b>TOTAL PUBLIC WORK &amp; FACILITIES</b>	<b>1,367,751.00</b>	<b>1,482,171.84</b>	<b>1,427,497.00</b>	<b>1,427,497.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b><u>HUMAN SERVICES</u></b>	<b>LINES 56 - 63</b>			
	<b>HEALTH DEPT</b>				
<b>56</b>	HEALTH ADMINISTRATIVE ASSISTANT	68,699.00	72,462.00	72,462.00	72,462.00
<b>57</b>	HEALTH DEPARTMENT WAGES	15,747.00	19,928.00	20,435.00	20,435.00

<b>58</b>	HEALTH DEPARTMENT EXPENSES	74,341.00	77,289.83	77,290.00	77,290.00
	<b>TOTAL HEALTH DEPT</b>	<b>158,787.00</b>	<b>169,679.83</b>	<b>170,187.00</b>	<b>170,187.00</b>
	<b>COUNCIL ON AGING</b>				
<b>59</b>	EXECUTIVE DIRECTOR SALARY	94,476.00	96,938.50	96,939.00	96,939.00
<b>60</b>	COUNCIL ON AGING WAGES	213,690.00	237,420.30	237,420.00	237,420.00
<b>61</b>	COUNCIL ON AGING EXPENSES	12,497.00	12,497.00	12,497.00	12,497.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>320,663.00</b>	<b>346,855.80</b>	<b>346,856.00</b>	<b>346,856.00</b>
	<b>VETERANS' DEPT</b>				
<b>62</b>	VETERANS' SERVICE OFFICER SALARY	2,370.00	2,441.13	2,442.00	2,442.00
<b>63</b>	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	300.00
	<b>TOTAL VETERANS' DEPT</b>	<b>2,670.00</b>	<b>2,741.13</b>	<b>2,742.00</b>	<b>2,742.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>482,120.00</b>	<b>519,276.76</b>	<b>519,785.00</b>	<b>519,785.00</b>
	<b><u>CULTURE AND RECREATION</u></b>	<b>LINES 64 -73</b>			
	<b>LIBRARY DEPT</b>				

64	LIBRARY DIRECTOR SALARY	95,472.00	95,472.00	94,415.00	94,415.00
65	LIBRARY WAGES	170,819.00	170,819.22	141,212.00	141,212.00
66	LIBRARY EXPENSES	85,226.00	87,797.00	78,000.00	78,000.00
	<b>TOTAL LIBRARY DEPT</b>	<b>351,517.00</b>	<b>354,088.22</b>	<b>313,627.00</b>	<b>313,627.00</b>
	<b>RECREATION COMMISSION</b>				
67	RECREATION DIRECTOR	88,192.00	90,854.40	90,855.00	90,855.00
68	RECREATION WAGES	14,000.00	14,400.80	14,744.00	14,744.00
69	RECREATION EXPENSES	24,500.00	24,500.00	24,500.00	24,500.00
	<b>TOTAL RECREATION COMMISSION</b>	<b>126,692.00</b>	<b>129,755.20</b>	<b>130,099.00</b>	<b>130,099.00</b>
	<b>LAKE BOON COMMISSION</b>				
70	LAKE BOON COMMISSION EXPENSES	7,733.00	3,067.00	3,067.00	3,067.00
	<b>TOTAL LAKE BOON COMMISSION</b>	<b>7,733.00</b>	<b>3,067.00</b>	<b>3,067.00</b>	<b>3,067.00</b>
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>OTHER CULTURE &amp; RECREATION</b>				
71	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00
72	MEMORIAL DAY EXPENSES	900.00	900.00	1,000.00	1,000.00

73	LIGHTING OF CLOCK EXPENSES	100.00	100.00	0.00	0.00
	<b>TOTAL OTHER CULTURE &amp; RECREATION</b>	<b>2,200.00</b>	<b>2,200.00</b>	<b>2,200.00</b>	<b>2,200.00</b>
	<b>TOTAL CULTURE &amp; RECREATION EXPENSES</b>	<b>488,142.00</b>	<b>489,110.42</b>	<b>448,993.00</b>	<b>448,993.00</b>
	<b><u>TOWN WIDE EXPENSES</u></b>	<b>LINES 74 -76</b>			
74	GROUP INSURANCE	1,050,000.00	1,050,000.00	1,215,000.00	1,215,000.00
75	INSURANCE AND BONDS	190,000.00	190,000.00	200,000.00	200,000.00
76	TELEPHONE	15,000.00	15,000.00	15,000.00	15,000.00
	<b>TOTAL TOWN WIDE EXPENSES</b>	<b>1,255,000.00</b>	<b>1,255,000.00</b>	<b>1,430,000.00</b>	<b>1,430,000.00</b>
	<b>MUNICIPAL BUDGET TOTAL</b>	<b>8,563,539.00</b>	<b>9,128,654.21</b>	<b>9,303,366.00</b>	<b>9,303,366.00</b>
	<b><u>EDUCATION</u></b>	<b>LINES 77 - 78</b>			
<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2023 ACTUAL BUDGET</b>	<b>FY 2024 BUDGET REQUEST</b>	<b>FY 2024 BUDGET TOWN ADMIN RECOMMEND</b>	<b>FY 2024 FINANCE COMMITTEE RECOMMEND</b>
	<b>SCHOOL DISTRICTS</b>				
77	NASHOBA REG SCHOOL DIST ASSESSMENT	18,535,962.00	18,535,962.00	19,059,502.00	19,059,502.00
78	MINUTEMAN VOC TECH ASSESSMENT	2,145,103.00	2,576,739.00	2,574,524.00	2,574,524.00



	<b>TOTAL DISTRICT ASSESSMENTS</b>	<b>20,681,065.00</b>	<b>21,112,701.00</b>	<b>21,634,026.00</b>	<b>21,634,026.00</b>
	<b><u>DEBT SERVICE</u></b>	<b>LINES 79 -81</b>			
	<b>PRINCIPAL</b>				
<b>79</b>	MATURING PRIN LONG-TERM DEBT	1,448,211.00	1,448,211.00	1,493,296.00	1,493,296.00
	<b>TOTAL MATURING PRINCIPAL</b>	<b>1,448,211.00</b>	<b>1,448,211.00</b>	<b>1,493,296.00</b>	<b>1,493,296.00</b>
	<b>INTEREST</b>				
<b>80</b>	INT ON LONG- TERM DEBT - BONDS	714,809.00	714,809.00	679,441.00	679,441.00
<b>81</b>	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	1,000.00
	<b>TOTAL INTEREST ON MATURING DEBT</b>	<b>715,809.00</b>	<b>715,809.00</b>	<b>680,441.00</b>	<b>680,441.00</b>
	<b>TOTAL DEBT SERVICE</b>	<b>2,164,020.00</b>	<b>2,164,020.00</b>	<b>2,173,737.00</b>	<b>2,173,737.00</b>
	<b>TOTAL</b>	<b>31,408,624.00</b>	<b>32,405,375.21</b>	<b>33,111,129.00</b>	<b>33,111,129.00</b>

### **BEGINNING OF CONSENT CALENDAR**

On motion of Select Board member Hector Constantzos, it was voted in favor that the Annual Town Meeting take action on Articles 6, 7, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36 as printed in the warrant, except that the transfers for Article 21 and 34 shall be from Certified Free Cash, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

Articles 5, 8, 12, and 23 were held for further discussion and removed from the Consent Calendar. Each article was voted separately.

**ARTICLE 5. Revolving Fund Expenditure Limits** – *Held and voted at the end of the consent calendar.*

**ARTICLE 6. Stow Cultural Council**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sum of One Thousand Five Hundred Dollars (\$1,500) to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, or take any other action relative thereto.

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

**ARTICLE 7. Springfest**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be added to any balance remaining from previous appropriations, to be used to support SpringFest activities, or take any other action relative thereto. (Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

**ARTICLE 8. Smart911/RAVE Notification System** – *held and voted at the end of the Consent Calendar*

**ARTICLE 9. Weights and Measures Testing**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sum of Three Thousand Five Dollars (\$3,500) 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; or take any other action relative thereto.

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*As of January 1, 2023, the State increased the cost of this service. This article funds the regulation for specific items such as gas station pumps and cash register scales. The balance in this account as of April 11, 2023, is \$250.00 with the annual payment due in June.*

**ARTICLE 10. Transfer to Conservation Fund**

(CONSENT CALENDAR)

Town Meeting voted to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of six thousand one hundred and eighty-two dollars and no cents (\$6,182.00) any other sum; or take any other action relative thereto.

(Conservation Commission)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The Conservation Land Maintenance Account is an account which receives fees paid by people to rent garden plots and to lease farmland. The entire balance of this fund is transferred annually to the Conservation Fund.*

**ARTICLE 11. Transfer from Wetlands Protection Fund**

(CONSENT CALENDAR)

Town Meeting voted to appropriate and transfer from the Wetlands Protection Fund the sum of one thousand nine hundred and sixty-three dollars and no cents (\$1,963.00) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any other action relative thereto. (Conservation Commission)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The Conservation Commission is responsible for administering the Wetlands Protection Act (M.G.L. Ch. 131, Section 40) as well as the Town of Stow Wetland Protection Bylaw which was adopted by Town Meeting in 1983. Under these laws, the Commission is required to review and issue permits for any proposals to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. This permitting process helps protect the town's drinking water and wildlife habitat, and helps prevent storm damage, pollution and flooding.*

*The Wetlands Protection Fund receives money from permit application fees. These fees are paid if an applicant wants to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. These funds are to be used for the costs associated with administration of the Wetlands Protection Act.*

**ARTICLE 12. Addition to Conservation Fund**-held and voted at the end of the Consent Calendar.

**ARTICLE 13. Update of Property Valuations**

(CONSENT CALENDAR)

Town Meeting 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; or take any other action relative thereto. (Assessors)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*These funds pay for software maintenance, special appraisals, and listing and valuation services and an occasional consultant. The balance in this account as of April 11, 2023, is \$6,682.00.*

**ARTICLE 14. Highway Road Machinery, Private Ways, and Municipal Parking Lots**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below; or take any other action relative thereto.

1. For the Road Machinery Account           \$90,000
2. For Repairs on Private Ways           \$15,000
3. For Repairs on Municipal Parking Lots   \$10,000

(Highway Department)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article allows Highway to spend money to repair our private ways, maintain our highway equipment, and make repairs to municipal parking lots on an annual basis. The combined balance in these accounts as of April 11, 2023, is \$14,401.71.*

#### **ARTICLE 15. Highway Engineering Fees**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sum of Four Thousand Dollars (\$4,000), to be added to any balance remaining from the previous appropriation, for the purpose of paying consulting/engineering cost associated with roadways, culverts, and other highway related needs, including any other expenses incidental and related thereto; or take any other action relative thereto.

(Highway Department)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*Consulting services for engineering for wetland delineation and surveying, plotting existing conditions to fix culvert issues. The Highway Department does not own the necessary equipment to do this in-house.*

#### **ARTICLE 16. Household Hazardous Waste Collection**

(CONSENT CALENDAR)

Town Meeting voted to raise and appropriate the sum of Five Thousand Dollars (\$5,000) 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; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*Stow, along with ten other towns, is a member of the Devens Regional Household Hazardous Products Collection Center (Collection Center). This article covers our membership fee. The balance in this account as of April 11, 2023, is \$3,776.57.*

#### **ARTICLE 17. Municipal Solid Waste Disposal**

(CONSENT CALENDAR)

Town Meeting voted 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; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article allows for the disposal of solid waste the Town accumulates from roadsides, etc. The balance in this account as of April 11, 2023, is \$1,307.00.*

#### **ARTICLE 18. Stow TV Expenses**

(CONSENT CALENDAR)

Town Meeting voted to appropriate and transfer from the PEG Access and Cable Related Fund, the sum of One Hundred Forty-Seven Thousand Five Hundred Eighty-Five Dollars (\$147,585) to be added to any balance remaining from the previous appropriation, 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; or take any other action relative thereto.

(Stow TV)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*Stow TV is managed by LACAC, which receives revenues from the town's cable customers (as a fee on your cable bill) to pay for its operating expenses. StowTV is financially self-sustaining as funding for this station is provided through a license agreement originally with Comcast and Verizon.*

#### **ARTICLE 19. Holiday Decorations and Lighting Fund**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Seven Thousand Dollars (\$7,000) to be added to any balance remaining from the previous appropriation, and to be expended by the Highway Department or Town Administrator, for the purpose of purchasing and installing holiday decorations and lights on municipal properties, including all costs incidental and related thereto; or take any other action relative thereto.

(Highway Department)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The balance in this account as of April 11, 2023, is \$2,591.75.*

#### **ARTICLE 20. Audit of Financial Records**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added to any balance remaining from the previous appropriation, for a Town financial audit and other Financial-related services; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

#### **ARTICLE 21. Transfer to OPEB Trust Fund**

(CONSENT CALENDAR)

To see if the Town will vote to transfer Two Hundred Thirty-Five Thousand Dollars (\$235,000) from Fiscal Year 2022 Town Free Cash to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*OPEB principally involves funding retiree health care benefits, but also may include life insurance, disability, legal and other services. These benefits are provided by State and Local Governments to their retired employees. In FY2019, the Town Administrator engaged a consultant to review and help recommend the ideal amount of money to contribute to the OPEB Trust Fund. The annual OPEB contributions are now derived from that analysis. The current OPEB balance is \$1,132,556.*

#### **ARTICLE 22. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Ninety-Six Dollars (\$56,296) as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommended APPROVAL of this article. Passage of the article does NOT increase expenditures.*

*This article transfers money collected through the tax bills of Harvard Acres residents who applied for and received loans from the State for expenses associated with digging wells about 10 years ago. The Town collects the 1% fee to administer the loans on behalf of the State. FY2024 is the final year for this loan program.*

#### **ARTICLE 23. Water System Expenses - held and voted at the end of the Consent Calendar.**

#### **ARTICLE 24. Select Board's Small Purchases Fund**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Select Board; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article funds a Small Purchases fund for projects or to help other Departments with engineering projects. The balance in this account as of April 11, 2023, is \$3,031.02.*

**ARTICLE 25. Construction and Maintenance of Water Holes for Firefighting Operations**

(CONSENT CALENDAR)

To see if the Town will vote 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; or take any other action relative thereto.

(Fire Department)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The balance in this account as of April 11, 2023, is \$15,078.23.*

**ARTICLE 26. Lake Boon Water Quality Remediation**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Fourteen Thousand Thirty-Three Dollars (\$14,033) to be added to any balance remaining from the previous appropriation, and to be expended under the direction of the Lake Boon Commission, for the purpose of weed control, including all costs incidental and related thereto; or take any other action relative thereto.

(Lake Boon Commission)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This money is used to fight weeds in Lake Boon. The balance in this account as of April 11, 2023, is \$10,934.62.*

**ARTICLE 27. Planning Board Engineering/Consulting and Master Plan Expenses**

(CONSENT CALENDAR)

To see if the Town will vote 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; or take any other action relative thereto.

(Planning Board)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The balance in this account as of April 11, 2023, is \$32,503.45.*

## **ARTICLE 28. Community Preservation Expenses**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from FY 2024 Community Preservation Fund Annual Reserves the sum of Forty Five Thousand Dollars (\$45,000) 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 2024, in accordance with a budget prepared for the Town Administrator; or take any other action relative thereto. (Community Preservation Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of the article does NOT increase expenditures.*

*Note that residents pay a separate 3% CPA tax which funds Community Preservation Act (CPA) Programs.*

The Community Preservation Committee reported the committee voted on April 10, 2023 to place article 28 on the annual town meeting warrant.

## **ARTICLE 29. Community Preservation Reserves**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and 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 2024 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; or take any other action relative thereto.

1. Preservation of Historic Resources	\$112,000
2. Preservation of Open Space	\$112,000
3. Affordable Housing	\$112,000

(Community Preservation Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of the article does NOT increase expenditures.*

*This article does not affect the tax rate as the Article transfers funds to their statutorily defined allocations.*

The Community Preservation Committee voted on April 10, 2023 to place article 29 on the annual town meeting warrant.



### **ARTICLE 30. Veterans' Benefits**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*It is worth noting that this expense has reduced this year which reflects either healthier veterans that need less health care or that veterans have moved out of town. The Town pays this budget first and then the State reimburses the Town at 75% of the total. The balance in this account as of April 11, 2023, is \$20,300.79.*

### **ARTICLE 31. Online Budgeting Software**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Dollars (\$18,000), to be added to any balance remaining and previously appropriated or any other sum for the annual cost associated with the online budgeting software, including any other expenses related thereto; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*These are the subscription costs associated with the budget & capital online software purchased in FY22 after Town Meeting approved funding. The balance in this account as of April 11, 2023, is \$5,557.50.*

### **ARTICLE 32. Replacement of Personal Protective Equipment for Structural Firefighting**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Six Thousand Dollars (\$6,000), to be added to any balance remaining and previously appropriated for the purpose of replacing Personal Protective Equipment for structural Firefighting, to be expended under the direction of the Fire Chief, for the purpose of annually replacing PPE that does not meet NFPA Standards; or take any other action relative thereto.

(Fire Chief)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*These funds will allow the department to replace three (3) sets of gear per year.*

### **ARTICLE 33. Department of Unemployment Assistance**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for the purpose of paying

Department of Unemployment Assistance claims; or to take any other action relative thereto.  
(Treasurer)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The State DUA rules are such that a Town is liable for unemployment for employees even after they leave the Town's employ. This request has been decreased from prior years. Most claim are based on subsequent employment or former employees' separation from new jobs. Balance in this account as of April 11, 2023, is \$19,470.31.*

#### **ARTICLE 34. Opioid Settlement Funds**

(CONSENT CALENDAR)

To see if the Town will vote to transfer from FY22 Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of funding programs and projects set out in the Massachusetts State Subdivision Agreement for Statewide Opioid Settlements and the National Opioid Settlement Agreement to combat the opioid epidemic; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article appropriates funds the Town has received and expects to receive, through the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements in conjunction with the National Opioid Settlement Agreement. These funds must be used for the purposes outlined in the agreements, yet M.G.L. does not allow these funds to be expended without an appropriation by Town Meeting. Although dedicated to these purposes, Massachusetts Finance Laws treats these funds as General Fund revenue. Guidance from the Department of Revenue suggests municipalities vote these funds out of Free Cash, as the funds received will eventually end up in the community's free cash.*

#### **ARTICLE 35. Transfer to Sidewalk Fund**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Eight Thousand, Five Hundred Dollars (\$8,500), to be added to any balance remaining and previously appropriated for the purpose of constructing sidewalks, walkways, and paths in the Town of Stow; or take any other action relative thereto.

(Planning Board)

*The Finance Committee recommended APPROVAL of this article. Passage of this article DOES NOT increase expenditures.*

*These funds were provided to the Town as payment in lieu of sidewalk construction, in accordance with Section 7.31 of the Planning Board Special Permit requirements for development at 79 Edgehill Road dated August 20, 2019. The funds were received as General Fund revenue and need an appropriation to utilize them accordingly.*

### **ARTICLE 36. Complete Streets Funds Transfer**

(CONSENT CALENDAR)

To see if the Town will transfer all remaining funds appropriated through Article 5 of the 2019 Special Town Meeting for the purpose of Complete Streets Construction Administration and Bidding and Awarding services, to be added to any balance remaining and previously appropriated for the purpose of ongoing implementation of the Complete Streets Prioritization Plan; or take any other action relative thereto.

(Complete Streets Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of this article DOES NOT increase expenditures.*

*Article 5 of the 2019 Special Town Meeting appropriated funds to hire an engineering firm to provide construction oversight and administration for two Complete Streets Program funded construction projects, which are now completed. This article seeks to transfer the remaining funds to enable ongoing implementation of Complete Streets projects in various parts of Stow.*

***The following articles were held and voted separately from the consent calendar vote.***

Article 5. A voter wanted to know if the receipts from ambulance could be used to pay ambulance expenses. At this time, expenses cannot be paid from these receipts.

### **ARTICLE 5. Revolving Fund Expenditure Limits**

On motion of Select Board chair Megan Birch-McMichael, it was voted 198 in favor and 8 opposed, pursuant to the provisions of G.L. c.44, §53E½, to set the annual spending limits for the following two (2) revolving accounts established in the General By-Laws for Fiscal Year 2024. (Town Administrator)

<b>REVOLVING FUND</b>	<b>SPENDING LIMIT FOR FISCAL YEAR 2024</b>
Inspection Fees	\$50,000
Advanced Life Support	\$10,000

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures although fees retained by the Town may increase revenue and reduce expenditures. See Appendix A in the Town Meeting Warrant for Revolving Fund balances.*

### **ARTICLE 8. Smart911/RAVE Notification System**

On motion of Select Board chair Megan Birch-McMichael, it was voted 196 in favor and 11 opposed to raise and appropriate the sum of Five Thousand Dollars (\$6,000) to be expended under the direction of the Town Administrator, 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 recommended APPROVAL of this article. Passage of this article increases expenditures.*

#### **ARTICLE 12. Addition to Conservation Fund**

On motion of Select Board chair Megan Birch-McMichael, it was voted 197 in favor and 9 opposed to raise and appropriate from the Conservation Land Maintenance Account to the Conservation Fund the sum of five thousand dollars and no cents (\$5,000.00), or any other sum; or take any action relative thereto. (Conservation Commission)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The Conservation Commission is Stow's largest landowner and depends on the Conservation Fund, established in the 1960s, for management of 2000 acres of land and conservation restrictions including our contract Land Steward, trail mowing, hazard tree removal, and occasional expenses associated with land acquisition. The funds also pay for community garden-related expenses, which is partially offset by plot fees. This appropriation will help maintain the fund and replenish the Conservation Land Steward's contracted expense.*

*The Conservation Fund receives money from the Conservation Land Management account (see Article #10), and from this annual Special Article. The money is used to pay for legal work and for conservation land purchase appraisals, the care of the community gardens, invasive species control, purchase of tools and signage for conservation land and for our Land Steward contract.*

#### **ARTICLE 23. Water System Expenses**

On motion of Select Board chair Megan Birch-McMichael, to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) 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; or take any other action relative thereto. (Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The Town has two public water systems, one for Town Building, the other at Pompositticut Community Center. This money pays for monthly water testing of these systems.*

### **CONCLUSION OF CONSENT CALENDAR**

#### **ARTICLE 37. Capital Requests – Free Cash**

On motion of Select Board chair, Megan Birch-McMichael it was voted in favor 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 recommended APPROVAL of all the items in Article 37.*

*The Capital Planning Committee recommended approval of each of the capital requests in Article 37. Passage of this article increases expenditures.*

Each numbered item will be considered a separate appropriation. The budgeted amount may be spent only for the stated purpose.

**ARTICLE 37-1. Replacement of Cruiser with EV Police Pickup Truck (Police Department)**

On motion of Select Board member, Ellen Sturgis, it was voted in favor to transfer from Free Cash, the sum of \$90,000 for Article 37-1, as printed in the warrant, for the Replacement of a Cruiser with an EV Police Pickup Truck.

**ARTICLE 37-2. Cemetery Truck Replacement (Highway Department)**

On motion of Select Board chair Megan Birch-McMichael, it was voted in favor to transfer from Free Cash, the sum of \$95,000 for Article 37-2, as printed in the warrant, for a Cemetery Truck Replacement.

**ARTICLE 37-3. Mill & Pave Militia Circle (Highway Department)**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted in favor to transfer from Free Cash, the sum of \$75,000 for Article 37-3, as printed in the warrant, to Mill & Pave Militia Circle.

**ARTICLE 37-4. Wheeler Road Bridge/Culvert Repair (Highway Department)**

On motion of Select Board member Hector Constantzos, it was voted in favor to transfer from Free Cash, the sum of \$70,000 for Article 37-4, as printed in the warrant, for Wheeler Road Bridge/Culvert Repair.

**ARTICLE 37-5. Replacement of Police Cell toilets (Facilities)**

On motion of Select Board Chair Megan Birch-McMichael, it was voted in favor to transfer from Free Cash, the sum of \$12,000 for Article 37-5, as printed in the warrant, for the Replacement of Police Cell toilets.

**ARTICLE 37-6. Painting of Town Building (Facilities)**

On motion of Select Board member Ellen Sturgis, it was voted in favor to transfer from Free Cash, the sum of \$25,000 for Article 37-6, as printed in the warrant, for the Painting of the Town Building.

**ARTICLE 37-7. Keyless Entry at Pompo/Fire Station (Facilities)**

On motion of Select Board Chair Megan Birch McMichael it was voted in favor to transfer from Free Cash, the sum of \$15,000 for Article 37-7, as printed in the warrant, for a Keyless Entry at Pompo/Fire Station.

**ARTICLE 37-8. Hale Interior Door Replacement (Nashoba Regional School District)**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted in favor to transfer from Free Cash, the sum of \$100,000 for Article 37-8, as printed in the warrant, for Hale Interior Door Replacement.

**ARTICLE 37-9. Hale Auditorium Compressor Replacement (Nashoba Regional School District)**

On motion of Select Board member Hector Constantzos, it was voted in favor to transfer from Free Cash, the sum of \$66,298 for Article 37-9, as printed in the warrant, for Hale Auditorium Compressor Replacement.

**ARTICLE 37-10. Hale & Center PFAS Filter Upgrade (Nashoba Regional School District)**

On motion of Select Board member Megan Birch-McMichael, it was voted in favor to transfer from Free Cash, the sum of \$35,000 for Article 37-10, as printed in the warrant, for Hale & Center PFAS Filter Upgrade.

**ARTICLE 38. Capital Requests - Borrowing**

On motion of Select Board member Ellen Sturgis, it was voted clearly more than the required majority, in favor 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 recommended APPROVAL of the three items. Passage of this article increases expenditures.*

*The Capital Planning Committee is in favor of Articles 38-1 and 38-2 but is not in favor of Article 38-3.*

**ARTICLE 38-1. Replacement of Large 6-Wheel Dump Truck (S-7) (Highway Department)**

On motion of Select Board Chair Megan Birch-Michael, it was voted 184 in favor and 26 opposed, clearly more than the 2/3<sup>rds</sup> required to borrow \$265,000 for Article 38-1, as printed in the warrant, for the Replacement of, and to equip a Large 6-Wheel Dump Truck (S-7), including all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with approval from the Select Board, is authorized to borrow the full amount of the 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.

**ARTICLE 38-2. Replacement of Ambulance Rescue 16 (Fire Department)**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 187 in favor and 23 opposed, clearly more than the 2/3<sup>rds</sup> required to borrow \$436,800 for Article 38-2, as printed in the warrant, for the Replacement of, and to equip Ambulance Rescue 16, including all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with approval from the Select Board, is authorized to borrow the full amount of the 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.

**ARTICLE 38-3. Town Building Water System Repairs and Upgrades (Facilities)**

On motion of Select Board member Hector Constantzos, it was voted 155 in favor and 69 opposed, clearly more than the 2/3<sup>rds</sup> required, to borrow \$750,000 for Article 38-3, as printed in the warrant, for Town Building Water System Repairs and Upgrades, including all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with approval from the Select Board, is authorized to borrow the full amount of the 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.

### **ARTICLE 39. Neighborhood Park in Gleasondale**

On motion of Select Board chair Megan Birch McMichael, it was voted 200 in favor and 24 opposed to appropriate and transfer the sum of Twenty Four Thousand Dollars (\$24,000), or any lesser sum, from the Community Preservation Fund reserve for Open Space and Recreation, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Gleasondale Steering Committee, in consultation with the Recreation Department, for the purposes of improving the “School Lot” in Gleasondale to be a neighborhood park; or take any other action relative thereto. (Gleasondale Steering Committee and the Community Preservation Committee)

*The Finance Committee recommended APPROVAL of this article. The Capital Planning Committee unanimously supports this article. Passage of this article increases expenditures.*

The Community Preservation Committee voted on March 13, 2023 to place article 28 on the annual town meeting warrant.

### **ARTICLE 40. Veterans Exemption Clause 22G**

On motion of Select Board member Ellen Sturgis, it was voted 170 in favor and 14 opposed to accept Massachusetts General Law Chapter 59, Section 5, Clause Twenty-second G, which establishes a property tax exemption for real estate that is the domicile of a person but is owned by a trustee, conservator or other fiduciary for the person's benefit if the real estate would be eligible for exemption under Clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second D, Twenty-second E or Twenty-second F if the person were the owner of the real estate, effective for any fiscal year beginning on or after July 1, 2023 or take any other action relative thereto. (Board of Assessors)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*Under the current accepted Veteran’s exemptions, a property held in a trust would not meet the ownership requirement if the veteran was not a trustee.*

### **ARTICLE 41. Nashoba Regional Agreement**

On motion of Select Board chair Megan Birch-McMichael, it was voted 178 in favor and 8 opposed to amend the regional school district agreement between the towns of Bolton, Lancaster and Stow as set forth in the amended agreement titled “Nashoba Regional School District Agreement”.

*The Finance Committee recommended APPROVAL of this article. The Select Board recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*In October 2021, the School Committee created a Regional Agreement Amendment Advisory Committee (RAAAC) to review the agreement for updates and changes, and to bring it up-to-date with applicable laws and regulations considering it was last amended in 2003. The RAAAC met eleven times to discuss potential changes to the Regional Agreement. In addition, the RAAAC*

*also met or consulted with District administration and representatives from the Department of Elementary and Secondary Education (DESE).*

*The RAAAC is an advisory committee responsible for making recommendations to the School Committee. According to the current Regional Agreement and Massachusetts General Law, the School Committee itself is responsible for amending the document. The process then dictates unanimous approval at all three Town Meetings. In the end, the Commissioner of DESE must provide their final approval. The RAAAC's proposed version was placed before the Nashoba Regional School Committee on February 15, 2023, for public comment, explanation and deliberation. On March 1, 2023, after additional public comment and deliberation, the School Committee voted unanimously in favor of this final draft of the Nashoba Regional Agreement.*

#### **ARTICLE 42. Transfer to Stabilization Fund**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted clearly more than the 2/3rds required as called by the Moderator, in favor to transfer Two Hundred Thousand Dollars (\$200,000) from Fiscal Year 2022 Free Cash to the Stabilization Fund Account.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article would add to our "rainy day" fund and continue to build up our reserves to the target 10% - 15% of the general fund budget. The current balance of the Stabilization account is \$951,345.47.*

#### **ARTICLE 43. Transfer to Capital Stabilization Fund**

On motion of Select Board member Hector Constantzos, it was voted in favor, clearly more than the 2/3rds required as called by the Moderator, to transfer Seventy-Five Thousand Dollars (\$75,000) from Fiscal Year 2022 Free Cash to the Capital Stabilization Fund Account.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This article would fund the dedicated stabilization fund for capital expenditures, allowing us to build up a reserve for larger costing capital projects. The current balance of the Capital Stabilization account is \$74,767.65.*

#### **ARTICLE 44. Legal Services**

On motion of Select Board member Megan Birch-McMichael, it was voted 168 in favor and 11 opposed to raise and appropriate the sum of One Hundred Thousand Dollars, (\$100,000) to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account. (Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*



*There are a several on-going litigations that are now moving through the courts. The balance in this account as of April 11, 2023, is \$65,607.41 with invoices posted through February 2023.*

**ARTICLE 45. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses**

On motion of Select Board member Ellen Sturgis, it was voted 170 in favor and 13 opposed, clearly more than the 2/3rds required borrow the sum of Three Hundred Thousand Dollars (\$300,000) for Article 45, PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses, including all costs incidental and related thereto, as printed in the warrant and that to meet said appropriation the Treasurer, with the approval of the Select Board, 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.

*As printed in the warrant:*

To see if the Town will vote to borrow the sum of Three Hundred Thousand Dollars (\$300,000) 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 Select Board, 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; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This is a continuation of the PFAS project, to remediate the contamination from the former Fire Station. For FY23, the Select Board appropriated \$500,000 in ARPA funds for this project.*

**ARTICLE 46. MS4 Stormwater Permit Requirements**

On motion of Select Board chair Megan Birch-McMichael, it was voted 155 in favor and 9 opposed to approve Article 46, MS4 Stormwater Permit Requirements, as printed in the warrant and as funding therefor, raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to any balance remaining and previously appropriated 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.

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to implement the requirements of the Town's NPDES MS4 Stormwater permit. This will be an on-going expense. The balance in this account as of April 11, 2023, is \$13,043.19.*

#### **ARTICLE 47. Purchase of Cemetery Equipment**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted in favor to raise and appropriate the sum of Nine Thousand Eight Hundred Dollars (\$9,800) to be expended by the Highway Department, for the purpose of replacing a cemetery lawn mower, including all costs incidental and related thereto. (Highway Superintendent)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This will allow the Highway Department to purchase much needed equipment to ensure proper maintenance of the cemeteries.*

#### **ARTICLE 48. Purchase of Cemetery Shed**

On motion of Select Board member Hector Constantzos, it was voted in favor to raise and appropriate the sum of Nine Thousand Five Hundred Dollars (\$9,500) to be expended by the Highway Department, for the purpose of purchasing a confined space shed, including all costs incidental and related thereto. (Highway Superintendent)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This will allow the Highway Department to purchase a shed to ensure proper storage of cemetery equipment and materials.*

#### **ARTICLE 49. Cemetery Survey Work**

On motion of Select Board chair Megan Birch-McMichael, it was voted in favor to raise and appropriate the sum of Eight Thousand Dollars (\$8,000) to be expended by the Highway Department, for the purpose of conducting survey work on the Brookside Cemetery, including all costs incidental and related thereto. (Highway Superintendent)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*This will allow for a survey to be done to plan out the remainder of Brookside Cemetery to define more burial plots.*

Deputy Moderator Lisa Lavina takes the gavel and presides over the meeting for Article 50.

#### **ARTICLE 50. Kane Land Walking Path Construction**

On motion of Select Board member Ellen Sturgis, it was voted 115 in favor and 66 opposed to raise and appropriate the sum of Thirty Five Thousand Dollars (\$35,000), to be expended under the direction of the Planning Department 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. (Planning Board)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures. The Capital Planning Committee is opposed to this article because it should be Community Preservation Act Funds.*

Moderator Salvie returns to the lectern for the remainder of the meeting.

**ARTICLE 51. Comprehensive Plan Technical Assistance**

On motion of Select Board chair Megan Birch-McMichael, it was voted 145 in favor and 37 opposed to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to be expended by the Planning Board for Comprehensive Planning Technical Assistance.

(Planning Board)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*These funds will be used to secure technical assistance for the revision to the Comprehensive/Master Plan, last updated in 2010, and to provide a competitive community match for grant applications to supplement these funds.*

**ARTICLE 52. Historical Commission Funds**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted in favor to raise and appropriate the sum of Ten Thousand Dollars (\$10,000), to be expended by the Historical Commission for expenses related to having the Stow West School added to the National Historic Registry.

(Historical Commission)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*These funds would be utilized to hire a consultant to assist with getting the West School on the National Historic Registry.*

**ARTICLE 53. Green Advisory Committee Funds**

On motion of Select Board member Hector Constantzos, it was voted in favor to raise and appropriate the sum of Fourteen Thousand Four Hundred Dollars (\$14,400), to be expended by the Green Advisory Committee in their execution of duties including the development of a Climate Action Plan for the Town. (Green Advisory Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of this article increases expenditures.*

*The Green Advisory Committee was formed in September-2021 with a mission to assist the Town government, organizations, and residents in areas associated with reducing greenhouse gas emissions, mitigating against climate change impacts, and advice to the town toward a clean energy future. Funds to be used in developing a climate action plan, community engagement, and other expenses. The balance in this account as of April 11, 2023, is \$13,424.00.*

**ARTICLE 54. Repurpose Previously Allocated Funds**

On motion of Select Board member Megan Birch-McMichael, it was voted 145 in favor and 37 opposed to appropriate and reallocate the sum of Fifty-Eight Thousand Three Hundred Eighty-

Five Dollars and Seventy Cents (\$58,385.70) previously approved in Article 36 at the 2019 Annual Town meeting, to Replace the Town Building HVAC to the Randall Library Renovation Project.  
(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*This would allow \$58,385.70 in funds previously approved for the Town Building HVAC to be applied to the Library Renovation project and in addition to any funds raised through the Debt Exclusion.*

#### **ARTICLE 55. Debt Rescission**

On motion of Select Board member Ellen Sturgis, it was voted in favor to rescind the authorization for unissued debt that has been determined is no longer needed for the completion of various projects.  
(Town Administrator)

Originally Voted	Authorized	Unissued	Purpose
10/30/2021	\$1,500,000	\$1,500,000	Stow Acres

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*State law requires that Town Meeting vote to rescind authorized and unissued debt that is no longer required for its intended purpose. These funds are no longer needed as we received a State Grant to complete the purchase of Stow Acres.*

#### **ARTICLE 56. Charter Change - Board of Selectmen to Select Board**

On motion of Select Board member Megan Birch-McMichael, it was voted 190 in favor and 7 opposed, to approve Article 56, Charter Change – Board of Selectmen to Select Board, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10, and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to: delete the title of the ‘Board of Selectmen’ and in its place insert ‘Select Board’; to delete references to “board of selectmen” and insert in their place the words ‘select board’; to delete the word ‘Selectman’ and insert in its place the words “select board member”, in each instance where such terms appear in the charter; to delete the reference in §7-8 to the ‘chairman’ and insert in place thereof the word “chair”; and, further, to authorize the Town Clerk to make appropriate amendments to the bylaws to correct grammatical, numbering, tense or other ministerial issues as a result of the vote taken hereunder; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election. (Charter Review Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*These changes provide for gender neutral titles. They reflect current usage and are consistent with a prior town meeting vote. These changes apply throughout the charter.*

#### **ARTICLE 57. Charter Change – Initiation of Warrant Articles**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 180 in favor and 16 opposed to approve Article 57, Charter Change – Initiation of Warrant Articles, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election.

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The changes to Sections 2-7(c) clarify the deadline for submission of citizen petition articles for consideration at annual and special town meetings. The change to Section 2-8 eliminates the requirement that every department be represented at every session of every town meeting, regardless of the subject matter on the warrant. See Appendix B for article language with changes incorporated.*

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article II entitled “Legislative Branch”, as set forth below, with text to be inserted shown in underline and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. (Charter Review Committee)

#### **Section 2-7: Initiation of Warrant Articles**

- (c) Inclusion on Warrant - The select board ~~of selectmen~~ shall include in the warrant for an annual town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which have been received at its office on or before by it 4:00 p.m. on the date the select board fixes for the close of the warrant. ~~ninety or more days prior to the date fixed by bylaw for the town meeting to convene.~~

Whenever a special town meeting is to be called, the select board ~~of selectmen~~ shall give notice by posting or publishing a notice of intent to call for special town meeting on the town’s website, town bulletin board, and in any other manner the select board deems appropriate. The select board shall include in the warrant for such special town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which are received at its office on or before 4:00 p.m. on the date the select board fixes for the close of the warrant.

~~publication in the traditional manner of such intention and shall include in the warrant for such special town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which are received at its office on or before five o'clock in the afternoon of the fifth business day following such publication, or thirty or more days prior to the date announced for the special town meeting, whichever is later.~~

Section 2-8: Reserved Availability of Town Officials at Town Meetings

~~Every town agency shall designate one or more persons to attend all sessions of any town meeting for the purpose of providing the town meeting with information pertinent to matters appearing on the warrant.~~

~~If any person designated to attend the town meeting under this section is not a voter, such person shall, notwithstanding, have a right to address the meeting for the purpose of compliance with this section after properly informing the meeting that such person is not a voter.~~

**ARTICLE 58. Charter Change – Elected Officials**

On motion of Select Board member Hector Constantzos, it was voted 189 in favor and 3 opposed, to approve Article 58, Charter Change – Elected Officials, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election.

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The change in Section 3-1(c) allows a regional school agreement to govern the commencement and expiration of terms for its regional school district committee members. The change in Section 3-1(f)(2) clarifies that a vacancy in an elected multiple member body will be filled pursuant to G.L. c. 41, §11. The change to Section 3-3 reflects the fact that the Town has multiple school committees. See Appendix B for article language with changes incorporated.*

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article III entitled “Elected Officials”, as set forth below, with text to be inserted shown in underline and text to be deleted shown in ~~strikethrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. (Charter Review Committee)

Section 3-1: General Provisions

- (c) Commencement of Term - If the election is held after the dissolution of the annual town meeting, the terms of office of those elected shall commence and the terms

of those replaced shall expire the day following the election. If the election is held prior to the dissolution of the annual town meeting, said terms shall commence or expire the day following the dissolution of the annual town meeting. However, if a regional school district agreement specifies the dates of expiration and commencement for its school committee members, then that regional school district agreement shall control.

(f) Filling of Vacancies

- (2) Multiple Member Body - If there is a failure to elect or if a vacancy occurs in the membership of any elected multiple member body other than the select board of selectmen, and unless the provisions of a controlling will or a trust provide for a different method, the remaining members of the multiple member body shall submit give a written notice to the select board of selectmen a written notice of such vacancy and inform the public in the same manner as required by the provisions of Section 7-9 for appointed town officers. by the provisions of Section 7-9. The select board of selectmen, with the remaining members of such multiple member body shall, at by a joint meeting, appoint a registered voter to fill the vacancy in accordance with chapter 41, section 11, of the Massachusetts General Laws. Notice of this meeting, listing the vacant position and remaining term, shall be posted at least one week prior on the town website, official bulletin board, and elsewhere at the discretion of the select board. ~~vote after one week's notice of the date on which the vote is to be taken, fill such vacancy until the next town election.~~ The votes of a majority of the persons entitled to vote shall be necessary for such appointment. ~~election.~~

Section 3-3: School Committee

There shall be schools governed by local or regional school committees as determined by town meeting vote.

- (a) Local school committee - ~~The~~ Any local school committee shall have all of the powers and duties that school committees may have under the constitution and general laws of the commonwealth, and it shall have such additional powers and duties as may be authorized by this charter, by bylaw, or other town meeting vote. The powers of ~~the any~~ school committee shall include, but are not intended to be limited to, the following:
- (1) To appoint a superintendent of the schools and all other officers and employees connected with the schools, to fix their compensation, to define their duties, to make rules concerning their tenure of office, and to discharge them;
  - (2) To make all reasonable rules and regulations consistent with law for the administration and management of the public schools and for the conduct of its own business and affairs; and

- (3) To work with the town administrator and other town agencies to further the interests of the town, its citizens, and its children.
- (b) Regional school committee - The powers and duties conferred upon ~~the~~ any school committee by this charter may be transferred to a regional school committee in accordance with the procedures contained in the general laws.

#### **ARTICLE 59. Charter Change – Board of Assessors**

On motion of Select Board chair Megan Birch-McMichael, it was voted 160 in favor and 37 opposed, I move that the Town approve Article 59, Charter Change – Board of Assessors, to amend the Charter, Article III entitled “Elected Officials”, and Article V, entitled “Administrative Organization”, with text to be inserted shown in underline and text to be deleted shown in strikethrough as printed in the warrant; and to strike the words “a board of assessors” from Section 3-1(a) of Article III, provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election.

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*To change the Board of Assessors from an elected board to an appointed board. The composition, term of office, and powers and duties remain unchanged but are moved from the elected boards to the appointed boards section. See Appendix B for article language with changes incorporated.*

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article III entitled “Elected Officials”, and Article V, entitled “Administrative Organization”, as set forth below, with text to be inserted shown in underline and text to be deleted shown in ~~strikethrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

#### **Section 3-8: Reserved ~~Board of Assessors~~**

~~(a) — Composition, Term of Office — There shall be a board of assessors consisting of three members elected for terms of three years each, so arranged that the term of one member shall expire each year.~~

~~(b) — Powers and Duties — The board of assessors shall periodically make a fair cash valuation of all the estates, real and personal, subject to taxation within the town. It shall determine, based on such valuations and such sums as may be authorized to be expended by town meeting and the consideration of other income~~



~~and expenses of the town, the rates of taxation to apply against taxable estates in the town. It shall have all of the powers and duties given to boards of assessors under the constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the charter, by bylaw, or by other town meeting vote.~~

Section 5-5: \_\_\_\_\_ Town Administrative Organization  
(d) Board of Assessors

- (1) Composition, Term of Office - There shall be a board of assessors consisting of three members appointed by the select board for terms of three years each, so arranged that the term of one member shall expire each year.
- (2) Powers and Duties - The board of assessors shall periodically make a fair cash valuation of all the estates, real and personal, subject to taxation within the town. It shall determine, based on such valuations and such sums as may be authorized to be expended by town meeting and the consideration of other income and expenses of the town, the rates of taxation to apply against taxable estates in the town. It shall have all of the powers and duties given to boards of assessors under the constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the charter, by bylaw, or by other town meeting vote.

**ARTICLE 60. Charter Change – Gender Change**

On motion of Select Board member Ellen Sturgis, it was voted 192 in favor and 5 opposed, to approve Article 60, Charter Change – Gender Change, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election.

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The change to Section 7-8 reflects that there are no terms noting gender in the charter. See Appendix B for article language with changes incorporated.*

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article VII entitled “General Provisions”, as set forth below, with text to be inserted shown in underline and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election; or take any other action relative thereto.

(Charter Review Committee)

Section 7-4:                    Singular/Plural Number and Gender

Words importing the singular number may be applied to several persons or things; words importing the plural number may include the singular. ~~; words importing the feminine gender shall include the masculine gender; words importing the masculine gender shall include the feminine gender.~~

**ARTICLE 61. Adoption of Specialized Energy Code**

On motion of Select Board member Megan Birch-McMichael, it was voted 153 in favor and 46 opposed approve Article 61, Adoption of Specialized Energy Code as printed in the warrant.

*As printed in the warrant:*

To see if the Town will vote to amend Article 16 of the Town of Stow General Bylaws for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of January 1, 2024, a copy of which is on file with the Town Clerk and by striking out the title of Article 16 and inserting in place thereof the following title: “Specialized Energy Code”, or to take any other action relative thereto.

(Green Advisory Committee)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The Municipal Opt-in Specialized Stretch Energy Code (Specialized Code) was designed to help achieve MA GHG emission limits and building sector sub-limits set every five years from 2025 to 2050. As a result, all compliance pathways under the Specialized Code are designed to ensure new construction that is consistent with a net-zero Massachusetts economy in 2050, primarily through building envelope energy efficiency, that it turn enables reduced heating loads and efficient electrification. The largest greenhouse gas emissions impact for many buildings stems from the heating loads and choice of heating fuel for the building. Buildings reliant on combustion equipment have no clear path to zero emissions, while electrically heated buildings using heat pump technologies do due to the steady increase in renewable and clean energy sources on the ISO-NE electric grid, and opportunities for distributed solar and other on-site renewable energy generation. Accordingly, the Specialized Code requires all new buildings to be designed with electric service and wiring sufficient for future electrification of space and water heating as well as any combustion equipment appliance loads.*

**ARTICLE 62. Box Mill Road Bridge – MassDOT Project**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 169 in favor and 13 opposed, clearly more than the 2/3rds required to: (a) authorize the Select Board to acquire, by purchase, gift and/or eminent domain, the fee to and/or permanent and/or temporary easements, for public way purposes, including, without limitation, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of rights of way, sidewalks, bridges, drainage, utilities, driveways, guardrails, slopes, grading, rounding,

construction, landscaping, wetlands replication, and other appurtenances and/or facilities, to enable the Town to undertake the Box Mill Road Bridge Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land located on or near Box Mill Road and approximately shown on plans entitled “Massachusetts Department of Transportation Highway Division Plan and Profile of Box Mill Road Over Elizabeth Brook Bridge No. S-29-011 in the Town of Stow Middlesex County,” prepared by Green International Affiliates, Inc., on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan, and land within 200 feet of said parcels; (b) raise and appropriate the sum of ninety-two thousand dollars (\$92,000.00) to fund the foregoing and any and all costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions, appraisals, and surveys; and, further, (c) authorize the Select Board to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes.

(Town Administrator)

*The Finance Committee recommended APPROVAL of this article. Passage of this article does increase expenditures.*

#### **ARTICLE 63. Amend Zoning Bylaw: Lower Village Business District**

On motion of Select Board member Hector Constantzos, it was voted 151 in favor and 30 opposed, clearly more than the 2/3rds required, to approve Article 63 as printed in the warrant, and with the floor amendment to strike the last sentence in 3.3.5.17 a., including to amend the Zoning Map to add the Lower Village Business District as shown on Appendix C of the warrant and by amending Section 1.3, Section 2.1.1, Section 2.2 and Section 3.3 to add a new Section 3.3.5 of the Zoning Bylaw as printed in the warrant; by amending Sections 3.10, 4.4, and 6.3 of the Zoning Bylaw as printed in the warrant by adding the text in bold, underlined and italics and by amending Section 7.3 of the Zoning Bylaw as printed in the warrant by deleting the strikethrough text and adding the text in bold, underlined and italics.

Dorothy Flood Granat, 11 White Pond Road, made a motion to amend 3.3.5.17 a by striking the complete last sentence from, “The Planning Board may reduce....” Through “the intent of the design standards”. This means that 3.3.5.17 remains the same except the reduction to 30 ft would no longer exist. Motion passes 111 in favor and 71 opposed.

Motion to end debate passes 183 in favor and 17 opposed.

*The Finance Committee recommended approval. It was not unanimous. The Select Board recommended APPROVAL of this article. The Planning Board recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*This proposed creation of the Lower Village Business District is intended to revitalize Stow’s primary business area to become a walkable, vibrant village center. The Bylaw directs the long-term development of Lower Village and provides greater control to Stow residents and the Planning Board to influence the look and feel of Lower Village.*

*The Planning Board has reviewed how zoning impacts various struggles Lower Village faces, including a high vacancy rate, an uninspired mix of businesses, auto-dominated streetscapes, and a lack of a sense of place, meaning that it does not reflect the community in which it is located. With added flexibility for*

*property owners to redevelop and a focus on design and aesthetics, the proposed bylaw allows the district to shift over time from its current state to that of a traditional village center. Village center design is exemplified by walkability, a strong mix of businesses, inclusion of housing opportunities, accessibility by multiple modes of transport, and a distinct sense of place.*

*The Planning Board has worked over the last decade to study the business conditions and market of Lower Village, assess residents' architectural and design preferences, and to solidify a vision of Lower Village. The Lower Village Revitalization Committee synthesized years of public engagement and research into their final report, which includes the following vision statement: "Lower Village will be an attractive gateway to Stow, developed in the tradition of a New England village, where residents and visitors can safely and conveniently live, work, shop, dine and recreate. As the primary gateway into town, Lower Village will project the history and character of Stow through the architectural compatibility of its buildings and streetscape, providing residents and visitors with a defined sense of place. Lower Village will be a place to meet and connect, with civic spaces for gathering, and wayfinding to attractions, including farms, orchards, conservation areas and the Assabet River Rail Trail. Businesses will thrive in Stow's revitalized hub, attracting people of all ages to services, shopping, and entertainment opportunities accessible by all modes of transportation." The proposed bylaw changes have been developed in recent years with assistance from consultants to ensure that the Town's vision of Lower Village is achieved.*

*As printed in the warrant:*

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map by Amending Section 1.3 (Definitions), Section 2.1.1 (Zoning Districts), Section 2.2 (Zoning Map) to adopt the Zoning Map entitled "Town of Stow Zoning District Map", prepared by Metropolitan Area Planning Council dated May 1, 1995, amended May 12, 2015 and May 13, 2023, and included in the warrant at Appendix C, Section 3.3 (Business District Uses)- by adding a new Section 3.3.5 Lower Village Business District, Section 3.10 (Table of Principal Uses), Section 4.4 (Table of Dimensional Requirements), Section 6.3 (Signs), and Section 7.3 (Schedule of Minimum Parking-General Requirements) to read in their entirety as stated below in sections A-H 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; or to take any other action relative thereto.

(Planning Board)

<b>A) Amend Section 1.3 (Definitions) by adding the following definitions to be integrated in alphabetical order within the existing Section 1.3:</b>
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**ARTISAN PRODUCTION** - The production and sale of craft and artisan goods, including but not limited to food products for on-site or off-site consumption, provided that sales consist primarily of products produced on-site and/or directly associated with the products being produced on-site.

**BREW PUB** - Restaurants, licensed under the relevant state and federal statutes, to produce and sell beer and/or ale at the location and whose primary business is the sale and preparation of food to be consumed on the premises. No more than 25 percent of the establishment's production capacity may be sold to other establishments.

**CLINIC** – A facility operated by one or more physicians, dentists, chiropractors or other licensed medical practitioners for the examination and treatment of persons, including urgent care services, solely on an outpatient basis.

**CRAFT BREWERY** - A facility licensed under the relevant state and federal statutes, for the small scale production of beer, malt, wine, or hard cider beverages primarily for on premises consumption through the

use of a tap-room, and sale with limited distribution to retail or wholesale, with a capacity of not more than six thousand (6,000) barrels, (a barrel being equivalent to thirty-one (31) gallons per year) and which may include accessory preparation and sale of food for on premises consumption. A CRAFT BREWERY may include other uses such as a restaurant and outdoor dining as permitted in the zoning district.

**FUNCTIONAL OPEN SPACE** - Public or privately owned outdoor spaces within the Lower Village Business District that are available to and/or designed for public or civic activity of patrons and/or the general public, including but not limited to pedestrian plazas, arcades, courtyards, seating areas, parks, commons, greens, gardens and other areas of pedestrian and/or cyclist amenities, such as sidewalks and walkways.

**INTERNAL ACCESS DRIVE** - A travel lane either interior to a LOT or connecting to a public or private WAY, which allows motor vehicles access to and from the site or between parking areas and/or BUILDINGS on the LOT.

**MICROBREWERY** - A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, or hard cider beverages for retail and/or wholesale distribution, on or off premise, with a capacity of not more than fifteen thousand (15,000) barrels, (a barrel being equivalent to thirty-one (31) gallons per year) and includes a tap-room where beverages produced on the premises may be sold and consumed. A MICROBREWERY may include other uses such as a restaurant and outdoor dining as permitted in the zoning district.

**MIXED USE BUILDING** - A BUILDING under single ownership, designed to encourage a diversity of compatible land uses, which include a mixture of residential uses, along with one or more of the following uses: office, retail, service, ARTISAN PRODUCTION, light industrial, or other miscellaneous uses allowed in the Lower Village Business District.

**MOBILE FOOD VENDOR** - A readily movable, motorized wheeled vehicle, or a towed wheeled vehicle, designed and equipped to serve food.

**POP-UP MARKET** - An occasional or periodic market held in an open area and/or within a STRUCTURE, where groups of individual sellers offer for sale to the public such items including but not limited to fresh produce, seasonal fruits, fresh flowers, arts and crafts, clothing, décor, and food and beverages dispensed from booths located on-site.

**RETAIL SERVICE ESTABLISHMENT** - Retail outlets that primarily render services rather than the sales of goods. Such services may include but not be limited to copy shops, printing services, package and postal services, dry cleaning services, and similar operations.

**NEIGHBORHOOD RETAIL CENTER** – A retail center providing convenience shopping for the day-to-day needs of consumers in the immediate neighborhood and/or community, anchored by a supermarket, drug store, hardware store or similar anchor offering products and services at a neighborhood scale.

**SPECIALTY RETAIL CENTER** – A shopping center composed mainly of apparel or merchandise, anchored by restaurants, entertainment venues, specialized grocers or drug stores, and containing pedestrian scaled décor, with a focus on well landscaped environments.

<p><b>B) Amend Section 2.1.1 (Zoning Districts) by adding a new Zoning District, the Lower Village Business District, to read in its entirety as stated below with new text in bold, underlined and italics:</b></p>
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2.1.1 **Zoning Districts**

Recreation- Conservation District

Residential District

Business District

Compact Business District

Commercial District

Industrial District

**Lower Village Business District**

Refuse Disposal District

**C) Amend Section 2.2 (Zoning Map) to read in its entirety as stated below with new text in bold, underlined and italics:**

**2.2 Zoning Map**

Said districts are hereby established as shown, located, defined and bounded on a map entitled “Town of Stow Zoning District Map”, prepared by Metropolitan Area Planning Council dated May 1, 1995 and amended May 12, 2015 **and May 13, 2023** and filed with the office of the Town Clerk; which map shall also constitute an index map of all zoning districts, and together with all the maps referred to in Section 2.3 and all explanatory matter thereon shall constitute the Zoning Map of the Town, herein incorporated by reference and made a part of this Bylaw.

**D) Amend Section 3.3 (Business District Uses) to include a new Section 3.3.5 to read in its entirety as stated below:**

**3.3.5 Lower Village Business District**

**3.3.5.1 Purpose**

The purpose of the Lower Village Business District is to encourage the creation of an attractive gateway to Stow, informed by the traditions of a pedestrian oriented New England village, where residents and visitors can safely and conveniently live, work, shop, dine and recreate. The Lower Village Business District will project the history and character of Stow through the architectural compatibility of its buildings and streetscape, providing residents and visitors with a defined sense of place. It will be a place to meet and connect, with civic spaces for gathering, and services accessible by all modes of transportation.

The following core goals and objectives are intended to guide all development in the Lower Village Business District (LVBD). All proposed development and redevelopment in the LVBD shall meet the following goals and objectives:

- a. Encourage site plans that provide a balance of vehicle, bike and pedestrian infrastructure to create, enliven and unify the streetscape around a cohesive look and feel;
- b. Incorporate traditional New England development principles to create pedestrian-scaled streetscape environments, and encourage context sensitive architecture and site planning;
- c. Create an attractive gateway to Stow, which leverages the tourism draw of the Town’s seasonal attractions through the provision of FUNCTIONAL OPEN SPACES and public gathering places as locations that reinforce the identity and activity of the LVBD and the community;
- d. Encourage opportunities for small-scale mixed-use development that provides for diversified housing options that complement and enhance uses in the District, allowing residential units placed primarily on upper floors and/or rear facades;
- e. Utilize low impact development and green infrastructure to manage stormwater in a manner that adds to the aesthetics and functionality of the District;
- f. Manage site access from Great Road to create opportunities for inter-lot connections and interior streetscapes.

**3.3.5.2 Applicability**

The site and design standards within this Section 3.3.5 shall be applicable to all Parcels within the LVBD.:

- a. Site Plan Approval, pursuant to Section 9.3 of the Zoning Bylaw, shall be required for the following development activity, as determined by the Building Inspector:

- i. A significant alteration to an existing BUILDING façade, including changes in the height, scale or massing of the BUILDING;
  - ii. Work which results in the increase of floor area, through either an addition to the principal structure and/or the addition of a new accessory structure;
- b. A Special Permit pursuant to Section 9.2 and Site Plan Approval pursuant to Section 9.3 of the Zoning Bylaw shall be required for the following development activity:
  - i. A change in USE that results in a greater number of required parking spaces or requires Planning Board approval for a change in the required allowed spaces in accordance with Section 3.3.5.28(c);
  - ii. Any activity requiring a new curb cut, and/or alteration to the circulation pattern of pedestrian and vehicles;
  - iii. Any activity or request of the Planning Board which requires Planning Board waiver or relief from certain provisions of this Section 3.3.5 in accordance with the following sub-sections:
    - a. Increase in maximum BUILDING setback in accordance with Section 3.3.5.15(a);
    - b. Increase in maximum business tenant unit size in accordance with Section 3.3.5.20;
    - c. Ground floor access to second floor residential units in accordance with Section 3.3.5.23(d);
    - d. Requirement for sidewalks on INTERNAL ACCESS DRIVES in accordance with Section 3.3.5.25(h);
    - e. Relief from minimum parking standards in accordance with Section 3.3.5.28(c);
    - f. Relief from certain requirements for parking at mixed-use facilities in accordance with Section 3.3.5.28(e).
  - iv. MOBILE FOOD VENDORS and POP-UP MARKETs, as an ACCESSORY USE to any development activity described in above items i-iii, for the purpose of identifying a location for said USEs and expected events. Any events held must be in compliance with the Town of Stow's Special Event Permit Regulations. If MOBILE FOOD VENDORS and/or POP-UP MARKETs are proposed on a temporary basis associated with a special event Special Permit and Site Plan Approval is not required, so long as the event is held in compliance with the Town of Stow's Special Event Permit Regulations;
  - v. Nothing in this Section 3.3.5.2 shall require a Special Permit for a proposed use described in M.G.L. c.40 s.3 regarding statutory exemptions from the requirement for Special Permit Approval.

### 3.3.5.3 Special Permit and Site Plan Approval Requirements for Permitted USEs

- a. Site Plan Approval, pursuant to Section 9.3 of the Zoning Bylaw, shall be required for the following USEs in the LVBD:
  - i. NEIGHBORHOOD RETAIL CENTERS with retail and RETAIL SERVICE ESTABLISHMENTS, provided there is no MIXED USE BUILDING, restaurants or drive through service component;
  - ii. Retail and RETAIL SERVICE ESTABLISHMENTS, including but not limited to banks, post offices, grocers, liquor stores, print and copy shops and dry cleaners;
  - iii. Accessory outdoor dining service on a patio or seating area;
  - iv. All USEs in which a Special Permit shall not be required, pursuant to M.G.L. c.40A s.3 regarding statutory exemptions from the requirement for Special Permit Approval.

- b. Special Permit, pursuant to Section 9.2, and Site Plan Approval, pursuant to Section 9.3 of the Zoning Bylaw, shall be required for the following USEs in the LVBD:
  - i. NEIGHBORHOOD RETAIL CENTERS which are proposed on the same site, or otherwise incorporate a mixed-use component or MIXED-USE BUILDING;
  - ii. SPECIALTY RETAIL CENTERS, including multi-tenant sites with a mix of restaurants, retail and RETAIL SERVICE ESTABLISHMENTS;
  - iii. Entertainment uses, including but not limited to music venues, bowling alleys and movie theaters;
  - iv. ARTISAN PRODUCTION provided that sufficient mitigating measures are employed to reduce noise that is above and beyond the typical expectation for small scale retail and service establishments;
  - v. Business or professional offices, either as single-USE BUILDINGS or as part of a NEIGHBORHOOD or SPECIALTY RETAIL CENTER, or other mixed-use development;
  - vi. CLINICS, either as single-USE BUILDINGS or as part of a NEIGHBORHOOD or SPECIALTY RETAIL CENTER, or other mixed-use development;
  - vii. Restaurant or other place for serving food and/or beverages, including MICRO BREWERIES, CRAFT BREWERIES and BREW PUBS;
  - viii. Owner-occupied BED AND BREAKFAST HOMES or BED AND BREAKFAST ESTABLISHMENTS;
  - ix. MIXED USE BUILDING consisting of two or more of the above-listed uses on the same site or within the same BUILDING.
  - x. MIXED USE BUILDING consisting of one or more of the above-listed uses together on the same site, or within the same BUILDING with construction of dwelling units in accordance with Section 3.3.5.22.
  - xi. Drive through service component of an allowed USE, except for the sale of food and beverage directly to a customer in a motor vehicle from a drive-through window service, which is prohibited;
  - xii. USEs not otherwise permitted in the Lower Village Business District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Lower Village Business District.

The following USEs are expressly prohibited:

- i. The sale of food and beverage directly to a customer in a motor vehicle from a drive-through window service;
- ii. Storage of vehicles, equipment and/or materials not incidental to an allowed use within the BYLAW;
- iii. Motor vehicle service stations and other services that primarily exist for the purpose of providing services to motor vehicles.

#### **3.3.5.4 Permit Granting Authority**

The Planning Board shall act as the Granting Authority for all Site Plan Approval and Special Permit procedures associated with allowed USEs under this Section 3.3.5, which shall be applied in accordance with Zoning Bylaw Section 9.2 – Special Permits, and 9.3 – Site Plan Approval.

#### **3.3.5.5 Design Standards for the Lower Village Business District**



The following Design Standards shall be used as a tool to help guide development and redevelopment, assuring that advancing the vision for the LVBD is an integral part of the permitting process. The Design Standards are a set of principles that offer a positive direction for BUILDING and site level design meant to incentivize creative development outcomes that support the evolution of Lower Village into a socially and economically vibrant District.

Architectural and site design shall conform to the intent and principles described in the design standards of Sections 3.3.5.6 – 3.3.5.13. Sufficient justification and/or rationale shall be provided in the Application for any derogations from design standard intent and/or principles described herein.

### **3.3.5.6 Architectural Design Standards**

Residents of the Town of Stow have shown a strong preference for BUILDINGS that include New England vernacular architectural traditions. Despite this preference, BUILDINGS in the LVBD are not required to appear historic, but rather respectful of historic traditions, while remaining functional and authentic. Architects are encouraged to look to the historic structures of Lower Village and Stow’s surrounding neighborhoods for inspiration.

All BUILDINGS and BUILDING additions shall be designed by an architect registered and/or licensed to do business in Massachusetts, unless otherwise waived by the Planning Board.

### **3.3.5.7 Architectural Design of BUILDINGS**

- a. *Pedestrian Scaled Architecture* - The guiding principle of BUILDING design is that they shall be designed to the pedestrian scale. Pedestrian scale refers to the ability to design and shape BUILDINGS, OPEN SPACE, and streetscapes scaled to the pedestrian. Pedestrian scale design may be represented in the following manner:
  - i. Each individual architectural element of a BUILDING should be proportionate in relation to the overall BUILDING design;
  - ii. The scale of the entire façade should relate to and be respectful of the pedestrian-scaled streetscape.
  - iii. Floor to floor heights should be governed by exterior proportions rather than building systems, and not be elongated or exaggerated to cover up functional elements.
  - iv. Uniformity in height shall generally be avoided. See façade design standards.
- b. *Architectural Style* - While no specific architectural style shall be required, proposed BUILDINGS and STRUCTURES shall strongly consider New England architectural traditions. BUILDINGS shall be pedestrian scaled and designed to create a positive contribution to the STREET or INTERNAL ACCESS DRIVE upon which they are oriented.
- c. *Corporate Images* - Individual corporate image, trademark, or marketing architectural design elements and colors shall be incorporated only as secondary design elements of the BUILDING or SIGN and not as the dominant design element. These architectural design elements shall not define the character or style of the BUILDING or development.
- d. *Design Consistency* - A BUILDING’s architectural style shall be generally consistent throughout, however details from different eras may be mixed on a single building, as exemplified in the below image.



Example of incorporating façade and architectural design standards.

Source: *Contextual Design on Cape Cod | Design Guidelines for Large Scale Development*

### 3.3.5.8 Façade Design

Single and multi-story BUILDING facades shall be designed to promote visual interest and street level activity where applicable. Similar to the overall design of BUILDINGS, the scale of the entire façade should relate to the pedestrian-scaled streetscape. Single story BUILDINGS shall include peaked roofs or raised parapets.

- a. *Architectural Details* - All sides of a building should contain architectural elements that define the overall architectural approach. Details such as texture, pattern, color, and building form used on the front façade should be incorporated on all facades as practicable.
- b. *Entrance Design* - Primary entrances to BUILDINGS shall be emphasized through detailing, massing, changes in materials, or other architectural methods to create entrances that are physically and visually accessible, welcoming and inviting, including but not limited to recessed entry ways, corner entries and other techniques.
- c. *Decorative Elements* - Decorative design elements shall be consistent with the architectural character of the BUILDING and scaled appropriately. Design elements shall add depth and visual interest to BUILDING facades, and could include the mixing materials and colors, decorative trim and molding, cornice details, stepped facades, and/or columns.
- d. *Massing and Articulation* - Façade articulations should be used to reduce the apparent length, monotony and mass of larger buildings, creating the illusion of several smaller buildings with common walls and a consistent rhythm of facades. All buildings shall have sufficient relief which interrupts the horizontal and vertical plane of each wall. Where appropriate, a repeating pattern of articulation may be used to provide continuity and



Example of potential building articulation and roofline repetition along Route 117.

Source: *Stow Planning Department*



Example of building footprint massing and articulation that provides opportunities for functional open space and breaks in the visual scale of the building.

Source: *Contextual Design on Cape Cod | Design Guidelines for Large Scale Development*

- e. *Materials* - Materials such as brick, wood, stone, iron, and glass provide a sense of permanence to BUILDINGS, and should be used where appropriate to provide texture and visual interest to the streetscape and/or support transitions to FUNCTIONAL OPEN SPACES. Products that reasonably imitate the above materials may also be considered.
- f. *Awnings* – Awnings are permitted on BUILDINGS at a first floor entrance facing a public STREET or an INTERNAL ACCESS DRIVE. They may project over a public ROW provided that proof of insurance is provided. A minimum clearance of ten feet shall be maintained between the ground surface and the lowest element of the marquee or awning.
- g. *Functional Elements* – All vents, down spouts, flashing, electrical conduits, meters, service connections and other functional elements shall be treated as integral parts of the design to the extent practicable. Where appropriate, these elements shall be painted to match the color of the adjacent surface, unless used expressly as an accent.

### 3.3.5.9 Multi-Story BUILDING Design

To promote street level activity, multistory BUILDINGS shall be designed to provide a sense of “base,” “middle” (where applicable), and “top.”

- a. Ground-level facades along public STREETS or INTERNAL ACCESS DRIVES shall be given a “stronger” appearance than upper floors. Such a distinction between ground-level facades and upper floors may occur by incorporating two of the following features: color change, texture change and material change;
- b. Ground floor ceiling height shall be taller than upper stories to emphasize the ground floor as the “base” of the buildings. Ground floor ceiling heights should be a minimum of 10 feet;

- c. Middle floors of BUILDINGS shall be made distinct from the ground floor by a change in material or color, window treatment, incorporation of balconies, stepbacks, signage bands, and other elements as appropriate. Horizontal moldings, belt courses, or other features should be utilized to create visual separation between each story of the building.
- d. The top of the building shall emphasize a prominent edge when viewed against the sky, utilizing elements such as projecting parapets, cornices, upper level stepbacks, pitched rooflines or other design elements as applicable.

#### **3.3.5.10 Sign Design Standards**

Business signage in the LVBD should reflect the vitality of the District and add value and a sense of continuity to the surrounding area. Signage shall be reviewed as part of Site Plan Approval and shall be provided in accordance with this Section 3.3.5.10 and Section 6.3 of the Zoning Bylaw.

- a. Signs along a pedestrian oriented streetscape should be scaled to the pedestrian, potentially in the form of a hanging sign above the business establishment or other options that include texture or architectural components that can encourage pedestrian traffic;
- b. All signs should reflect or otherwise complement the design, architectural style and materials of the BUILDING, landscape design style, site or District as applicable. For instance, sign borders may be trimmed with corresponding elements, such as moldings that reflect the architecture of the BUILDING. Top caps or other embellishments could be added to sign posts;
- c. New construction should anticipate signage, and provide logical sign areas allowing for flexibility for new users as the building is reused over time;
- d. Signs on a BUILDING should enhance or fit within a BUILDINGs architecture, rather than obscure architectural elements. This can be achieved by locating signs within specific architectural sign bands whether on the subject BUILDING or creating continuity with sign bands on adjacent BUILDINGs;
- e. Sites with multiple signs should seek to coordinate the materials, letters and styles to the extent practicable for the purpose of providing a shared identity to the site and overall District;
- f. Corporate logos and graphics should be incorporated into the sign design, rather than become the sign itself.

#### **3.3.5.11 Exterior Lighting Standards**

Exterior Lighting in the LVBD should provide for the safety of all users while signaling entry into the District by unifying design elements and providing a welcoming village business area. Lighting shall enhance, or not negatively impact, community ambiance and character of the District. Beyond the provisions in this Section 3.3.5.11, all exterior lighting must comply with the provisions of Section 3.8.1.5 of the Zoning Bylaw.

- a. All BUILDING lighting is to be dark sky compliant and shall use warmer color lighting where possible. Lighting shall be low level and no brighter than necessary.
- b. Lighting should reflect or otherwise complement the design, architectural style, and materials of the BUILDING,
- c. Lighting shall be designed and maintained so as to protect adjacent properties, motorists, and the night sky from intrusive lighting.

- d. Temporary lighting for events sponsored by the Town or for which an Event Special Permit has been issued is allowed, such as lighting for pop-up markets, theatrical or video production.
- e. Holiday, string, festoon, and similar decorative lighting shall be allowed.
- f. All non-conforming lighting shall be brought into compliance when replacement with new lighting equipment is proposed, except a replacement of only lamps or bulbs.

### 3.3.5.12 BUILDING Siting and Orientation

The siting and orientation of BUILDINGS in the LVBD shall adhere to the principles of vibrant, pedestrian-oriented streetscapes. The Planning Board encourages site plans where buildings are oriented towards and help to shape the public space along streets, parks and public gathering spaces, with parking lots hidden behind buildings.

- a. *INTERNAL ACCESS DRIVES* – Applicants are encouraged to design INTERNAL ACCESS DRIVES as a tool for:
  - i. Creating internal streetscape environments either perpendicular or parallel to Great Road/Route 117, or within the site;
  - ii. Siting the primary orientation of BUILDINGS to create visual interest and allow multiple BUILDINGS within a development to relate to each other in a manner that enhances pedestrian access;
  - iii. Activating the primary entrances of BUILDINGS and NEIGHBORHOOD and SPECIALTY RETAIL CENTERS that are oriented toward Great Road/Route 117;
  - iv. Positioning access points for potential future inter-lot connections where current connections are not physically possible, or where agreement between landowners has not been reached.



Example of Internal Access Drive positioned for streetscape parking off Route 117.

Source: Stow Planning Department

- b. *Inter-Lot Connections* – Connections between sites should be prioritized to reduce the number of vehicles utilizing entrances onto Great Road. In areas where an inter-lot connection may be preferred in the future, the location may be striped for parking in the interim period to ensure the connection point is maintained.
- c. *Streetscape Orientation* - The primary facades and main pedestrian entrances of BUILDINGS shall be situated on a STREET or INTERNAL ACCESS DRIVE with the emphasis on orientation toward streetscape environments.





Example of neighborhood retail center that is oriented toward an internal access drive.

Source: *Contextual Design on Cape Cod | Design Guidelines for Large Scale Development*

- d. *BUILDING Entrances* - At least one customer entrance shall be provided along a building face that fronts a STREET or INTERNAL ACCESS DRIVE. Where frontages are on both a public STREET and an INTERNAL ACCESS DRIVE, one entrance shall be located on the public STREET.
- e. *Site Cohesion* - Multiple buildings on the same site should be designed to create a cohesive visual relationship, as well as efficient circulation and access for pedestrians and vehicles. Accessory BUILDINGS should be designed to complement the primary BUILDING and/or USE on the site in design and material expression.
- f. *Location on Site* - BUILDING placement should take best advantage of solar orientation, climatic and other environmental conditions, should encourage safety and use of adjacent FUNCTIONAL OPEN SPACES.
- g. *Orientation to Open Space* - BUILDINGS adjacent to public open space and/or FUNCTIONAL OPEN SPACE should generally be oriented to that space as practicable.
- h. *Incorporation of FUNCTIONAL OPEN SPACE* - Land within the allowable setback should include FUNCTIONAL OPEN SPACES that accentuate and enliven the streetscape, including but not limited to shade trees and landscaping, pedestrian plazas, pedestrian-only streets, greenways, outdoor dining spaces, benches and bike amenities. Areas of lawn, without trees or landscaping shall be discouraged in the setback area. The design of proposed FUNCTIONAL OPEN SPACE shall anticipate future connections of FUNCTIONAL OPEN SPACE on abutting properties and provide design opportunities for such connections where applicable;



Example of courtyard space in Falmouth, MA.

Source: *Contextual Design on Cape Cod | Design Guidelines for Large Scale Development*

- i. *Low Impact Development* - Implementation of Low Impact Development techniques is strongly encouraged, including, but not limited to, storm water management practices, alternative surfacing materials, building and site design elements, and landscaping features.
- j. *Sustainability* - The practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation, and deconstruction are strongly encouraged. Development of buildings with net zero emissions is strongly encouraged.
- k. *Utilities* – All on-site utilities shall be located underground.

#### 3.3.5.13 **Parking**

The intent of parking in the LVBD is to incentivize decentralized parking areas that maintain a pedestrian streetscape environment, are oriented to incentivize shared arrangements and use with abutting LOTs, and landscaped to soften their visual impact. The following standards shall apply:

- a. Parking shall be located, to the maximum extent practicable, toward the side and rear of BUILDINGS and along property lines where joint-use or combined parking areas with abutting properties are proposed, exist or are anticipated;
- b. On-street parking on INTERNAL ACCESS DRIVES should be utilized to the extent practicable to promote active pedestrian streetscapes, provide for efficiency of circulation, and create opportunities to enliven the district;
- c. Parking shall be visually broken up to create a series of smaller groupings;
- d. Parking lots shall be designed to accommodate snow storage on site or a plan for off-site storage shall be approved;
- e. Landscaping within parking lots shall be designed to create spaces, define edges, provide shading, add seasonal interest and provide water quality treatment for runoff.
- f. Shade trees shall be evenly distributed within parking areas, and shall be placed to maximize shading affect;
- g. Where parking is located adjacent to a public STREET or INTERNAL ACCESS DRIVE, it shall be screened with a year-round screen between the parking and the sidewalk. The screen shall have a height between 36” and 42” and consist of a combination of landscaping and/or fencing. Screening areas shall be between 4 and 7 feet in depth;
- h. Pedestrian access to the parking lot shall be provided from the sidewalk as well as from any INTERNAL ACCESS DRIVE or business driveway as applicable;
- i. Solar or green roof parking canopies may be located within parking areas;
- j. Parking areas may include sheltered bicycle storage;
- k. Shared parking is strongly encouraged to reduce vehicular traffic, minimize impervious surface and encourage pedestrian movements between buildings;
- l. Accommodations for electric vehicle charging stations shall be provided to the extent practicable.

#### 3.3.5.14 **Dimensional Requirements**

Development in the LVBD shall consist of work on a single PARCEL, or on multiple PARCELS under single ownership, with definite boundaries ascertainable from a deed or recorded plan. There shall be no minimum width, frontage, or lot area in the LVBD and no maximum floor area ratio. Any PARCEL or LOT created in the LVBD, inclusive of any proposed USE, BUILDING or STRUCTURE, shall have adequate access for accessing the use intended, shall provide evidence of deeded, legally enforceable access rights through a private driveway or access road.

- a. Access to Lower Village Business District zoned land- Access over Residential or Recreation-Conservation zoned land is prohibited.

#### **3.3.5.15 Front YARD Setbacks**

Setback requirements in the LVBD are intended to create active streetscapes with a diversity of landscaped areas, pedestrian amenities, and FUNCTIONAL OPEN SPACES in accordance with the Streetscape Orientation design criteria of 3.3.5.12. Front YARDS shall be the distance measured in a straight line between the LOT frontage and the nearest point of any BUILDING or STRUCTURE. The standards of Bylaw Section 4.3.2.6(1-4) shall not apply to PARCELS in the LVBD.

- a. Setbacks from Great Road – Front YARD setbacks shall be a maximum of thirty (30') feet along Great Road.

Front yard setback requirements may be amended by the Planning Board for the following purposes provided the Design Standards of 3.3.5.6 – 3.3.5.13 are met:

- i. To allow additional BUILDINGS toward the rear of a LOT, such as in courtyard configurations, provided that the forwardmost BUILDING(s) on the lot comply with the front setbacks listed in this Section.
  - ii. To allow for a BUILDING that includes multiple façade setbacks due to bump-outs, recesses, or other architectural features;
  - iii. To allow for a BUILDING that includes an angled orientation to the STREET;
  - iv. To allow for improved location and usage of pedestrian plazas, courtyards, terraces, outdoor dining spaces or other FUNCTIONAL OPEN SPACE.
- b. Parking for vehicles shall not be allowed within the required BUILDING setback, unless provided for the purpose of creating a streetscape environment on an INTERNAL ACCESS DRIVE in accordance with Section 3.3.5.12(a) of this Bylaw.
  - c. The requirements of Section 4.3.1.2 regarding corner setbacks shall not apply to the LVBD, provided that the Applicant can demonstrate, through plans stamped by a registered engineer, that adequate sight lines exist for vehicles travelling in all directions.

#### **3.3.5.16 Side and Rear Yard Setbacks**

The minimum side and rear yard setback shall be zero (0) feet except where the side and/or rear yard of a PARCEL shares a LOT line with the Residential or Recreation Conservation District or residential uses within the LVBD, in which case the requirements of Section 3.3.5.17 shall apply.

#### **3.3.5.17 Buffer to Abutting Districts and Residential USEs within the Lower Village Business District**

The purpose of this Section is to mitigate the impacts of increased headlight glare, noise, waste management and other impacts associated with increased business and economic activity in the LVBD from abutting residential zoned properties, DWELLING UNITS and Districts.

Landscaped buffers shall be improved with grass, trees, shrubs, flowers, or other materials to an adequate height and density to visually obscure parked vehicles from view. The mix of deciduous and evergreen vegetation varieties shall be tolerant to the climatic conditions of Stow.

- a. For LVBD PARCELS which abut the Residential District or Recreation Conservation District, the Planning Board shall require a fifty (50) foot landscaped buffer and/or fence, which is designed to minimize impacts in accordance with Section 3.3.5.18. For the purpose of this Section, the Lower Common, shown on Assessors Map R-30, Parcel 1, shall not be subject to buffer requirements. ~~The Planning Board may reduce the buffer to~~



~~no fewer than thirty (30) feet if sufficient protections and/or benefits are provided and where strict conformance would derogate from the intent of the design standards.~~

- b. Where a STRUCTURE, BUILDING, parking lot, or loading area is proposed on property abutting a residential use in existence prior to May 13, 2023, the Planning Board shall require a landscaped buffer of up to fifty (50) feet, though the Planning Board may reduce the buffer to no fewer than thirty (30) feet if sufficient protections and/or benefits are provided and where strict conformance would derogate from the intent of the design standards. Fencing may be used within the buffer to provide further visual reduction.
- c. Exposed storage areas, machinery, garbage "dumpsters," service areas, truck loading areas, utility buildings and structures shall be screened from the view of abutting properties and STREETS.

#### **3.3.5.18 Landscaping Plan**

Applications in the LVBD shall include a landscape plan designed by a professional landscape architect registered to do business in the state of Massachusetts. The Planning Board may accept a plan prepared by one other than a landscape architect if it believes the plan meets the design requirements below.

- a. Buffer areas shall be designed to form an opaque screen as plantings mature, for the purpose of mitigating the impact of abutting business USEs. Visual screening is required to a height of at least six (6) feet with intermittent visual obstruction to a height of at least twenty (20) feet.
- b. The opaque screen may be composed of walls, FENCES, landscaped berms or densely planted vegetation in a mix of deciduous and evergreen varieties, tolerant to the climatic conditions of Stow. At maturity, the portion of intermittent visual obstructions should not contain any completely unobstructed openings more than ten (10) feet wide.

#### **3.3.5.19 Maximum Height of Structures**

The intent of height limitations is to allow three occupied floors, with the uppermost occupied floor to be within a sloped roof to lessen the visual mass. No BUILDING shall have more than three (3) stories. The maximum height of BUILDINGS, including MIXED USE BUILDINGS and STRUCTURES shall be 35 feet. If utilizing a parapet fronted BUILDING, height shall be limited to 24 feet to accommodate two (2) stories, with an allowance for a third story with a step back from the front façade.

Rooftop gardens, patios, or other non-enclosed features designed for leisure shall not constitute a separate floor for the purpose of this bylaw.

The Planning Board may permit BUILDINGS of heights greater than 35 (thirty-five) feet in accordance with Section 4.2.1 of the Zoning Bylaw.

#### **3.3.5.20 Maximum Business Tenant Unit Size**

The purpose of this section is to minimize the potential for large, single use BUILDINGS to detract from the vibrancy, interest and pedestrian orientation of the LVBD. The maximum business tenant unit size within a BUILDING shall be limited to 20,000 square feet of GROSS FLOOR AREA.

The Planning Board may increase the allowable business tenant unit size where the Applicant can demonstrate that the BUILDING and/or site plan aligns with the Design Standards for the LVBD, and specifically includes design elements that support an active pedestrian environment.

#### **3.3.5.21 Performance Standards**

The following Performance Standards are meant to incentivize site planning that meets the intent of the Design Standards in Sections 3.3.5.6 – 3.3.5.13, while ensuring the Planning Board has an opportunity to mitigate development impacts depending on individual site characteristics. The Planning Board shall require compliance with the following standards on all LOTs in the LVBD.

#### 3.3.5.22 **MIXED USE BUILDING Standards**

The purpose of allowing MIXED USE BUILDINGS in the LVBD is to provide for increased viability of the District's business USEs and to diversify small-scale housing opportunities in Stow.

##### *Development Standards for MIXED USE BUILDINGS*

Location within BUILDING	DWELLING UNITS shall be prohibited on the ground floor of any BUILDING in the LVBD except as may be allowed in accordance with Section 3.3.5.23(d) of this Bylaw.
Maximum Number of Bedrooms	Two (2)
Maximum Dwelling Units Per Acre	Six (6)

- a. Housing units created as part of a MIXED USE BUILDING in the LVBD shall comply with the provisions of Section 8.9, Inclusion of Affordable Housing, which govern the inclusion of housing eligible on the Department of Housing and Community Development's Subsidized Housing Inventory in the LVBD.

#### 3.3.5.23 **Ground Floor USEs**

The ground floor of BUILDINGS shall be primarily occupied by USEs that promote an active streetscape and are designed in accordance with the Design Standards established in Sections 3.3.5.6 – 3.3.5.13. The following performance standards shall also apply to ground floor USEs:

- a. Ground floor BUILDING facades that contain entrances to ground floor USEs, shall have a defined arrangement and/or pattern of windows and doors. The Planning Board may require up to 50% of the ground floor wall area include transparent windows where the BUILDING is anticipated to include retail or RETAIL SERVICE ESTABLISHMENTS;
- b. Garage doors, including loading bays and docks are prohibited from the primary façade of BUILDINGS;
- c. Garage doors serving DWELLING UNITS shall not be located along the primary façade of BUILDINGS, or along the facade facing directly upon a public way;
- d. The Planning Board may permit ground floor DWELLING UNITS or associated storage spaces and/or stairway access within a multi-story MIXED USE BUILDING, provided the following:
  - i. The inclusion of such USEs conforms to the Design Standards established in Sections 3.3.5.6 – 3.3.5.13;
  - ii. DWELLING UNIT design and placement adds definition to adjacent business establishments and between USEs through architectural detailing, landscaping and other site design methods;
  - iii. No more than 50% of the total allowed number of DWELLING UNITS on the site are located on the ground floor.

- e. The Planning Board may permit ground floor DWELLING UNITS within a single-story BUILDING provided that DWELLING UNITS occupy no more than 50% of the GROSS FLOOR AREA.

#### **3.3.5.24 Incorporation of FUNCTIONAL OPEN SPACE**

The incorporation of FUNCTIONAL OPEN SPACES on LVBD sites is meant to create space for civic interaction, provide opportunities for future outdoor events and displays and to generally encourage activity that contributes to the vibrancy of the District. All developments requiring a Special Permit and/or Site Plan Approval shall include at a minimum, five percent (5%) of the LOT area as FUNCTIONAL OPEN SPACE. Amenities that qualify as FUNCTIONAL OPEN SPACE may be contiguous or spread among various locations on the site.

Examples of features that do not qualify as FUNCTIONAL OPEN SPACE include, but are not limited to, perimeter planting strips as detailed in Section 3.3.5.29, buffers from adjacent parcels and uses as described in Section 3.3.5.17, or small turf grass planted areas within parking lots that do not serve bioretention purposes.

In approving the Site Plan, the Planning Board will look for demonstration that the following opportunities have been considered:

- a. Proposed developments shall connect to abutting FUNCTIONAL OPEN SPACE areas where applicable to create a contiguous streetscape environment and improve village amenities;
- b. Portions of the FUNCTIONAL OPEN SPACE may be designed to function as low impact development and/or green infrastructure stormwater management areas, including but not limited to rain gardens, xeriscape landscapes, swales and other techniques. Such infrastructure may be incorporated into the FUNCTIONAL OPEN SPACE where such management techniques improve the aesthetics and/or functionality of the space.
- c. The Planning Board may require benches, sitting walls, waiting areas, bicycle racks, stroller bays, sheltered spaces near building entrances or other amenities that encourage interaction and activity.

#### **3.3.5.25 INTERNAL ACCESS DRIVES**

INTERNAL ACCESS DRIVES shall be designed in accordance with the Design Standards of Section 3.3.5.12(a). The following performance standards shall also apply to the design of INTERNAL ACCESS DRIVES:

- a. INTERNAL ACCESS DRIVES intersecting with Route 117/Great Road shall be positioned to align with existing intersections to the extent practicable;
- b. Parking spaces designed in a manner similar to traditional parallel or angled on-street parking is encouraged where practicable. Parking spaces shall be designed in accordance with Section 7.5 of the Zoning Bylaw.
- c. Turning radii and travel lane widths shall be designed to accommodate SU-30 emergency apparatus;
- d. INTERNAL ACCESS DRIVES shall be designed with measures to provide maximum safety and mobility for pedestrians, cyclists and motorists where practicable. Measures may include but not be limited to:
  - i. Bulb-outs / Curb extensions;
  - ii. Center island medians;
  - iii. Landscape treatments;
  - iv. Pedestrian refuge islands;
  - v. Raised crosswalks, speed humps and tables;
  - vi. Rectangular rapid flashing beacons; and

- vii. Other measures as applicable.
- e. One (1) street tree shall be required for every thirty (30) feet of INTERNAL ACCESS DRIVE length, either provided at intervals or clustered to improve overall site aesthetics. The Planning Board may allow for a reduction in the number of required street trees where parking area shade trees are provided in close proximity, in accordance with Section 3.3.5.29 of this Bylaw.
- f. Curbing and structured drainage facilities shall be provided pursuant to the Stow Zoning Bylaw, Stow Subdivision Rules and Regulations, and all state and federal regulations.
- g. Other than secondary access for emergency use, no driveway for a non-residential principal USE shall cross land in a residential zoning district in which the principal use is not allowed.
- h. Sidewalks which meet the Massachusetts Architectural Access Board design standards shall be installed along both sides of INTERNAL ACCESS DRIVES. The Planning Board may waive the requirement for sidewalks along INTERNAL ACCESS DRIVE where the following design criteria are met:
  - i. There are portions of the INTERNAL ACCESS DRIVE which are primarily used for vehicle circulation and pedestrian circulation is otherwise adequately provided on the site pursuant to the Design Standards;
  - ii. Sidewalks and walkways that provide alternative pedestrian access are present adjacent to or within the parking area;
  - iii. The INTERNAL ACCESS DRIVE either currently does not or is unlikely to be used to provide pedestrian connection to an existing or proposed BUILDING or pedestrian destination.

#### **3.3.5.26 Sidewalk Standards**

Sidewalks are intended to connect all areas of a site that pedestrians may utilize. The standards are meant to ensure active BUILDING frontage, with ample space for outdoor displays, dining and wheelchair accessibility.

- a. In addition to the sidewalk requirements along INTERNAL ACCESS DRIVES, sidewalks and/or walkways are required to connect pedestrian destinations, including but not limited to:
  - i. Connecting the entrances between multiple BUILDINGS on site;
  - ii. Connecting to and from existing sidewalks along Great Road or INTERNAL ACCESS DRIVES;
  - iii. Connecting to adjacent FUNCTIONAL OPEN SPACE or public features, such as parks and playgrounds, courtyards, etc.
- b. Unless otherwise stated in this Section, all sidewalks and walkways shall meet the minimum requirements of the Massachusetts Architectural Access Board (MAAB);
- c. The Planning Board may allow sidewalks to be located wholly or partially within the street right of way, where such location will enhance the existing streetscape and where all necessary easements for continued pedestrian use are provided;

#### **3.3.5.27 Pedestrian Access to BUILDINGS**

Sidewalks and walkways shall service the primary entrances and/or facades of all BUILDINGS on a site in accordance with the Design Standards of Sections 3.3.5.6 – 3.3.5.13.

- a. Sidewalks and/or walkways along a BUILDING façade shall be at least ten (10) feet wide. The Planning Board may alter this requirement where the addition of landscaping or FUNCTIONAL OPEN SPACE offers improved streetscape design;
  - i. Sidewalks servicing the primary entrances of BUILDINGs shall be separated, as practicable, from the STREET or INTERNAL ACCESS DRIVE with a landscaped buffer to protect pedestrians from parking and create an inviting streetscape. The landscaped planting zone between the sidewalk and STREET, parking area or INTERNAL ACCESS DRIVE, shall extend at least 50% of the façade length. The desired landscaping separating the sidewalk from the street shall be restricted to ‘soft’ plantings such as trees and shrubs in a bed of mulch, grass, or groundcover.
  - ii. Landscaped buffers shall consist of shade trees placed at intervals as described in Section 3.3.5.24(e) along with other landscaping, and street design elements such as benches, shrubs, or grass. Landscaping shall be organized in clusters of plantings where applicable rather than in a rigid line along the front of the lot. Landscaped buffers that include street design elements may not be counted toward the 5% minimum FUNCTIONAL OPEN SPACE.
- b. To the extent practicable, sidewalks shall have a degree of shelter achieved through the combined use of building fronts, trees, low hedges, arcades, trellised walks, or other means to delineate the pedestrian space;
- c. Outdoor restaurant and café seating, merchandise displays, planters, trash receptacles and sandwich board signs placed on the sidewalk shall leave a pathway along the sidewalk of at least four (4’) feet that is free of obstruction.

#### 3.3.5.28 **Parking Requirements**

The purpose of this Section is to incentivize decentralized parking areas that provide a diversity of walkable, pedestrian streetscape environments that are oriented to encourage shared arrangements with abutting lots and landscaped to soften their visual impact.

- a. *Conformance to Design Standards* – Any parking area serving a USE or USEs allowed in the LVBD shall be designed in compliance with the standards and design guidelines in Section 3.3.5.13.
- b. *Parking Lot Construction* - Required parking spaces, loading areas and INTERNAL ACCESS DRIVES shall be provided and maintained with suitable grading, paved surfaces and adequate drainage which is suitable in accordance with good engineering practices.
- c. *Minimum Parking Accommodations* The base parking schedule for the Lower Village Business District shall be approved in accordance with Section 7.3.3.5 of the Zoning Bylaw and shall apply to individual uses in the Lower Village Business District. As part of the LVBD Special Permit process, the Planning Board may permit reductions or increases to the requirements of the Schedule of Parking. The Planning Board shall consider the following criteria upon request to alter the Schedule of Parking in Section 7.3.3.5 of the Zoning Bylaw:
  - i. The extent to which the parking design maximizes pedestrian flow to, from and within the development;
  - ii. The extent to which the parking design improves the overall conformance to the design guidelines in Sections 3.3.5.6 – 3.3.5.13;
  - iii. Existing or proposed shared parking agreements;
  - iv. Parking studies, reports or testimony from qualified professionals, indicating the rationale for alternative parking minimums and/or maximums for the USE proposed;
  - v. Existence and or proposed use of inter-lot connections.

- d. *Maximum Parking Space Grouping* – To encourage decentralized parking arrangements, no more than twenty (20) parking spaces shall be grouped together without separation conforming to the parking landscaping requirements in Section 3.3.5.29.

The Planning Board may permit more than twenty parking spaces in one grouping provided that such grouping decreases impacts to abutting residential PARCELS, allows for improved FUNCTIONAL OPEN SPACE, or provides opportunities for streetscape environments to be created along INTERNAL ACCESS DRIVES.

- e. *Parking Accommodations for Mixed Use Facilities* - MIXED USE BUILDINGS, or LOTS which contain more than one USE, are considered mixed-use facilities. In the case of mixed-use facilities, the parking 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. The Planning Board may permit a reduction in the number of parking spaces required where at least one of the following criteria can be met:
  - i. The application demonstrates that the differing USEs proposed have differing peak parking requirements;
  - ii. The application includes proposals for shared parking agreements to manage parking demand.
- f. *Required Off-Street Loading Areas* - One or more off-street loading areas shall be provided for any business that may be regularly serviced by delivery vehicles, including container trucks, SU-30 design vehicles or other similar delivery vehicles. Adequate areas shall be provided to accommodate all delivery vehicles expected at the premises at any one time. Loading areas shall be located at either the side or rear of each BUILDING and shall be designed to avoid traffic conflicts with vehicles using the site or vehicles using adjacent sites.
- g. *Comparable USE Requirement* – Where a USE is not specifically included in the Schedule of Parking, it is intended that the regulations for the most nearly comparable USE specified shall apply. Alternative parking standards to those required in Section 7.3.3.5 may be accepted if the applicant demonstrates to the satisfaction of the Permit Granting Authority (BUILDING INSPECTOR if no special permit or site plan approval is required), or their designee, that such standards are adequate for the intended USE.
- h. *Location of Parking Facilities* – Parking in the LVBD is not intended to be the dominant feature of a proposed site plan. Parking facilities shall be located at the side or rear yard of BUILDINGS, in accordance with the design guidelines in Section 3.3.5.13. Parking facilities shall not be allowed within the required BUILDING setback, unless the following design criteria are met:
  - i. The parking is along an INTERNAL ACCESS DRIVE, designed to resemble on-street parking and/or a pedestrian friendly street frontage for BUILDINGS, including angled or parallel parking;
  - ii. A sidewalk is located between the BUILDING and the INTERNAL ACCESS DRIVE, which meets the sidewalk standards of Section 3.3.5.26.
- i. *Standard Parking Dimensional Regulations* - Parking dimensions shall be designed in accordance with Section 7.5 of the Zoning Bylaw.
- j. *Inter-lot Connections* – Inter-lot connections for vehicles and pedestrians are encouraged to improve connectivity of the District, and to avoid unnecessary vehicles trips to and from Great Road. The Permit Granting Authority may require driveway and walkway connections to abutting LOTS where practicable. Where such connections are not available due to existing conditions on abutting LOTS, the Permit Granting Authority may require amendments to the site plan to allow efficient connections in the future.

- k. *Changes in USE* – Any change to a BUILDING, STRUCTURE or USE, or a change from on permitted USE to another permitted USE shall comply with the requirements of the Schedule of Parking for the entire BUILDING, STRUCTURE or USE as changed.
- l. *Undetermined Uses* – Where the tenants of a BUILDING or USE has not been determined at the time of application for a Building Permit, Special Permit, or Site Plan Approval, the parking requirements applicable to the most intensive use allowed in the district where such undetermined use is to be located shall be considered, however, the number of parking spaces actually built need not exceed the number required by the actual USE or USEs of the BUILDING when established to the satisfaction of the permit granting authority by calculation and/or appropriate condition or covenant in recordable form. In this instance, the applicant is encouraged to consider phasing the construction of parking spaces. The Permit Granting Authority may alter the number of spaces required in accordance with Section 3.3.5.28(c and d).

### 3.3.5.29 Perimeter Planting Strip

Parking lots adjacent to STREETS, sidewalks, paths or INTERNAL ACCESS DRIVES shall include a perimeter planting strip four (4) to seven (7) feet wide. The planting strip shall be protected from vehicular damage through the use of planting beds that may be raised above the surface of the parking lot, through the use of concrete wheel stops, or other measures to ensure that vehicles will not damage the landscaping. The planting strip may include non-opaque fencing, such as iron, or other materials that can provide an attractive, physical separation between the parking, and pedestrian or vehicular passages.

- a. *Shade trees* – Shade trees shall be planted in accordance with Planning Board Rules and Regulations on the same.
- b. Large parking areas (e.g. greater than 20 parking spaces) shall be separated by landscaped islands of eight (8) to ten (10) feet in width.
- c. The exact location of the tree plantings is not specified. Rather, the most appropriate location of plantings shall be considered, including use of plantings to buffer neighboring properties, along the street frontage and pedestrian ways. Trees planted within parking areas shall be planted in protected pervious plots of at least 60 square feet of area.
- d. *Plantings* – Plantings for landscaped areas shall include a mixture of flowering and decorative deciduous and evergreen trees and shrubs and shall be planted with suitable ground cover. Where practicable, native plants and other drought tolerant species shall be utilized to reduce water consumption. Plantings shall be considered in accordance with Planning Board Rules and Regulations on the same.
- e. *Sight Distance* – All landscaping along any STREET shall be placed and maintained so that it will not obstruct sight distance.

### E) Amend Section 3.10 (Table of Principal Uses) to read in its entirety as stated below:

Principal Uses	Residential	Business	<u>Lower Village Business District</u>	Compact Business	Industrial	Commercial	Recreation on Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
<b><u>General Uses</u></b>										
Agriculture	Y (4)	N	<u>N (5)</u>	Y	Y	Y	Y	Y	Y	NR
Conservation	Y	Y (5)	<u>Y (5)</u>	Y	Y	Y	Y	Y	Y	NR
Recreation	SPA (4)	N	<u>N</u>	N	SPP	N	SPP	SPA	SPP	(3)
<b><u>Residential Uses</u></b>										

Single Family DWELLING	Y (4) (11)	N	<u>N</u>	Y SPP(11)	N	N	N	N	N	(3)
Single Family DWELLING with ACCESSORY APARTMENT	SPP (4) (7) (11)	N	<u>N</u>	SPP (7) (11)	N	N	N	N	N	(3)
Duplex DWELLINGS	SPP (4) (11)	N	<u>N</u>	N	N	N	N	N	N	(3)
Multi-Family DWELLING	SPP(4) (11)	N	<u>N</u>	N	N	N	N	N	N	(3)
Conversion to 2-Family DWELLING	SPA (4)	N	<u>N</u>	N	N	N	N	N	N	(3)
Combined Residence/ Home Occupation	Y (4)	N	<u>N</u>	Y	N	N	N	N	N	NR
Bed & Breakfast Home	Y (4)	SPA (1)	<u>SPP (1)</u>	N	N	SPP (3)	N	N	N	R
Bed & Breakfast Home or Establishment	SPA (1) (4)	SPA (1)	<u>SPP (1)</u>	N	N	SPP (1)	N	N	N	(3)
Boarding House or Rooming House	Y (4)	N	<u>N</u>	Y	N	N	N	N	N	R
Playgrounds	SPA (4)	N	<u>N</u>	N	N	N	N	N	N	(3)
Conservation Areas, Farming and Horticulture, Orchards, Nurseries, Forests, Tree Farms, Sale of Farm Produce	Y (4)	N	<u>N</u>	Y	Y	Y	Y	Y	Y	R
Storage of Farm Vehicles	Y (4)	N	<u>N</u>	N	N	N	N	N	N	NR
ACCESSORY BUILDINGS & Uses	Y (4)	Y	<u>Y</u>	Y	SPP	SPP	Y	SPA	SPP	(3)
Hammerhead LOTs	SPP (4)	N	<u>N</u>	N	N	N	N	N	N	(3)
INDEPENDENT ADULT LIVING RESIDENCE	N	SPP (9) (11)	<u>N</u>	N	N	N	N	N	N	(3)
ACTIVE ADULT NEIGHBORHOOD	N	N	<u>N</u>	N	SPP (10)	SPP (10)	N	N	N	(3)
Common Drives	Y	N	<u>N</u>	N	N	N	N	N	N	R
<b><u>Institutional Uses</u></b>										
CHILD CARE FACILITY	Y (5) (4)	Y (5)	<u>Y(5)</u>	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
FAMILY DAY CARE HOME	Y (6) (4)	N	<u>N</u>	Y	N	N	N	N	N	R
Private Schools & Colleges, Dance & Music Studios	SPA (4)	N	<u>N</u>	N	SPP (3)(14)	N	N	N	N	(3)
Nursing Homes	SPA (4)	N	<u>N</u>	N	N	N	N	N	N	(3)
Day Camps, Overnight Camps, and Camp Sites	N	N	<u>N</u>	N	SPP	N	SPP	N	SPP	(3)
Municipal	Y (5) (4)	Y (5)	<u>Y(5)</u>	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Public Service Corporation	Y (5) (4)	Y (5)	<u>Y(5)</u>	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Religious	Y (5) (4)	Y (5)	<u>Y(5)</u>	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	<u>Lower Village Business District</u>	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
Educational (Non-Profit)	Y (5) (4)	Y (5)	<u>Y(5)</u>	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Wireless Communication Facilities	SPP (8)	N	<u>N</u>	N	SSP(8)	SSP(8)	SPP (8)	N	SSP(8)	(3)
<b><u>Business &amp; Commerical Uses</u></b>										



TOURIST HOMES, or LODGING HOUSES	N	SPA (1)	<u>N</u>	N	N	SPP (1)	N	N	N	(3)
Business or Professional Offices	N	SPP (1)	<u>SPP (1)</u>	SPP	SPP (2)	SPP (1)	N	N	SPP (2)	(3)
Retail Stores or Service Establishments	N	SPP (1)	<u>SPP (1)</u>	SPP	N	SPP (1)	N	N	N	(3)
Banks	N	SPP	<u>SPP</u>	SPP	N	SPP	N	N	N	(3)
U.S. Post Offices	N	SPP	<u>SPP</u>	SPP	N	N	N	N	N	(3)
Salesrooms for Automobiles, Bicycles, Farm Implements, Boats, and Similar Equipment	N	SPP	<u>N</u>	N	N	SPP (1)	N	N	N	(3)
<b><u>Salesrooms for Bicycles</u></b>	<u>N</u>	<u>SPP</u>	<u>SPP</u>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
Restaurants, including those offering accessory outdoor service on a patio or seating area	N	SPP	<u>SPP</u>	N	SPP	SPP	SPP	N	SPP	(3)
Country Clubs or Other MEMBERSHIP CLUBS	N	SPA	<u>N</u>	N	SPP	N	SPP	N	SPP	(3)
Golf Courses	SPP (4)	N	<u>N</u>	N	SPP	N	SPP	N	SPP	(3)
Ski Areas, MARINAS & Boat Landings	SPA(4)	N	<u>N</u>	N	SPP	N	SPP	N	SPP	(3)
Cross Country Ski Areas	SPP (4)	N	<u>N</u>	N	N	N	N	N	N	(3)
Parking Areas for Employees, Customers or Visitors	N	SPP	<u>SPP</u>	SPP	SPP	SPP	N	N	SPP	(3)
HOTELS MOTELS	N	SPA	<u>N</u>	N	N	N	N	N	N	(3)
Theaters, Bowling Alleys, Skating Rinks, Clubs or Assembly within the BUILDING	N	SPA	<u>SPP</u>	N	N	N	N	N	N	(3)
Funeral Home, Mortuaries or Crematories	N	N	<u>N</u>	N	N	SPP	N	N	N	(3)
Veterinary Hospitals, Stables & Kennels, Raising or Breeding of Animals for Sale, and Boarding Animals	SPA(4)	N	<u>N</u>	N	N	N	N	N	N	(3)
Printing, Publishing or Commercial Reproduction or Photo Processing Establishments, Offices, Medical or Dental Labs, and Research Laboratories	N	N	<u>N</u>	N	N	SPP (2)	N	N	N	(3)
Building Materials Salesrooms & Yards, Contractor's Yards, Wholesale Distribution Plants, Storage Warehouses	N	N	<u>N</u>	N	N	SPP	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	<u>Lower Village Business District</u>	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
Gasoline Service Stations, Garages or Repair Shops	N	SPA	<u>N</u>	N	N	N	N	N	N	(3)

Utility Structures, Passenger Depots and Terminals	N	N	<u>N</u>	N	N	SPP	N	N	N	(3)
Screened Storage	N	N	<u>N</u>	N	SPP	SPP	N	N	SPP	(3)
Cafeterias for Employees	N	N	<u>N</u>	N	SPP	N	N	N	SPP	(3)
Access to Industrial Zoned Land	N	Y	<u>N</u>	N	N	N	N	N	N	(3)
Retail Store as part of a REGISTERED MARIJUANA DISPENSARY	N	SPP (1)(12)	<u>SPP (1) (12)</u>	N	N	N	N	N	N	(3)
MARIJUANA RETAILER	N	N	<u>N</u>	N	N	N	N	N	N	(3)
<b><u>NEIGHBORHOOD RETAIL CENTERS and SPECIALTY RETAIL CENTERS</u></b>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>MOBILE FOOD VENDORS and POP-UP MARKETS</u></b>	<u>N</u>	<u>N</u>	<u>SPP (15)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>MIXED USE BUILDINGS</u></b>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>CLINICS</u></b>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>ARTISAN PRODUCTION</u></b>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>MICROBREWERYs, CRAFT BREWERYs, BREW PUBs</u></b>	<u>N</u>	<u>N</u>	<u>SPP (1)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>(3)</u>
<b><u>Industrial Uses</u></b>										
Manufacturing Enterprises	N	N	<u>N</u>	N	SPP	N	N	N	SPP	(3)
Research Laboratories with Incidental Assembly or Manufacture	N	N	<u>N</u>	N	SPP (2)	N	N	N	SPP (2)	(3)
Sanitary Landfill	N	N	<u>N</u>	N	N	N	N	N	SPS	(3)
Refuse Transfer Station	N	N	<u>N</u>	N	N	N	N	N	SPS	(3)
Refuse Incinerator	N	N	<u>N</u>	N	N	N	N	N	SPS	(3)
COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION	SPP	SPP	<u>N</u>	N	Y	Y	SPP	N	Y	(3)
CRAFT MARIJUANA CULTIVATOR COOPERATIVE	N	N	<u>N</u>	N	N	N	N	N	N	(3)
MARIJUANA CULTIVATOR	N	N	<u>N</u>	N	N	N	N	N	N	(3)
MARIJUANA PRODUCT MANUFACTURER	N	N	<u>N</u>	N	SPP (13)	SPP (13)	SPP (13)	N	N	(3)
MARIJUANA RESEARCH FACILITY	N	N	<u>N</u>	N	SPP (13)	SPP (13)	N	N	N	(3)
MARIJUANA INDEPENDENT TESTING LABORATORY	N	N	<u>N</u>	N	SPP (13)	SPP (13)	N	N	N	(3)
MARIJUANA MICROBUSINESS	N	N	<u>N</u>	N	N	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.
- (15) A Special Permit and Site Plan Approval through the Planning Board is required for MOBILE FOOD TRUCKs and POP-UP MARKETs as an ACCESSORY USE, in accordance with Section 3.3.5.2(b)(iv). Any events held must be in compliance with the Town of Stow's Special Event Permit Regulations.**

Prohibited Uses - All uses not specifically named in the text of the bylaw are prohibited.

**F) Amend Section 4.4 (Table of Dimensional Requirements) to read in its entirety as stated below:**

#### **4.4 Table of Dimensional Requirements**

These requirements shall be satisfied entirely within each district.

Zoning District	Minimum LOT Area in sq. ft.	Minimum LOT Frontage in ft.	Minimum FRONT YARD in ft.	Minimum SIDE YARD in ft.	Minimum REAR YARD in ft.	Minimum OPEN SPACE in percent	Maximum FLOOR AREA RATIO
R/C	40,000	150 (2)	100	50	100	80%	.10
Res	65,340	200 (2)	30	25	40	10%	NR
Bus	40,000	150 (2)	50	None (1)	50 (1)	20%	.30
<b><u>LVBD</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>	<b><u>None (6)</u></b>

Comm	40,000	150 (2)	50	25 (1)	50 (1)	30%	.30
Ind	40,000	150 (2)	100	25 (1)	50 (1)	40%	.30
C/B	65,340	200	50	None (1)	40 (1)	30%	.30
R/D	300,000	150	300 (3)	150 (3)	150 (3)	80%	.10

NR = Not Regulated

Footnotes to Table of Dimensional Requirements

- (1) If the LOT abuts a residential or recreation-conservation district, whether directly or separated by a public or railroad right-of-way, the side and rear YARDS abutting the residential or recreation-conservation district shall be increased as follows and shall include a 50' landscaped buffer that consists of an opaque screen as defined in Section 7.7.4.1 of the Zoning Bylaw.

Minimum Side or Rear YARD

Compact Business District	50 feet
Business District	50 feet
Commercial District	50 feet
Industrial District	100 feet

- (2) The minimum frontage on Route 117 (Great Road) shall be 200 feet **except for LOTs within the Lower Village Business District.**
- (3) In the Refuse Disposal District, one hundred feet (100') of the FRONT, REAR and SIDE YARDS must be densely planted with natural screening, or otherwise screened. YARD requirements may be waived as a condition of the special permit for that portion of a parcel of land abutting an operational REFUSE disposal facility. Such YARD requirements are to be measured from the LOT boundaries and the outer-most limits of the excavation or any BUILDING for the REFUSE disposal facility.
- (4) Wireless Service Facilities shall be exempt from the provisions of Section 4 but shall be subject to minimum front, side and rear YARD setbacks stated in Section 4.4 and setbacks and other limitations established in Section 3.11 of the Zoning Bylaw.
- (5) An Active Adult Neighborhood shall be exempt from the provisions of Section 4 and shall be subject to minimum front, side and rear YARD setbacks and other limitations established in Section 8.8 of the Zoning Bylaw.
- (6) The Lower Village Business District shall be exempt from the provisions of Section 4 and shall be subject to minimum front, side and rear YARD setbacks and other limitations established in Section 3.3.5 of the Zoning Bylaw.**

**G) Amend Section 6.3 (SIGNS) by amending Section 6.3.3.2 as stated below:**

6.3.3.2 Business, Compact Business, Commercial, Industrial, **Lower Village Business District** and Refuse Disposal Districts:

**H) Amend Section 7.3 (Schedule of Minimum Parking- General Requirements) to read in its entirety 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.

7.3.3 Schedule of ~~Minimum~~ Parking

7.3.3.1 Agricultural

Greenhouse	1 space <u>minimum</u> for each 250 sq. ft. of GROSS FLOOR AREA of inside sales or display room.
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7.3.3.2 Recreation

Camps	1 space <u>minimum</u> per 10 children of rated capacity of camp plus 1 space per employee and 1 space per camp vehicle kept on the premises.
Handball, racquetball, tennis courts	3 spaces <u>minimum</u> per court plus 1 space per employee on the largest shift.
Golf Courses	5 spaces <u>minimum</u> per hole plus 1 space per employee on the largest shift plus 50 percent of the spaces otherwise required for accessory uses (restaurants, bar, etc.).
Swimming pool	<u>Minimum</u> 1 space per 75 sq. ft. of GROSS FLOOR AREA.
Bowling alley	4 spaces <u>minimum</u> per alley.
Skating rink	<u>Minimum</u> 1 space per 300 sq. ft. of GROSS FLOOR AREA of facility plus 1 space <u>minimum</u> per employee on the largest shift.
Other outdoor recreational facilities	1 space <u>minimum</u> per 4 persons generally expected on the premises at any one time.

7.3.3.3 Residential

DWELLINGS	2 spaces <b><u>minimum</u></b> for each DWELLING UNIT containing less than 5 bedrooms plus one parking space for each additional bedroom and sufficient off-street parking for visitors.
BOARDING HOUSE	2 spaces <b><u>minimum</u></b> , plus 1 space per rentable room or suite.
Bed and Breakfast	1 space <b><u>minimum</u></b> for each bedroom plus 1 space per employee on the largest shift.
Home Occupation	2 spaces <b><u>minimum</u></b> for the DWELLING UNIT and sufficient spaces to comply with section 3.2.1.7.
INDEPENDENT ADULT LIVING RESIDENCE	1 space <b><u>minimum</u></b> for each employee on the shift having the greatest number of employees, including resident staff. The number of resident spaces shall be 40% of the total units.

#### 7.3.3.4 Institutional

Schools, elementary and middle	2 spaces <b><u>minimum</u></b> for each classroom, but not less than 1 space per teacher and staff position plus 1 space for each 5 seats of rated capacity of the largest auditorium or gymnasium.
High schools	1 space <b><u>minimum</u></b> per teacher and staff position plus 1 space per 5 students.
Other non-profit educational uses	To be determined by Permit Granting Authority (or BUILDING INSPECTOR if no special permit required) based upon the most comparable other use in the table.
Nursing home, elder care facility	1 space for each 2 beds <b><u>minimum</u></b> , plus 1 space for each employee on the largest shift and adequate spaces for delivery vehicles.
Religious	<b><u>Minimum</u></b> 1 space per 3 seats or 1 space for each 4 persons to maximum rated capacity of the hall or meeting room, whichever is greater.
Libraries, museums, community centers	1 space <b><u>minimum</u></b> per 300 sq. ft. of GROSS FLOOR AREA.
Lodge or club	1 space <b><u>minimum</u></b> per 3 seats.
Day-care	1 space <b><u>minimum</u></b> per 10 children of rated capacity of the day-care facility plus 1 space for each teacher and staff person on the largest shift.

#### 7.3.3.5 Business

Retail stores not listed below, general and personal services, studio	<del>4-3</del> spaces <b><u>per 1000</u></b> for each 200 sq. ft. of GROSS FLOOR AREA.
<b><u>MIXED USE BUILDING</u></b>	<b><u>Maximum of 1.5 spaces per DWELLING UNIT</u></b>
Business or professional office	<del>4-3</del> spaces <b><u>per 1000</u></b> 250 sq. ft. of GROSS FLOOR AREA.

Restaurant, funeral home	1 space for each 3 seats, including seats provided outdoors seasonally and year round, plus 1 space for each employee on the largest shift.
<del>Quick</del> <b><u>Fast</u></b> food restaurant, <del>video rental store,</del> other quick service establishments	1 space for each 30 sq. ft. of GROSS FLOOR AREA.
Motor vehicle service station, repair or body shop	4 spaces for each service bay and work area.
Shopping center	1 space per 250 sq. ft. of gross leasable area.
Vehicle dealership, boat sales, rentals	1 space per 1,500 sq. ft. of GROSS FLOOR AREA and 1 space per 1,500 sq. ft. of exterior display area
Veterinary, kennel	2 spaces per exam room plus 1 space for each additional employee on largest shift.
<del>Medical center,</del> <b><u>CLINIC</u></b> , laboratories	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Building trade shop / <b><u>ARTISAN PRODUCTION</u></b>	1 space for each 800 sq. ft. of GROSS FLOOR AREA.
Convenience store	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Financial institutions	1 space per 300 sq. ft. of GROSS FLOOR AREA.
HOTEL, INN, MOTEL	1 space for each bedroom plus 10 per 1,000 sq. ft. of GROSS FLOOR AREA and adequate spaces for delivery vehicles.

#### 7.3.3.6 Industrial

Manufacturing, packaging, processing and testing	1 space for each 800 sq. ft. of GROSS FLOOR AREA.
Warehouse	1 space per 5,000 sq. ft. of GROSS FLOOR AREA.

### **ARTICLE 64. Amend Zoning Bylaw Sections 2.3.12 Location of Boundaries of Districts, Section 3.10 Table of Principal Uses, and Section 5.4 Active Adult Neighborhood Overlay District**

On motion of Select Board chair Megan Birch-McMichael, it was voted 139 in favor and 5 opposed, clearly more than the 2/3rds required, to amend the Zoning Bylaw and the Zoning Map as follows:

1. Amend Section 2.3.12 of the Zoning Bylaw as printed in the warrant by deleting the strikethrough text and adding the text in bold, underlined and italics;
2. Amend Section 3.10 Table of Uses of the Zoning Bylaw only to change “Active Adult Neighborhood” in the Residential District from “N” to “Y(10)” consistent with how that change is shown in the warrant by deleting the strikethrough text and adding the text in bold, underlined and italics;

3. Delete Section 5.4.10.5 of the Zoning Bylaw as printed in the warrant by deleting the strikethrough text.

*The Finance Committee recommended APPROVAL of this article. The Planning Board recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*Since the adoption of amendments to the Active Adult Neighborhood (AAN) Overlay District in October 2021, two items which should be modified in the Zoning Bylaw were brought to the attention of the Planning Board. The first item is a longstanding map error showing a parcel of land identified on Assessor's Map R-2 as Parcel 20-7 to be within the Residential District, but not within the AAN Overlay as had been assumed. In addition, a prohibition on attached garages, considered in an early draft, mistakenly remained within the Zoning Bylaw. This error is intended to be corrected in order to align with the Planning Board's AAN Rules & Regulations.*

*As printed in the warrant:*

To see if the Town will vote to amend the Zoning Bylaw by Amending Section 2.3.12 (Location of Boundaries of Districts) consistent with the Active Adult Neighborhood Overlay District Map adopted June 6, 2002 and revised May 13, 2023 which Map is in Appendix D, Section 3.10 (Table of Principal Uses), and Section 5.4 (ACTIVE ADULT NEIGHBORHOOD Overlay District) as indicated in sections A-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; or to take any other action relative thereto.

(Planning Board)

**A) Amend Section 2.3.12 (Location of Boundaries of Districts) to read in its entirety as stated below:**

2.3.12 The boundaries of the Active Adult Neighborhood Overlay District are as delineated on a map entitled "Active Adult Neighborhood Overlay District—Town of Stow, Massachusetts" dated ~~May 13, 2002~~ adopted June 6, 2002 and amended May 13, 2023, at a scale of 1 inch = 800 feet, on file on the office of the Town Clerk.

**B) Amend Section 3.10 (Table of Principal Uses) to read in its entirety as stated below:**

**Table of Principal Uses**

All Principal Uses listed in this Table are subject to provisions in corresponding Section 3.1, Section 5.1 and Section 5.2.

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
<u>General Uses</u>									
Agriculture	Y (4)	N	Y	Y	Y	Y	Y	Y	NR
Conservation	Y	Y (5)	Y	Y	Y	Y	Y	Y	NR
Recreation	SPA (4)	N	N	SPP	N	SPP	SPA	SPP	(3)
<u>Residential Uses</u>									



Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
Single Family DWELLING	Y (4) (11)	N	Y SPP (11)	N	N	N	N	N	(3)
Single Family DWELLING with ACCESSORY APARTMENT	SPP (4) (7) (11)	N	SPP (7) (11)	N	N	N	N	N	(3)
Duplex DWELLINGs	SPP (4) (11)	N	N	N	N	N	N	N	(3)
Multi-Family DWELLING	SPP (4) (11)	N	N	N	N	N	N	N	(3)
Conversion to 2-Family DWELLING	SPA (4)	N	N	N	N	N	N	N	(3)
Combined Residence/ Home Occupation	Y (4)	N	Y	N	N	N	N	N	NR
Bed & Breakfast Home	Y (4)	SPA (1)	N	N	SPP (3)	N	N	N	R
Bed & Breakfast Home or Establishment	SPA (1) (4)	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Boarding House or Rooming House	Y (4)	N	Y	N	N	N	N	N	R
Playgrounds	SPA (4)	N	N	N	N	N	N	N	(3)
Conservation Areas, Farming and Horticulture, Orchards, Nurseries, Forests, Tree Farms, Sale of Farm Produce	Y (4)	N	Y	Y	Y	Y	Y	Y	R
Storage of Farm Vehicles	Y (4)	N	N	N	N	N	N	N	NR
ACCESSORY BUILDINGs & Uses	Y (4)	Y	Y	SPP	SPP	Y	SPA	SPP	(3)
Hammerhead LOTs	SPP (4)	N	N	N	N	N	N	N	(3)
INDEPENDENT ADULT LIVING RESIDENCE	N	SPP (9) (11)	N	N	N	N	N	N	(3)
ACTIVE ADULT NEIGHBORHOOD	<del>NY</del> (10)	N	N	SPP (10)	SPP (10)	N	N	N	(3)
Common Drives	Y	N	N	N	N	N	N	N	R
<b><u>Institutional Uses</u></b>									
CHILD CARE FACILITY	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
FAMILY DAY CARE HOME	Y (6) (4)	N	Y	N	N	N	N	N	R
Private Schools & Colleges, Dance & Music Studios	SPA (4)	N	N	SPP (3) (14)	N	N	N	N	(3)
Nursing Homes	SPA (4)	N	N	N	N	N	N	N	(3)
Day Camps, Overnight Camps, and Camp Sites	N	N	N	SPP	N	SPP	N	SPP	(3)
Municipal	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Public Service Corporation	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
Religious	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Educational (Non-Profit)	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Wireless Communication Facilities	SPP (8)	N	N	SSP (8)	SSP (8)	SPP (8)	N	SSP (8)	(3)
<b><u>Business &amp; Commercial Uses</u></b>									
TOURIST HOMES, or LODGING HOUSEs	N	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Business or Professional Offices	N	SPP (1)	SPP	SPP (2)	SPP (1)	N	N	SPP (2)	(3)
Retail Stores or Service Establishments	N	SPP (1)	SPP	N	SPP (1)	N	N	N	(3)
Banks	N	SPP	SPP	N	SPP	N	N	N	(3)
U.S. Post Offices	N	SPP	SPP	N	N	N	N	N	(3)
Salesrooms for Automobiles, Bicycles, Farm Implements, Boats, and Similar Equipment	N	SPP	N	N	SPP (1)	N	N	N	(3)
Restaurants, including those offering accessory outdoor service on a patio or seating area	N	SPP	N	SPP	SPP	SPP	N	SPP	(3)
Country Clubs or Other MEMBERSHIP CLUBs	N	SPA	N	SPP	N	SPP	N	SPP	(3)
Golf Courses	SPP (4)	N	N	SPP	N	SPP	N	SPP	(3)
Ski Areas, MARINAs & Boat Landings	SPA (4)	N	N	SPP	N	SPP	N	SPP	(3)
Cross Country Ski Areas	SPP (4)	N	N	N	N	N	N	N	(3)
Parking Areas for Employees, Customers or Visitors	N	SPP	SPP	SPP	SPP	N	N	SPP	(3)
HOTELS MOTELS	N	SPA	N	N	N	N	N	N	(3)
Theaters, Bowling Alleys, Skating Rinks, Clubs or Assembly within the BUILDING	N	SPA	N	N	N	N	N	N	(3)
Funeral Home, Mortuaries or Crematories	N	N	N	N	SPP	N	N	N	(3)
Veterinary Hospitals, Stables & Kennels, Raising or Breeding of Animals for Sale, and Boarding Animals	SPA (4)	N	N	N	N	N	N	N	(3)
Printing, Publishing or Commercial Reproduction or Photo Processing Establishments, Offices, Medical or Dental Labs, and Research Laboratories	N	N	N	N	SPP (2)	N	N	N	(3)

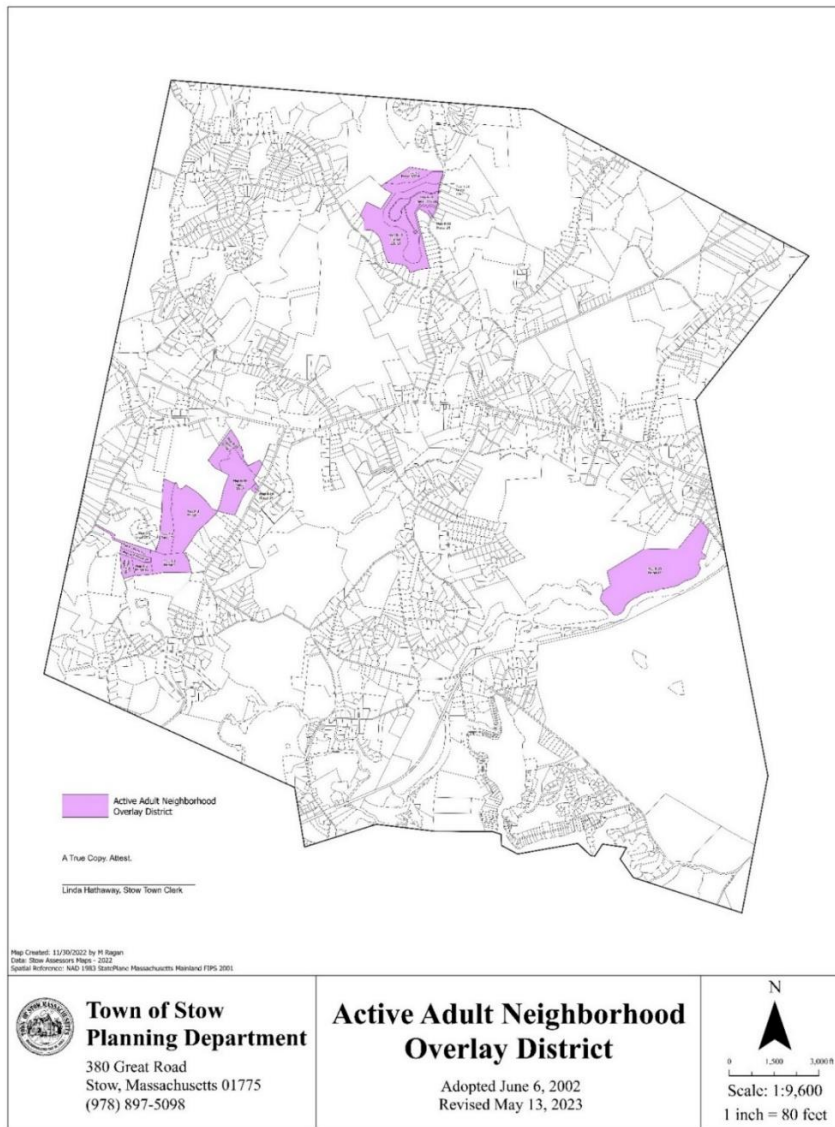
Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
Building Materials Salesrooms & Yards, Contractor's Yards, Wholesale Distribution Plants, Storage Warehouses	N	N	N	N	SPP	N	N	N	(3)
Gasoline Service Stations, Garages or Repair Shops	N	SPA	N	N	N	N	N	N	(3)
Utility Structures, Passenger Depots and Terminals	N	N	N	N	SPP	N	N	N	(3)
Screened Storage	N	N	N	SPP	SPP	N	N	SPP	(3)
Cafeterias for Employees	N	N	N	SPP	N	N	N	SPP	(3)
Access to Industrial Zoned Land	N	Y	N	N	N	N	N	N	(3)
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)
<b><u>Industrial Uses</u></b>									
Manufacturing Enterprises	N	N	N	SPP	N	N	N	SPP	(3)
Research Laboratories with Incidental Assembly or Manufacture	N	N	N	SPP (2)	N	N	N	SPP (2)	(3)
Sanitary Landfill	N	N	N	N	N	N	N	SPS	(3)
Refuse Transfer Station	N	N	N	N	N	N	N	SPS	(3)
Refuse Incinerator	N	N	N	N	N	N	N	SPS	(3)
COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION	SPP	SPP	N	Y	Y	SPP	N	Y	(3)
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 MANUFACTURER	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)

- (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>C) Delete Section 5.4.10.5 in its entirety:</b>
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~~5.4.10.5 COTTAGE DWELLING units shall not include attached garages.~~



**ARTICLE 65. Amend Zoning Bylaw Sections 5.4 Active Adult Neighborhood Overlay District, 8.6 Phasing of Growth, and 8.7 Independent Adult Living Residences**

On motion of Select Board member Ellen Sturgis, it was vote 114 in favor and 15 opposed, clearly more than the 2/3rds required, to approve Article 65 as printed in the warrant by deleting the strikethrough text. (Planning Board)

*The Finance Committee recommended APPROVAL of this article. The Planning Board recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.*

*The Planning Board recommended deletion of the Phasing of Growth bylaw, as it would not hold up to legal review, has never resulted in slowing the rate of development in Stow, and blocks the*

*Town from accessing specific grant funds through the State. Although the Phasing of Growth bylaw was adopted in 1988 during a period of rapid growth, even the largest housing developments in Stow have not triggered the need for phasing of growth as outlined in the bylaw. The Planning Board recognizes there are large developments on the horizon, yet as a Comprehensive Permit, the developer of Stow Acres could reasonably request a waiver from this bylaw and Active Adult Neighborhoods such as The Cottages at Wandering Pond off Athens Street are already exempted under the current Zoning Bylaw. The inclusion of a Phased Growth bylaw has previously disqualified Stow from Housing Choice Designation, which would allow Stow to become eligible for capital grants through the Department of Housing and Community Development.*

*As printed in the warrant:*

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 5.4, 8.6, and 8.7 to read as stated below 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; or to take any other action relative thereto.

**A) Amend Section 5.4 by deleting section 5.4.21:**

~~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.~~

**B) Delete Section 8.6 in its entirety:**

~~8.6 — Phasing of Growth~~

~~Over the past decade, the Town of Stow has been subject to extensive growth that has strained its ability to govern. With this point in mind, the purpose of this Section is to ensure that future growth occurs in an orderly and planned manner that allows the Town time for preparation to maintain high quality municipal services for an expanded residential population while allowing a reasonable amount of additional residential growth during those preparations. The citizens of Stow insist on, take pride in, and enjoy a reputation for such high quality and reliable municipal services. Several key municipal services, including human services and schools, are currently or may soon be under considerable strain. This Section will relate the timing of residential development to the Town's ability to provide services.~~

~~In addition, this Section also proposes to encourage certain types of residential growth which reflect the values of the Town as previously expressed in its policies and appropriations.~~

~~8.6.1 — Regulations:~~

~~8.6.1.1 — Beginning on the effective date of this Section, no building permit for construction of projects involving four or more residential units shall be issued unless in accordance with the regulations of this Section.~~

~~8.6.1.2 — DWELLING UNITS shall be considered as part of a single development if located either on a single parcel or contiguous parcels of land which have been in the same ownership at any time subsequent to the date of adoption of this Section.~~

~~8.6.1.3 — All newly authorized residential units for which individual or several building permits have been issued pursuant to the Massachusetts State Building Code, 780 CMR shall count~~

toward the growth rate limit of 35 DWELLING UNITS defined in Section 8.6.2.1 of the Zoning Bylaw.

#### 8.6.2 — Planned Growth Rate

8.6.2.1 — This Section shall take effect beginning on the date of adoption by Town Meeting (December 12, 1988). Beginning on this date of adoption, the applicable permit granting authority (Planning Board, Zoning Board of Appeals or BUILDING INSPECTOR) shall not approve any residential development which would result in authorizations for more than 35 DWELLING UNITS over a 730 consecutive day (two-year) period unless (a) specifically exempted (the project has less than four residential units); or (b) it is duly authorized in a development schedule.

8.6.2.2 — Once a development schedule is approved, building permits shall be issued in conformity with that schedule. Once authorized by the development schedule, said building permits shall be issued even if the 35-unit limit has been reached.

8.6.3 — Development Schedule — Building permits for new DWELLING UNITS shall be authorized only in accordance with the following schedule:

# of New Units in Development	Maximum DWELLING UNITS per Year*
1—24	4
25—29	5
30—46	6
47+	up to 15%

\* — Number of units in the development for which building permits may be authorized each year beginning on the anniversary date of issuance date of the first building permit for the development. In instances where the calculated numbers are less than whole numbers, they will be rounded down to the nearest whole number.

8.6.4 — Modification to Schedule — The following modifications to the development schedule found in Section 8.6.3 shall be allowed by the Planning Board (for Definitive Subdivision, ANR, and special permits) or Zoning Board of Appeals (for special permits) as part of the approval of any development. Points assigned in each category are to be cumulatively totaled to determine the modification to the schedule based on the Modification to Schedule Table found in Section 8.6.4.7.

#### 8.6.4.1 — Affordable Housing

1. — Any development which includes 25 to 100% of its units for low and/or moderate income people and which is subsidized by federal, state or local programs, or proposed by the Stow Housing Authority, or by a non-profit or limited dividend partnership, or any development which includes non-subsidized housing units priced to be affordable to people whose income is equal to or less than 120% of the median income for Stow and which provides that the mix of affordable and market rate housing built in any one year is equivalent to the overall mix for the entire development, and which further provides that resale restrictions are established by the developer which ensure that the affordable units remain affordable for a period of thirty years, shall be exempt from the Planned Growth Rate in Section 8.6.3 and shall be allowed in accordance with the following schedule:

Year\* — # of New Units — DWELLING UNITS/

	1-50	100%
	51-80	up to 50%
80+ total units	up to 33%	

	Points Assigned
2. Any development that meets the criteria found in Section 8.6.4.1, but which includes 10% to 24% of its units for low and moderate income people.	20
3. Any development that includes no affordable units that meet the criteria in Section 8.6.4.1.	-10

8.6.4.2 Open Land/Farmland:

	Points Assigned
1. Provision of open land/parkland, as part of any development. For the purposes of this provision "usable land" shall be defined as in Section 8.5.4 and "open land" shall be defined as in Section 8.5.8.	
(1) Open land consisting of 4,000 to 4,999 square feet of usable land per DWELLING UNIT which is protected from future development through deed restrictions and/or protective covenant, and including provisions for renewal.	10
(2) Open land consisting of 5,000 to 5,999 square feet of usable land per DWELLING UNIT which is protected from future development through deed restrictions and/or protective covenant, and including provisions for renewal.	15
(3) Open land consisting of at least 6,000 square feet or more usable land area per DWELLING UNIT which is protected from future development through deed restrictions and/or protective covenant, and including provisions for renewal.	20
(4) Improved open land that meets the defined recreation needs of the Town of Stow as defined by Open Space Plan and deeded to the Town of Stow (Add 5 points to the applicable category above.)	
(5) No usable open land.	-10
2. Protection and retention of farmland according to the following impacts on working farms:	



(1) Development of agricultural land, defined as land classified prime, unique or of state or local importance by the USDA, SCS or land characterized by active agricultural use as defined by Chapter 61A of the Mass. General Laws.	-30
(2) Provision of a permanent 100 foot buffer zone as a deed restriction, including a FENCE and screening vegetation from the property boundary of a working farm.	10

8.6.4.3 — AQUIFER Protection:

	Points Assigned
1. Development in the Aquifer Protection Overlay District	
(1) Average LOT size less than two acres.	-30
(2) Average LOT size two acres or more.	-15

8.6.4.4 — Planned Conservation Development — Any proposed approval under Section 8.5 will be subject to the following schedule provided that the OPEN SPACE is deemed to the Town:

# Units in Development	Maximum DWELLING UNITS per Year*
1—11	8
12—33	9
34—66	30%
67—99	19 units or 26%
100 +	25 units or 22%

\* — Number of units in the development for which building permits may be authorized each year beginning on the anniversary date of the issuance date of the first building permit for the development. In instances where the calculated numbers are less than whole numbers, they will be rounded down to the nearest whole number.

8.6.4.5 — Infrastructure:

	Points Assigned
1. Any development which commits to completing all roads and utilities prior to issuance of building permits during the first year of the total project.	30
2. Any development that commits to completing all roads or utilities (one or the other) prior to issuance of building permits.	15
3. Any development which commits to completing all roads and utilities during years one to three of the project.	5

4. <del>Any development which commits to completing all roads and utilities after the third year of the project.</del>	<del>-15</del>
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8.6.4.6 ~~Other – The Planning Board (Definitive Subdivision, Approval Not Required and special permits) and Zoning Board of Appeals (special permits) may grant up to a total maximum of 40 points after making the relevant findings based on submitted documentation and giving due consideration to the following:~~

- ~~1. Ability of the Town to adequately serve the proposed development with STREETS, utilities, drainage, educational and protective services.~~
- ~~2. The amelioration of development impacts, such as through lower densities, preservation of natural or agricultural resources, preservation of scenic views, or other approaches approved by the Planning Board.~~
- ~~3. Other arrangements which will provide for or reduce the cost of public services and facilities such as child care, health care, elder services, disabled services, recreation, transportation or water conservation.~~
- ~~4. Provision of housing needs for diverse population groups.~~
- ~~5. Commitments to improve town facilities.~~
- ~~6. Site design which responds to, incorporates and protects natural features such as vegetation, topography, water courses and views, or which is designed to respond to the character of the neighborhood.~~
- ~~7. Housing and site features that emphasize safety aspects such as sidewalks, school bus stops or fire protection systems.~~

8.6.4.7 ~~Development Schedule Modification Table – Points accumulated under Section 8.6.4.1 through 8.6.4.6 shall be totaled and the total shall modify the development schedule in Section 8.6.3 according to the following table.~~

<b>Development Schedule</b>										
<b>Point Total</b>										
# of Units	-30	-29 to -15	-14 to -1	0	1 to 5	6 to 12	13 to 20	21 to 28	29 to 36	37+
1-24	1	2	3	4	5	5	6	7	8	9
25-29	2	3	4	5	6	6	7	8	10	11
30-46	3	4	5	6	7	8	9	10	12	13
47-76	9%	10%	13%	15%	18%	21%	25%	30%	35%	40%
77-106	8%	7 units or 9%	12%	11 units or 14%	17%	20%	19 units or 23%	22 units or 27%	26 units or 31%	30 units or 35%
107+	8 units or 7%	9 units or 8%	12 units or 11%	14 units or 13%	18 units or 16%	21 units or 18%	24 units or 20%	28 units or 23%	32 units or 27%	37 units or 30%

8.6.5 ~~Requirements:~~

8.6.5.1 ~~All Definitive Subdivision, Approval Not Required and Special Permit applications include a proposed development schedule by the applicant.~~

8.6.5.2 — Development schedules as proposed or modified shall be approved by the — appropriate body (Planning Board or Zoning Board of Appeals), shall be recorded at the Middlesex County Registry of Deeds, and shall have no effect until recorded. The schedule shall specify the earliest date that each unit/LOT may become eligible for the issuance of a building permit.

8.6.6 — Zoning Change Protection

The protection against zoning changes as granted by Section 6 of Chapter 40A, Mass. General Laws, shall, in the case of a development whose completion has been constrained by this Bylaw, be extended to the minimum time for completion allowed under this Bylaw.

**C) Amend Section 8.7 by deleting Section 8.7.7.6:**

8.7.7.6 — INDEPENDENT ADULT UNITS constructed under a Special Permit issued in accordance with this section are exempt from Section 8.6, Phasing of Growth.

**ARTICLE 66. Amend Zoning Bylaw Sections 1.3 Definitions, 3.3.2 Business District Uses Allowed by Special Permit from the Planning Board, 3.8 General Use Regulations Pertaining to All Districts, 3.10 Table of Principal Uses, 5.5 Registered Marijuana Establishment Overlay District**

On motion of Select Board chair Megan Birch-McMichael, it was voted 148 in favor and 4 opposed, clearly more than the 2/3rds required, to approve Article 66 as printed in the warrant with the following amendment: to amend Section 3.10 of the Zoning bylaw to add a column for the Lower Village Business District and to indicate that a Retail Store as part of a Medical Marijuana Treatment Center is (SPP)(1)(12).

***The Finance Committee recommended APPROVAL of this article. The Planning Board recommended APPROVAL of this article. Passage of this article does NOT increase expenditures.***

*The purpose of this article is to amend the Registered Marijuana Establishment Overlay District bylaw for clarity and to include current and proper references to updated State laws. Language around the types of establishments allowed in Town in Sections 3.8.4 through 3.8.9 is in conflict with allowed establishments as described elsewhere in the Zoning Bylaw and those allowed through the Special Town Election held in November 2018.*

*As printed in the warrant:*

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 1.3, 3.3.2, 3.8, 3.10, and 5.5 to read as stated below in sections A, B, C, D, and E of this article in order to align with State changes around language used to describe use of medicinal marijuana and updated references to State laws; 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; or to take any other action relative thereto.

- A) Amend Section 1.3 as stated below by deleting the strikethrough text and adding the text in bold and underlined:

MARIJUANA RETAILER – A REGISTERED MARIJUANA ESTABLISHMENT licensed to purchase, repackage, white label, and transport marijuana or marijuana product from marijuana establishments and to transfer or otherwise transfer this product to marijuana establishments and to sell providing a retail location accessible to consumers 21 years of age or older, or in possession of a registration card demonstrating that the individual is a registered qualifying patient with the Medical Use of Marijuana Program.

MEDICAL MARIJUANA TREATMENT CENTER (MTC) formerly known as a Registered Marijuana Dispensary (RMD)– An entity licensed not for profit entity registered under 105 CMR 725.100 935 CMR 501.101, ~~to be known as a REGISTERED MARIJUANA DISPENSARY (RMD),~~ that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), repackages, transfers, transports, sells, distributes, dispenses, or administers MARIJUANA, products containing MARIJUANA, related supplies, or educational materials to registered qualifying patients or their personal caregivers, as those terms are defined under ~~105 CMR 725.004~~ 935 CMR 501.002. Unless otherwise specified, ~~RMD~~ MTC refers to the site(s) of dispensing, cultivation, and preparation of MARIJUANA.

MARIJUANA MICROBUSINESS – ~~A collocated REGISTERED MARIJUANA ESTABLISHMENT operating as a MARIJUANA CULTIVATOR in space of 5000 square feet or less and/or a MARIJUANA PRODUCT MANUFACTURER in compliance with the operating procedures and siting requirements for each such license.~~ An entity that can be either a tier 1 marijuana cultivator or marijuana product manufacturer or both, in compliance with the operating procedures for each license and, if in receipt of a delivery endorsement issued by the commission, may deliver marijuana or marijuana products produced at the licensed location directly to consumers in compliance with established regulatory requirements for retail sale as it relates to delivery.

MARIJUANA RESEARCH FACILITY LICENSEE OR RESEARCH LICENSEE – A REGISTERED MARIJUANA ESTABLISHMENT engaging in research projects, including cultivation, purchase or otherwise acquisition of MARIJUANA for the purpose of conducting research regarding MARIJUANA and MARIJUANA PRODUCTS or any analogous uses. A MARIJUANA RESEARCH FACILITY may be academic institutions, non-profit corporations, and domestic corporations, or entities authorized to do business in Massachusetts. An academic institution, nonprofit corporation or domestic corporation or entity authorized to do business in the Commonwealth, including a licensed Marijuana Establishment or MTC, that is licensed to conduct research.

MEDICAL USE OF MARIJUANA: The acquisition, cultivation, possession, processing (including development of related products such as tinctures, aerosols, or ointments), transfer, transportation, sale, distribution, dispensing, or administration of MARIJUANA, for the benefit of qualifying patients in the treatment of debilitating medical conditions, or the symptoms thereof, as those terms are defined under ~~105 CMR 725.004~~ Marijuana that is cultivated, processed, transferred, tested or sold in compliance with M.G.L. c. 94I, and 935 CMR 501.000: Medical Use of Marijuana.

~~REGISTERED MARIJUANA DISPENSARY (RMD) has the same meaning as MEDICAL MARIJUANA TREATMENT CENTER.~~

~~REGISTERED MARIJUANA DISPENSARY – A REGISTERED MARIJUANA ESTABLISHMENT, also known as a Medical Marijuana Treatment Center, is a not for profit entity registered under 105 CMR~~

~~725.000, that acquires, cultivates, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their caregivers. Unless otherwise specified, REGISTERED MARIJUANA DISPENSARY refers to the site(s) of dispensing, cultivation and preparation of marijuana.~~

~~REGISTERED MARIJUANA ESTABLISHMENT – A Marijuana Establishment registered with the Cannabis Control Commission in accordance with 935 CMR 500 as amended. A RECREATIONAL MARIJUANA RETAILER, MARIJUANA PRODUCT MANUFACTURER, CRAFT MARIJUANA CULTIVATOR COOPERATIVE, INDEPENDENT MARIJUANA TESTING LABORATORY, MARIJUANA MICROBUSINESS, MARIJUANA CULTIVATOR, MARIJUANA RESEARCH FACILITY, REGISTERED MARIJUANA DISPENSARY or any other type of MARIJUANA related entity that has been duly licensed by the Massachusetts Cannabis Control Commission, Department of Public Health or relevant State agency.~~ **A MARIJUANA CULTIVATOR (indoor or outdoor), CRAFT MARIJUANA CULTIVATOR COOPERATIVE, MARIJUANA PRODUCT MANUFACTURER, MARIJUANA MICROBUSINESS, INDEPENDENT MARIJUANA TESTING LABORATORY, MARIJUANA RETAILER, MARIJUANA TRANSPORTER, delivery licensee, MARIJUANA RESEARCH FACILITY licensee (as defined in 935 CMR 500.002: MARIJUANA RESEARCH FACILITY licensee) or any other type of licensed MARIJUANA-related business, including, for purposes of this Bylaw, a MEDICAL MARIJUANA TREATMENT CENTER (MTC); provided however that this shall not include social consumption establishments (as defined in 935 CMR 500.002), which are prohibited in the Town of Stow.**

**B) Amend Section 3.3.2.11 as stated below by deleting the strikethrough text and adding the text in bold and underlined:**

3.3.2.11 The *dispensary sales* component of a ~~REGISTERED MARIJUANA DISPENSARY~~ **MEDICAL MARIJUANA TREATMENT CENTER** provided that the maximum number of such Special Permits in effect at any one time shall be equal to 20% of the available off-premise liquor licenses available for issuance in the Town of Stow as amended in accordance with M.G.L. c.138 s.17 and Sections 5.5.4.3 as amended.

**C) Amend Section 3.8 as stated below by deleting the strikethrough text and adding the text in bold and underlined:**

- 3.8.4 CRAFT MARIJUANA CULTIVATOR COOPERATIVES, as defined in M.G.L. c.94G Section 1(i), shall be prohibited in the Town of Stow.
- 3.8.5 ~~INDEPENDENT MARIJUANA TESTING LABORATORY, as defined in M.G.L. c.94G-Section 1, shall be prohibited in the Town of Stow~~
- 3.8.56 MARIJUANA CULTIVATORS, as defined in M.G.L. c.94G Section 1, shall be prohibited in the Town of Stow.
- 3.8.67 MARIJUANA MICROBUSINESS, as defined in Cannabis Control Commission regulations 935 CMR 500, shall be prohibited in the Town of Stow.
- 3.8.8 ~~MARIJUANA PRODUCT MANUFACTURER, as defined in M.G.L. c.94G Section 1, shall be prohibited in the Town of Stow.~~
- 3.8.9 ~~MARIJUANA RESEARCH FACILITIES, as defined in Cannabis Control Commission regulations 935 CMR 500, shall be prohibited in the Town of Stow.~~

s3.8.740 MARIJUANA RETAILER, as defined in M.G.L. c.94G Section 1, shall be prohibited in the Town of Stow.

D) Amend Section 3.10 as stated below by deleting the strikethrough text and adding the text in bold and underlined:									
Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	Flood Plain Wetlands	Refuse Disposal	Site Plan Approval
Retail Store as part of a <del>REGISTERED MARIJUANA DISPENSARY</del> <b><u>MEDICAL MARIJUANA TREATMENT CENTER</u></b>	N	SPP (1)(12)	N	N	N	N	N	N	(3)

- (12) The retail component of a ~~REGISTERED MARIJUANA DISPENSARY~~ **MEDICAL MARIJUANA TREATMENT CENTER** 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 5010.~~

E) Amend Section 5.5 to read in its entirety as stated below by deleting the strikethrough text and adding the text in bold and underlined:
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## 5.5 REGISTERED MARIJUANA ESTABLISHMENT OVERLAY DISTRICT

- 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~~ **MEDICAL MARIJUANA TREATMENT CENTERS**, in accordance with M.G.L c.94G, ~~Massachusetts Department of Public Health~~ **Chapter 55 of the Acts of 2017 ("An Act to Ensure Safe Access to Marijuana")** regulations set forth in 105 CMR 725.000, and Cannabis Control Commission regulations set forth in 935 CMR 500.000: **("Adult Use of Marijuana") and 935 CMR 501 ("Medical Use of Marijuana")**.

This Section 5.5 is adopted for the purpose of regulating such uses as REGISTERED MARIJUANA ESTABLISHMENTS in the Town of Stow.

- 5.5.2 Purpose - The REGISTERED MARIJUANA ESTABLISHMENT Overlay District Bylaw and the Rules and Regulations for REGISTERED MARIJUANA ESTABLISHMENTS are designed to provide safe and efficient access to REGISTERED MARIJUANA ESTABLISHMENTS, and to minimize the adverse impacts of such facilities on abutting properties, residential neighborhoods, and schools through controls on site design, location, hours of operation, security and setbacks from incompatible USES as established in accordance with all applicable law.

### 5.5.3 Applicability

1. No REGISTERED MARIJUANA ESTABLISHMENT, including any and all accessory STRUCTURES and USES shall be allowed within the REGISTERED MARIJUANA ESTABLISHMENT Overlay District unless a Special Permit by the Planning Board is granted in accordance with the requirements set forth in this section of the Zoning Bylaw and the Rules and Regulations for RECREATIONAL MARIJUANA ESTABLISHMENTS.
2. REGISTERED MARIJUANA ESTABLISHMENTS shall comply with all applicable State and local laws, regulations, by-laws, permit conditions and agreements with the Town of Stow,

including but not limited to M.G.L. Ch.94G, Ch.94I, 935 CMR 500, ~~405 CMR 725~~ **935 CMR 501**, the Town of Stow's General Bylaws, Zoning Bylaws, all applicable Town and State building, fire, police and health codes, regulations and standards, as well as any conditions placed upon REGISTERED MARIJUANA ESTABLISHMENTS by State and local entities in relation to permits granted, including conditions and agreements in a Host Community Agreement entered into with the Town of Stow.

3. REGISTERED MARIJUANA ESTABLISHMENTS shall not be considered a form of agriculture pursuant to M.G.L Ch.40A s.3.

#### 5.5.4 General Requirements

##### 5.5.4.1 REGISTERED MARIJUANA ESTABLISHMENT Rules and Regulations -

The Planning Board shall adopt and maintain a set of regulations that contain the necessary policies, procedures and requirements to implement the provisions of this Bylaw.

##### 5.5.4.2 REGISTERED MARIJUANA ESTABLISHMENTS shall execute and maintain a Host Community Agreement with the Town of Stow Select Board pursuant to the provisions of M.G.L. c.94G.

##### 5.5.4.2.1 Nothing in this Bylaw shall cause to preclude the Town of Stow and a REGISTERED MARIJUANA ESTABLISHMENT from entering into a Host Community Agreement in accordance with 935 CMR 500.101(f).

##### 5.5.4.3 Consistent with M.G.L c.94G Section 3[2](ii), Special Permits granted for the retail dispensary sale of MARIJUANA PRODUCTS by a ~~MARIJUANA RETAILER~~, including ~~through the retail component of a REGISTERED MARIJUANA DISPENSARY~~, shall be limited to twenty percent (20%) of the off-premise liquor licenses available for issuance in the Town of Stow, in accordance with M.G.L c.138 §15. The maximum number of such Special Permits in effect at any one time shall be equal to 20% of the available off-premise liquor licenses available for issuance in the Town of Stow as amended in accordance with M.G.L c.138 s.17.

##### 5.5.4.4 Application for a REGISTERED MARIJUANA ESTABLISHMENT Special Permit.

An application for a REGISTERED MARIJUANA ESTABLISHMENT Special Permit shall be submitted in writing pursuant to the requirements set forth in Section 5.5 of this Bylaw, the Town of Stow Planning Board's Rules and Regulations for REGISTERED MARIJUANA ESTABLISHMENTS, Town of Stow Site Plan Approval Rules and Regulations and Town of Stow Special Permit Rules and Regulations.

##### 5.5.4.5 Limitation of Approval

A Special Permit authorizing the establishment of a REGISTERED MARIJUANA ESTABLISHMENT shall be valid only for the registered entity to which the Special Permit was issued, and only for the site on which the REGISTERED MARIJUANA ESTABLISHMENT has been authorized to locate. In the event that license and/or registration for a REGISTERED MARIJUANA ESTABLISHMENT has been revoked or suspended by the Cannabis Control Commission, or in such instance as the REGISTERED MARIJUANA ESTABLISHMENT license has been transferred to another controlling entity, or relocated to a different site within the REGISTERED MARIJUANA ESTABLISHMENT, the Special Permit shall become null and void and a new Special Permit shall be required to reestablish its USE.

##### 5.5.4.6 Hours of operation for the REGISTERED MARIJUANA ESTABLISHMENT shall be set by the Special Permit Granting Authority

### 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 *where it* 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~~ **MEDICAL MARIJUANA TREATMENT CENTER** 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~~ **MEDICAL MARIJUANA TREATMENT CENTER** shall be conducted within a building or through home deliveries to qualified adults or patients pursuant to 935 CMR 500 or ~~105 CMR 725.000~~ **935 CMR 501** 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~~ **935 CMR 501**.
- 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 **geometric center of the REGISTERED MARIJUANA ESTABLISHMENT entrance to the geometric center of the nearest school entrance, unless there is an impassable barrier within those 500 feet; in such case, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the REGISTERED MARIJUANA ESTABLISHMENT entrance to the geometric center of the nearest school entrance.** ~~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~~ **MEDICAL MARIJUANA TREATMENT CENTER** may only be permitted in the Business District in accordance with all applicable laws and regulations as stated in 935 CMR 500, **935 CMR 501**, 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~~ **MEDICAL MARIJUANA TREATMENT CENTER**, the retail component of a ~~REGISTERED MARIJUANA DISPENSARY~~



**MEDICAL MARIJUANA TREATMENT CENTER** shall be governed by the provisions outlined in this Section 5.5 - REGISTERED MARIJUANA DISPENSARY Overlay District.

#### **5.5.6 Security Requirements**

5.5.6.1 REGISTERED MARIJUANA ESTABLISHMENTS shall maintain compliance with all security requirements set forth in 935 CMR 500. Additionally, REGISTERED MARIJUANA ESTABLISHMENTS shall:

1. Provide a Security and Emergency Response Plan with the Town's Fire and Police Departments. The plan shall include but be limited to information on the REGISTERED MARIJUANA ESTABLISHMENT's processes and provisions related to alarms, fencing, gates, limited access areas, delivery procedures, police details, locations of security video and associated lighting, and operations plans for the notification of the Police and Fire Departments in the event of any emergency or known or suspected violation of criminal law that has taken place on or near the location of the REGISTERED MARIJUANA ESTABLISHMENT.
2. Secure every entrance to the REGISTERED MARIJUANA ESTABLISHMENT for the purpose of restricting access to areas containing MARIJUANA PRODUCTS to all persons other than employees and others permitted by the REGISTERED MARIJUANA ESTABLISHMENT to access the establishment, and to Cannabis Control Commission, or state and local law enforcement officers, agents and emergency personnel.
3. Secure inventory and equipment during and after operation hours to deter theft or unlawful tampering with MARIJUANA PRODUCTS in accordance with 935 CMR 500, the conditions of the Special Permit and the Security and Emergency Response plan approved pursuant to Section 5.5.6.1(1) of this Bylaw.

#### **5.5.7 Access to Premises and Information**

5.5.7.1 In addition to the inspection requirements set forth in 935 CMR 500, the granting of a Special Permit from the Planning Board shall serve as consent to unannounced, unscheduled, periodic inspections of its premises by the Building Commissioner, Planning, Health, Fire and Police Departments or their designee during normal business hours, for the purpose of determining compliance with applicable State and local laws, permits, licenses and agreements. Inspectors shall be granted access to all areas of the REGISTERED MARIJUANA ESTABLISHMENT. The REGISTERED MARIJUANA ESTABLISHMENT shall be subject to re-inspection fees upon identification of a circumstance that requires re-inspection. The fee structure for applicable inspections shall be provided in the Rules and Regulations for REGISTERED MARIJUANA ESTABLISHMENTS.

5.5.7.2 Within 24 hours of receipt of notice, a REGISTERED MARIJUANA ESTABLISHMENT shall file with the Planning Board, Department of Health and Building Commissioner, any summary cease and desist order, cease and desist, quarantine, suspension or revocation order, order limiting sales, deficiency statement, plan of correction, notice of hearing, notice of any administrative process or legal action, denial of license, denial of license renewal or final action issued by the State Cannabis Control Commission or Department of Public Health regarding the REGISTERED MARIJUANA ESTABLISHMENT, the REGISTERED MARIJUANA ESTABLISHMENT license, or the Department of Public Health Certificate of Registration.

#### **5.5.8 Site and Dimensional Requirements**

- 5.5.8.1 Dimensions – A REGISTERED MARIJUANA ESTABLISHMENT shall conform to the dimensional requirements of the underlying district in which it resides as set forth in the Section 4.4 of the Stow Zoning Bylaw, Table of Dimensional Requirements.
- 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~~ **MEDICAL MARIJUANA TREATMENT CENTER** 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.
- 5.5.8.2 Height – REGISTERED MARIJUANA ESTABLISHMENTS shall conform to the height regulations set forth in Section 4.2 of the Stow Zoning Bylaw.
- 5.5.8.3 Parking and Loading – The required number of parking and loading areas servicing the REGISTERED MARIJUANA ESTABLISHMENT shall conform to Parking Regulations in Section 7 of the Zoning Bylaw. The Planning Board, at its sole discretion, may require a copy of projected parking needs to determine whether there is sufficient parking and loading area on site for the expected traffic and demand. Based on a transportation analysis, or other relevant documents, not limited to market analyses, trade area studies and/or comparable site analyses submitted as part of the Special Permit application, the Planning Board may deviate from the required number of parking spaces to ensure an adequate number of parking spaces and to preclude an excess amount of traffic on site.
- 5.5.8.4 Signage – REGISTERED MARIJUANA ESTABLISHMENTS shall meet the requirements of Section 6.3 of the Zoning Bylaw regulating signs. Under no circumstance shall a REGISTERED MARIJUANA ESTABLISHMENT be held to a Zoning Bylaw standard for signage more restrictive than those applied to retail establishments selling alcoholic beverages within the Town of Stow.
- 5.5.8.4.1 Illuminated Signage – Notwithstanding requirements of Section 3.8.1.5 – Lighting, and Section 6.3 – Signage, any external signage, which is illuminated beyond the period of thirty (30) minutes before sundown until closing, shall be prohibited.
- 5.5.8.5 Lighting – Lighting for the REGISTERED MARIJUANA ESTABLISHMENT, including all accessory structures, parking and security requirements, shall comply with Section 3.8.1.5 (exterior lighting) of the Zoning Bylaw. The Planning Board may deviate from the requirements of Section 3.8.1.5 where it determines that additional light is needed to facilitate exterior surveillance in accordance with the Department of Public Health Regulations ~~105 CMR 725.110 A(10)~~ and security requirements as set forth in 935 CMR 500.110.

#### **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:
- 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 at 935 CMR 500.000 **and 935 CMR 501**, and M.G.L. c.94G.
  - Issuance of a Special Permit for the retail component of a ~~REGISTERED MARIJUANA DISPENSARY~~ **MEDICAL MARIJUANA TREATMENT CENTER** 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~~ **and 935 CMR 501**.

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.

5.5.10 Severability - If any provision of this Section or the application of any such provision to any person or circumstance shall be held invalid, or the application of those provisions to persons or circumstances other than those to which it is held invalid, the remaining provisions of this Zoning Bylaw shall not be affected thereby, and to this end the provisions of this Zoning Bylaw are severable.

5.5.11 Enforcement – Special Permits pertaining to REGISTERED MARIJUANA ESTABLISHMENTS shall be enforced by the Zoning Enforcement Officer of the Town of Stow or its designee as may be consistent with M.G.L Ch.94G. Enforcement shall supersede any conflicting provision of the Zoning Bylaw that would otherwise be applicable to the enforcement of this section.

5.5.12 Discontinuance and Abandonment - Any REGISTERED MARIJUANA ESTABLISHMENT permitted under this section shall be required to remove all material, plants, equipment, and other paraphernalia in compliance with ~~105 CMR 725 and 935 CMR 500~~ **and 935 CMR 501** prior to the expiration of its ~~Department of Public Health or Cannabis Control Commission~~ Registration and or License, immediately following revocation or voiding of such.

5.5.13 Annual Reporting - A REGISTERED MARIJUANA ESTABLISHMENT permitted under this Zoning Bylaw shall, as a condition of its Special Permit, file an annual report to the Planning Board no later than January 31st, providing a copy of all current applicable state licenses for the operation according to the type of license it has been issued, and/or its owners.

**ARTICLE 67. Amend Zoning Bylaw Section 3.3 Business District Uses**

Motion DID NOT PASS. Vote was 36 in favor and 124 opposed, to see if the Town will vote to amend the Stow Zoning Bylaw by deleting existing section 3.3.2.4 and substituting the following therefor, thus adding to the uses permitted in the business district, subject to special permit granted by the Planning Board:

3.3.2.4 Restaurants or other places serving food within the BUILDING, or offered through accessory outdoor service on a patio of seating area. Also included is an establishment whose principal or ancillary method of operation includes sale of food and beverages for take out in paper, plastic, or other disposable containers, or other disposable containers, or where food and beverages are served directly to the customer in a motor vehicle.

(Citizen's Petition)

*The Finance Committee is in favor of the article. Passage of this article does NOT increase expenditures. The Planning Board DOES NOT recommend approval of this article.*

**ARTICLE 68. Amend the Lower Village Business District Zoning Boundary to Exclude the Residential Property at 196 Great Road**

On motion of Select Board member Hector Constantzos, it was voted clearly more than the 2/3rds required, as called by the Moderator, to amend the Zoning Bylaw and Zoning Map with an effective date of May 13, 2023, to rezone the property located at 196 Great Road from its current zoning district to the Residential District.

(Petitioned by Leigh Hilderbrandt – Property Owner)

*The Finance Committee recommended approval. Passage of this article does NOT increase expenditures. The Planning Board recommended APPROVAL of this article.*

*Under Section 3 of the Zoning Bylaw - Use Regulations, 3.2, "The Residential District is intended as a district for typical rural, single-family residential and non-commercial uses" and 3.3 "The Business District is intended to meet local needs for retail goods and services primarily within a BUILDING." 196 Great Road is a single-family residential home that has continually served as a residential dwelling for over 300 years. It is of historical and cultural significance to the Town of Stow and contains secondary conservation resources, including a historic stone wall and steep slope. This unique First Period Colonial home contributes to the rich variety of Great Road's historic streetscape. Amending the southwest zoning boundary of the Lower Village Business District from the western property line of 196 Great Road to the eastern property line will place the historical, single-family residential property within the Residential District, thereby matching the current and continued use of the property to the intended use regulation of the Residential District, as well as match the zoning of the neighboring residential properties, while also providing a more clear delineation of the Residential District and separation from the Business District.*



On motion of Select Board member Ellen Sturgis it was vote in favor to adjourn the meeting to the town election on May 20, 2023, commencing at 10 a.m. at Center School in said Town of Stow, and then and there to act on Article 69 for such election of officers as listed in the warrant; and thereafter, at the clos of the polls, to dissolve this meeting.

*As printed in the warrant:*

**ARTICLE 69. TOWN ELECTION**

To vote by ballot on May 20, 2023, at the Center School, 403 Great Road, in said Town of Stow the following officers. The polls are open from 10 a.m. – 4 p.m.

One member of the Select Board for three years;  
 One member of the Select Board for an unexpired three year term, expiring in 2024;  
 One member of the Board of Assessors for three years;  
 One member of the Board of Health for three years;  
 One member of the Planning Board for five years;  
 Two members of the Trustees, Randall Library for three years;  
 One member of the Trustees, Randall Library for an unexpired three year term, expiring in 2025;  
 Two members of the Nashoba Regional School District Committee for three years;

Meeting adjourned at 3:30 p.m.

Notes:

*On June 16, 2023, the Office of the Attorney General approved the amendments to the Stow Town Charter as voted in Articles 56,57,58,59, and 60, contingent on affirmative vote(s) at the May 2024 annual town election.*

*On September 17, 2023, the Office of the Attorney General approved the amendments to the Stow Zoning Bylaws as voted in Articles 63,64,65,66,68, and approved amendments to the Stow General Bylaw as vote in article 61.*

Town meeting workers: Preparation, Check-In, Voter Assistants:

Joan Burns James Cohen	Ruth Delmonico Ann Deluty	Ruby Ramsland Kate West
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Number of Voters Checked: 291    Total Voters: 5585\*    Turnout Percentage: 5%  
\*includes inactive voters

**ANNUAL TOWN ELECTION  
SATURDAY, MAY 20, 2023**

Pursuant to the Select Board's warrant of April 25, 2023, posted by the Constable on May 4, 2023, 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.

There were 10 absentee ballots and 153 in-person early vote ballots cast into the tabulators. There were 2 spoiled ballots and no provisional ballots. The polls were declared closed at 4 p.m.

Total Registered Voters: 5,585\*    Total votes cast = 443    Turnout: 8%  
\* includes inactive voters

OFFICE AND LENGTH OF TERM	CANDIDATES	Precinct 1	Precinct 2	Total Votes
SELECTBOARD	<b>Megan Birch McMichael</b>	<b>171</b>	<b>182</b>	<b>353</b>
three year term - vote for one	Scatterings	1	11	12
	Blank	32	46	78
SELECTBOARD	CANDIDATES			
unexpired three year term	H. Matthew Sonnichsen	23	54	77
term expiring 2024	<b>John JT Toole</b>	<b>175</b>	<b>169</b>	<b>344</b>

vote for one	Scatterings	0	1	1
	Blank	6	15	21
ASSESSOR	CANDIDATES	Precinct 1	Precinct 2	Total Votes
three year term - vote for one	<b>Leonard H. Golder</b>	<b>99</b>	<b>121</b>	<b>220</b>
	Cynthia S. Cummings	97	111	208
	Scatterings	0	1	1
	Blank	8	6	14
BOARD OF HEALTH	CANDIDATES	Precinct 1	Precinct 2	Total Votes
three year term - vote for one	<b>Merrily N. Evdokimoff</b>	<b>166</b>	<b>199</b>	<b>365</b>
	Scatterings	2	1	3
	Blank	36	39	75
NASHOBA REGIONAL	CANDIDATES	Precinct 1	Precinct 2	Total Votes
SCHOOL DISTRICT	<b>Scott Powell</b>	<b>162</b>	<b>177</b>	<b>339</b>
COMMITTEE	<b>announced write-in: Dana Ellis</b>	<b>14</b>	<b>23</b>	<b>37</b>
three year term - vote for two	Scatterings	5	4	9
	Blank	227	274	501
TRUSTEES	CANDIDATES	Precinct 1	Precinct 2	Total Votes
RANDALL LIBRARY	<b>Sunny Richardson</b>	<b>169</b>	<b>190</b>	<b>359</b>
three year term - vote for two	<b>announced write-in: Barbara Wolfenden</b>	<b>17</b>	<b>22</b>	<b>39</b>
	Scatterings	3	8	11
	Blank	219	258	477
TRUSTEES	CANDIDATES	Precinct 1	Precinct 2	Total Votes
RANDALL LIBRARY	<b>Marcy B Eckel</b>	<b>165</b>	<b>185</b>	<b>350</b>
unexpired three year term	Scatterings	4	8	12
term expiring 2025	Blank	35	46	81
vote for one				
PLANNING BOARD	CANDIDATES	Precinct 1	Precinct 2	Total Votes
five year term- vote for one	<b>John J Colonna-Romano</b>	<b>168</b>	<b>194</b>	<b>362</b>
	Scatterings	1	3	4

	Blanks	35	42	77

Races with multiple candidates elected will have greater totals:

443 x 2 elected candidates = 886 votes cast

<b>EARLY VOTING &amp; ELECTION WORKER</b>			
Preparation, Checkers, Ballot Box, Greeters & Counters			
<u>Wardens</u>	Joan Burns	Lisa Lavina	Marcia Rising
Claire Lavina	James Cohen	Lucas Messier*	Carol Stoltz
Katherine West	Ruth Delmonico	Tighe Pierson*	Guy Washburn
	Ann Deluty	Ruby Ramsland	Kate West
	Niko Kostas*		
<i>* student volunteers from Nashoba Regional High School</i>			

## **SPECIAL TOWN MEETING**

**September 18, 2023**

Pursuant to the Select Board's warrant of August 22, 2023, posted by the Constable on September 1, 2023, the special town meeting was called to order at 7:00 p.m. at Center School by Moderator James Salvie.

The Moderator introduced the town officials present: Select Board, Town Clerk, Assistant Clerk, Town Counsel, Town Administrator, Finance Committee, Capital Planning Committee, and others. Non-voters who may be heard were approved. At the request of Mr. Salvie, Lisa Lavina was approved as Deputy Moderator.

Mr. Salvie reviewed the guidelines for debate and explained the use of the electronic clickers that would be used during this town meeting. Voters also received voter cards that will be used for non-controversial votes.

On motion of Select Board chair Cortni Frecha, it was voted unanimous, as called by the Moderator, 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. Nashoba Regional High School Building Project**

On motion of Select Board chair Cortni Frecha, it was voted 442 in favor and 155 opposed to approve the \$241,714,926 borrowing authorized by the Nashoba Regional School District, as printed in Article 1 of the warrant, for the purpose of paying costs of a new Nashoba Regional High School, 12 Green Road, Bolton, MA 01740 including site work and athletic fields, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended



at the direction of the Nashoba Regional School District's Project School Building Committee; that the Town acknowledges that the MSBA's grant program is a non- entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five and 09/100 percent (55.09%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 21/2); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

*The Finance Committee recommended approval of this article on a vote of 3-0-1.  
Capital Planning recommended approval on a vote of 3 in favor and 1 opposed.*

*Nashoba Regional High School opened its doors to students in 1961. It has served the communities of Bolton, Lancaster, and Stow for over sixty years and it has outlived its useful life. In 2018 The Nashoba Regional School District submitted a statement of interest to the Massachusetts School Building Authority to conduct a feasibility study to determine if the building should be repaired, improved with an addition/renovation, or replaced with a newly constructed school. In 2019, the MSBA invited NRSD into the process to investigate solutions with our aging building. At the conclusion of the feasibility study, it was determined that new construction is the best solution to provide an outstanding educational program for students and address the mechanical and structural issues with the current building.*

*The Nashoba Regional School District has been approved for a grant from the Massachusetts School Building Authority for the construction of a new Nashoba Regional High School. The total cost of the project is estimated to be \$241,741,926 with the MSBA providing \$64,811,362 in grant support. The total estimated support needed from the taxpayers of Bolton, Lancaster, and Stow is \$176,903,564. Based on the terms of the Nashoba Regional Agreement using enrollment data for the fiscal year 2024, each town's share for the project is as follows.*

	<i>Estimated</i>	<i>Tax</i>
<i>Assessment/Household</i>		
● <i>Bolton Share: 31.87% (\$56,379,165)</i>		<i>\$1550-\$1750/year</i>
● <i>Lancaster Share: 32.97% (\$58,325,105)</i>		<i>\$1150-\$1350/year</i>
● <i>Stow Share: 35.16% (\$62,199,293)</i>		<i>\$1300-\$1500/year</i>

Discussion of the article included both support and opposition to the article. Concerns with the high cost of a new building versus an addition/renovation, concerns about delaying the project and the condition of the current building. Several voters noted the extremely high cost for a new school and questioned the amount of the costs that are not covered by the MSBA reimbursement. These include the larger stage, the exercise room, and other items.

According to the School District representatives an addition/renovation of the current high school building wasn't feasible since would take longer and students would have to be in temporary modulars. There would be more disruption for students with the add/reno option. There was concern that we would be tearing down a section of the school that was renovated in 2000 and the towns are still paying off the bonds for those renovations.

## **ARTICLE 2. Additional Funds for the Renovations to the Randall Library**

On motion of Select Board member Megan Birch-McMichael it was voted 379 in favor and 87 opposed to approve Article 2, as printed in the warrant – Additional Funds for the Renovations to the Randall Library, and as funding therefor, borrow the sum of Two Million, Five Hundred Thousand Dollars (\$2,500,000) to add to the library renovation project consisting of the design, construction and equipping of renovations to the Randall Library, including the payment of all costs incidental and related thereto;

And, to meet said appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of such amount for said project, as authorized 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 further, to authorize the Select Board, or its designee, to apply for, accept and expend any funds that may be received from donations or fundraising, or any other funding sources, for the purpose of funding the said Randall Library Renovation project; provided that the total amount voted to be borrowed for the Randall Library project shall be reduced by the sums received by transfers or by donations and fundraising or any other funding source prior to the issue of bonds or notes under such votes.

*The Finance Committee recommended approval of this article on a unanimous vote.*

*The Capital Planning Committee unanimously recommended approval of this article.*

*The Select Board recommended approval of this article.*

*The costs for the library renovation project have increased since the vote was taken in May 2022. This would authorize additional spending, but will not require additional taxation, as the funds will come from the Town Administrator's General Fund Budget and within the Proposition 2 ½ tax levy. The maximum amount the taxpayers will pay through a debt exclusion remains at \$6,706,500.*

## **ARTICLE 3. Vest Authorities for Cemeteries and Streets in Director of Public Works**

On motion of Select Board member, Hector Constantzos, it was voted 280 in favor and 15 opposed to approve Article 3 – Vest Authorities for Cemeteries and Streets in Director of Public Works, and amend the General Bylaws of the Town by amending sections of Articles 5, 6, and 7 of the General Bylaws, as printed in the warrant, by deleting text of strike through text and adding the underlined text.

*As printed in the warrant*

To see if the Town will vote to amend the General Bylaw by amending the following sections of Articles 5, 6, and 7 of the General Bylaws; or to take any other action relative thereto.  
(Town Administrator)

### **SECTION 1**

That the Town make the following revisions to its General Bylaws:

#### General Bylaws

### **ARTICLE 5. ACCEPTANCE AND REPAIRS OF PRIVATE ROADS**

*[No changes to Section 1].*

SECTION 2. All streets to be accepted by the Town must be petitioned for not later than January 15 previous to the annual town meeting in May. No streets shall be accepted by the Town unless constructed in compliance with the foregoing specifications. No streets built or hereinafter to be built shall be accepted by the Town unless constructed in compliance with the following:

Any petition or proposal for an article of acceptance of any street or way to be voted on at any town meeting shall be accompanied by complete roadway plans and layouts drawn to the scale of one inch to forty feet by a registered civil engineer which shall show the dimensions of the roadway, including the traveled way, the location of all utilities and all easements and the boundaries and dimensions of any properties to be taken by said acceptance, the ownership of abutting properties according to the latest assessors list of January 1 of the instant year, and the plans shall be suitable for recording in Middlesex South District Registry of Deeds. The same engineer shall also, by a separate certificate to the Select Board, certify that roadway proposed for acceptance meets all the construction requirements and complies with the Bylaws of the Town of Stow, Article 5, Sections 1 and 2. (amended 5/20/74)

The Select Board may waive the requirements of the engineer's certificate, and compliance with any of the specifications set forth in Section 1, upon the recommendation of the Planning Board and the ~~Superintendent of Streets~~Director of Public Works. (this paragraph added 5/4/83)

### **SECTION 3. Private Ways**

(a) The Town may, in addition to whatever other powers it shall have over the control and repairs of private ways, appropriate money at the annual town meeting for the purpose of making repairs to private ways, to be used in the discretion of the Select Board upon recommendation by the ~~Superintendent of Streets~~Director of Public Works, when such repairs are required by public use, and the Select Board specifically vote that such repairs are required by public necessity and convenience, upon the following conditions:

*[No changes to the remainder of Subsection (a)].*

*[No changes to Subsections (b) or (c)].*

### **ARTICLE 6. POLICE REGULATIONS**

*[No changes to Sections 1 through 5, inclusive].*

## SECTION 6. Public Ways

(a) No person shall surface, resurface, break or dig up the ground in any street for any purpose whatever or set or place any fence, post, tree or edgestone, or alter or change the position or direction of any fence, post or edgestone, or swing any door or gate in, upon or over, or change the grade or width of any public way without a written permit of the Select Board, which shall prescribe the limitations or restrictions of such permit. Such permit may be obtained on payment of a fee as determined from a schedule established by the Select Board. It shall be required of the person obtaining the permit as part of the permit that the ~~Superintendent of Streets~~Director of Public Works be notified in writing at least forty-eight (48) hours before the work is to be commenced. No permits shall be issued for projects which will not be completed by November 15, except in an emergency situation. (amended 3/4/69, 5/20/74, 5/6/81) When any stone walls or other markers or monuments, which are highway boundaries, are removed in a manner which destroys the boundary of the highway, they shall be replaced with bounds and to the specifications contained in the manual of the Commonwealth of Massachusetts Department of Public Works Standards for Highways and Bridges, Section 710. (added 3/3/70; amended 3/7/73)

(b) When meeting the edge of the present traveled way of a street with driveways, walks, etc., the construction of the same shall be as prescribed by the ~~Superintendent of Streets~~Director of Public Works.

*[No changes to Subsections (c) through (f), inclusive].*

(g) The Select Board, upon written report of the ~~Highway Superintendent~~Director of Public Works, may, in the interests of public safety and without further authority, establish a speed limit of 25 miles per hour on any roadway inside a thickly settled or business district, as defined in MGL c.90 § 1, in the city or town on any way that is not a state highway. (added 7/10/2017)

(h) The Select Board, upon written report of the ~~Highway Superintendent~~Director of Public Works, and after a duly noticed Public Hearing, may, in the interests of public safety and without further authority, establish 20 mph Safety Zones in areas where vulnerable road users are likely to be present, including but not limited to ways in the vicinity of the following land uses:

*[No changes to the remainder of Subsection (h)].*

## **ARTICLE 7. CEMETERIES**

*[No changes to Sections 1 or 2].*

SECTION 3. ~~The Director of Public Works shall serve as the Town's Cemetery Commissioners, pursuant to Section 5-5(a) of the Charterre shall be a board of cemetery trustees consisting of three members appointed by the Select Board for terms of three years each, so arranged that the term of one member shall expire each year.~~ Said ~~board~~Director, with the Treasurer-Collector, shall have the management of the cemetery perpetual-care fund. (amended 1/28/87, 5/5/92)

*[No changes to Section 4].*

SECTION 5. The income on all deposits made under the provision of Section 1 shall be computed annually on the thirtieth day of June and the amount due thereon shall be entered to its credit in

the book provided for in Section 2 of this article, and annually on the first day of April the treasurer shall return to the ~~secretary of the cemetery trustees~~Director of Public Works a statement of the amount of income to the credit of each deposit, with the name of the depositor, the name of the cemetery, and the number of the lot therein. The provisions of this section shall not apply to deposits made prior to the adoption of this bylaw. (amended 5/20/74)

SECTION 6. The Treasurer-Collector shall be the custodian of said funds, and shall deposit and invest the same as directed by the ~~board of trustees~~Director of Public Works. He shall make all transfers of securities, execute all papers necessary therefor when duly authorized by ~~vote of the trustees~~Director of Public Works, and collect, receive and enforce the payment of all debts and obligations due to it and upon payment therefor shall acquit and discharge the same, and surrender, discharge, or assign all security held therefor. (amended 1/28/87)

SECTION 7. The ~~cemetery trustees~~Director of Public Works shall attend to the care and preservation of the lots for which deposits have thus been made and said ~~trustees~~Director shall include in their annual report to the Town a statement of the amount expended on each of said lots. The Treasurer-Collector shall pay such bills as may be thus incurred and approved by ~~the said cemetery trustees~~Director to an amount not exceeding the interest to the credit of said deposits, and charge to the same. (amended 1/28/87)

SECTION 8. The Treasurer-Collector shall also pay to the authorities having control of private cemeteries, for the care of which moneys have been received by the Town of Stow, the income on all sums so deposited for the care of the lots for which deposit was made, and the ~~cemetery trustees~~Director of Public Works shall include in their annual report to the Town a statement of such payments. (amended 1/28/87)

## **SECTION 2**

That these amendments shall take effect only upon approval of Charter amendment proposal Article 14 by the voters at a Town election.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*Over the last three years we have been working towards a consolidated public works department combining the highway and cemetery department under one roof. The staff are all in one building now, answer to one direct supervisor, they share resources and equipment, and this is the final piece to formally make the change. As of July 1<sup>st</sup>, we no longer have an active Cemetery Committee, but before they went inactive, the two final members supported this plan and the consolidation.*

## **ARTICLE 4. Charter Change - Moderator**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 224 in favor and 9 opposed, clearly more than the 2/3rds required, to approve Article 4, Charter Change – Moderator, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article II titled “LEGISLATIVE BRANCH” and article III entitled “ELECTED OFFICIALS”, as set forth below, with text to be inserted shown in be underline (excluding section numbers and headings) and text to be deleted shown in ~~strikethrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. (Charter Review Committee)

Section 2-2:                    Presiding Officer

The town moderator shall preside at all sessions of the town meeting. ~~At the first session of the annual meeting, the moderator may appoint a voter to serve as deputy moderator to assist the moderator. The appointment of a deputy moderator shall be subject to ratification by the town meeting.~~

In the absence of the moderator, the duly ratified deputy moderator shall preside. In the absence of the moderator and ~~the duly ratified deputy at any session of the town meeting~~, the town clerk shall open the meeting and preside over the election of a temporary moderator. In the absence of a moderator and the town clerk, the presiding officer ~~of the first session of the town meeting~~ shall be determined in accordance with the General Laws.

Section 2-10:            Rules of Procedure

The town meeting may, by bylaw, establish and from time to time amend, revise, or repeal rules to govern the conduct of all town meetings. The moderator may from time to time establish procedural rules for the conduct of town meetings that do not conflict with any such bylaws, this charter, or with the General Laws.

Section 3-5:                    Town Moderator

(a) Term of Office There shall be a town moderator elected for a term of three years.

(b) Powers and Duties The town moderator shall be the presiding officer of the town meeting, shall regulate its proceedings, decide all questions of order and shall have such other powers and duties as may be provided for that office by the General Laws, by this charter, by bylaw, or by other town meeting vote. Rulings of the moderator regarding procedure and other matters of conduct of town meeting shall be final.

(c) Deputy – The town moderator may nominate a deputy moderator, subject to ratification by town meeting. The term shall be until a deputy moderator is ratified at the following annual town meeting, or such meeting is dissolved, whichever is first. The deputy shall have the authority to act as moderator if the town moderator is unable to act; if the moderator is absent; or for any other duties as assigned by the town moderator, or bylaw.

Notwithstanding section 3-1 (f)(1) “filling of Vacancies” or any other provision, if the office of moderator becomes vacant the deputy moderator nominated and ratified under 3-5(c) shall serve as moderator until the next election.

(d) Appointments - the town moderator shall appoint

- a Finance Committee and other committees as defined in section 2-4

- a regional vocational school committee representative, as defined in section 3-1

- a Charter Review Committee, as defined in section 7-7

- members of a town administrator search committee, as defined by section 4-6

- any other appointments authorized by law.

*The Finance Committee recommended approval of this article on a unanimous vote.*

*The Select Board recommended approval.*

*The proposed changes provide a clear process to select a Deputy Moderator and clarify the Town Moderator’s appointments.*

#### **ARTICLE 5. Charter Change - Investigations**

On motion of Select Board member John Toole, it was voted 132 in favor and 88 opposed for Article 5, Charter Change – Investigations as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

**Article 5 required a 2/3rds vote. The article DID NOT PASS.**

As printed in the warrant:

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article III entitled “ELECTED OFFICIALS”, as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

#### Section 3-2 Select Board ~~Board of Selectmen~~

(e) Investigations - ~~The board of selectmen may make investigations and may authorize the town administrator to investigate the affairs of the town and the conduct of any town agency including any claims against the town. The report of the results of such investigation and any actions resulting therefrom shall be placed on file in the office of the town clerk separate from the minutes of the meetings of the board of selectmen. A report summarizing the results of such investigation shall be printed in the next annual town report.~~ The select board may make investigations and may authorize the town administrator to investigate the affairs of the town and the conduct of any town agency including any claims against the town. The select board or town administrator may use outside counsel, or an independent investigator based on the nature of the claim.

The Finance Committee did NOT recommend approval of this article on a vote of 1-3-0.  
The Select Board recommended approval of this article.

*The proposed change updates and modernizes the investigation process.*

#### **ARTICLE 6. Charter Change – Town Administrator**

On motion of Select Board chair Cortni Frecha, it was voted 195 in favor and 11 opposed, clearly more than the 2/3rds required, to approve Article 6, Charter Change – Town Administrator, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article IV entitled “Town Administrator”, as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in strikethrough; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

#### **Section 4-1:**                      **Appointment, Qualifications, Term**

The ~~select board of selectmen~~ shall appoint a town administrator from a list prepared by the screening committee established by Section 4-6 of this charter. The ~~select board of selectmen~~ shall appoint the town administrator to serve for ~~an indefinite~~ a term established by contract with the select board, and shall fix the compensation for such person, annually, within the amount appropriated by the town. The town administrator shall be appointed on the basis of demonstrated executive and administrative qualifications and especially fitted by education, training and previous experience to perform the duties of the office. A town administrator need not be a resident of the town or of the Commonwealth at the time of appointment, nor at any time during the period of such service. The town administrator shall not have served in an elective office in the town for at least twelve months prior to appointment. The town may from time to time establish, by bylaw, such additional qualifications as seem necessary and appropriate.

*[Proposed amendments to 1st paragraph of Section 4-1. No changes proposed to 2nd or 3rd paragraphs]*

#### **Section 4-2(h):**                      **Powers and Duties**

- (h) To recommend to the select board ~~proposals~~ policies for the rental and use of all town facilities and property except school property and property under the control of the conservation commission. The town administrator shall be responsible for the maintenance



and repair of all town buildings and facilities placed under the town administrator's control by the select board, including school property if so voted by the local school committee.

Section 4-4:           Acting Town Administrator

(a) Temporary Absence. By letter filed with the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during a temporary absence. During a temporary absence the select board may revoke such designation whereupon it may appoint another qualified town administrative officer or employee to serve until the town administrator returns.

(b) Vacancy. Any vacancy in the office of town administrator caused by absences greater than thirty days, suspension, removal, resignation, or death shall be filled as soon as possible by the select board in accordance with the procedures of Section 4-6 of this charter, but, pending such regular appointment, the select board shall appoint a town employee or other person to perform the duties of the office on an acting basis. Any temporary appointment shall be for a period not exceeding 90 days and may be renewed for such additional periods, each up to 90 days, as may be determined necessary by the select board ~~an additional period not exceeding ninety days~~. Compensation for such person shall be set by the select board.

(c) Powers and Duties. The powers of the temporary or acting town administrator, under (a) and (b) above, shall be limited to matters not admitting of delay.

Section 4-6:   Selecting a Town Administrator

Immediately upon notification of a vacancy or pending vacancy in the office of town administrator, the process of establishing a screening committee for the purpose of soliciting, receiving, and evaluating applications for the position of town administrator shall commence.

The screening committee shall consist of five voters, two of whom shall be appointed by the select board and three by the town moderator. Such voters, at the time of appointment, shall not be serving in any elective office or as a member of any multiple member board.

Not more than 30 ~~thirty~~ days following the appointment of the committee ~~notification of a vacancy or pending vacancy in the office of town administrator~~, the appointed members of the committee shall meet to initiate the process of selecting the new town administrator.

The screening committee shall review all applications received by it, screen all qualified applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary.

As soon as ~~it~~ feasible, the committee shall submit to the select board the names of not less than three nor more than five persons whom it believes to be available and suited to perform the duties of the office of town administrator.

The select board, in an expedient manner, shall choose by majority vote one of the said nominees to serve as town administrator or reject all nominees.

The entire selection process, beginning with the announcement of a vacancy or pending vacancy in the office of the town administrator, shall be completed within a period of 180 days in agreement with the provisions of Section 4-4(b) of this charter, or such longer period as approved by the select board.

Upon the appointment of a town administrator, the screening committee established hereunder shall be considered discharged.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed change to the first paragraph of Section 4-1 clarifies that the select board may appoint a town administrator for a particular term. The proposed change to Section 4-2(h) updates and clarifies the operational roles of the town administrator and select board. The proposed changes to Section 4-4 grant the select board increased flexibility in the designation of an acting town administrator. The proposed changes to Section 4-6 update the town administrator selection process by establishing more practical time limits and procedures.*

#### **ARTICLE 7. Charter Change – Elected Officials, Town Administrator, General Provisions**

On motion of Select Board member Megan Birch McMichael, it was voted 203 in favor and 6 opposed, clearly more than the 2/3rds required, to approve Article 7, Charter Change – Elected Officials, Town Administrator, General Provisions, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

#### *As printed in the warrant*

To see if the Town will vote, pursuant to General Laws c. 43B, §10, and §§7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter Article III entitled “Elected Officials”, Article IV entitled “Town Administrator”, and Article VII entitled “General Provisions”, as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in strikethrough; provided however, that in accordance with G.L. c. 43B, §10, these proposed amendments shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

#### **Section 3-2:                      Select Board**

- (b) Powers and Duties - The executive powers of the town shall be vested in the select board which shall be deemed to be the chief executive officer of the town. The select board shall have all of the executive powers it is possible for a select board to have and to exercise. The select board shall serve as the chief policy making agency of the town.

The select board shall be responsible for:

- (1) the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it; and
- (2) in conjunction with other elected town officers and multiple member bodies, the development and promulgation of policy guidelines designed to bring all town agencies into harmony; ~~and~~
- ~~(3) the maintenance and revision of any master plan developed in accordance with Section 7-7(c).~~

Nothing in this section shall be construed to authorize any member of the select board, nor a majority of such members, to become involved in the day-to-day administration of any town agency. It is the intention of this provision that the select board shall act only through the adoption of broad policy guidelines which are to be implemented by officers and employees serving under it.

Section 3-6:                      Planning Board

- (b) Powers and Duties - The planning board shall make careful studies of the resources, possibilities, and needs of the town and shall make plans for the development of the town consistent with any master plan developed in accordance with ~~Section 7-7(e)~~ Section 81D of Chapter 41 of the General Laws and this charter. ~~The board shall have the power to regulate the subdivision of land within the town by the adoption of rules and regulations.~~ The planning board shall make recommendations to the town meeting on all proposed warrant articles which affect land use and development, including, but not limited to, proposals to amend the zoning bylaw and zoning map. ~~The planning board shall make an annual report, giving information regarding the condition of the town, any plans or proposals for its development (including estimates of their costs), and indicating adherence to or deviations from any master plan.~~ The planning board shall have all of the other powers and duties which are given to planning boards under the constitution and general laws of the Commonwealth, and such additional powers and duties as may be authorized by General Law, by this charter, by bylaw, or by other town meeting vote.

Section 4-2:                      Powers and Duties

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board. The powers and duties of the town administrator shall include, but are not intended to be limited to, the following:

- (s) To coordinate the efforts of all town agencies in adhering to the intent of, and effectuating the implementation of, any master plan developed in accordance with the provisions of Section 81D of Chapter 41 of the General Laws and Section 7-7(c) of this charter and to recommend ~~to the board of selectmen~~ modifications and improvements to any such master plan.

Section 7-7:                      Periodic Review of Charter and Bylaws

(c) Master Plan Committee: The Master Plan shall be reviewed at the direction of the ~~P~~planning Bboard every five years, and updated in whole, or in part, in accordance with the general laws. When revisions are needed to the Plan, the planning board shall specify the desired composition of a master plan committee of at least five (5) members to oversee the plan revisions, which committee shall be composed of representatives of relevant boards, committees, and departments and at least one resident at large. Multiple member bodies shall select their own representatives, and any resident at large shall be jointly appointed by majority vote of the Select board and planning board. ~~and a Master Plan Committee shall be appointed two years before the next update is due. The Board of Selectmen shall appoint a special committee of seven members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission, and the Finance Committee and two Stow voters at large, who are not members of the above named boards. The committee shall serve until the plan has been presented to and accepted by the planning board.~~

~~The appointed committee shall present a final report to the Planning Board and said report shall include a Master Plan or updates to any existing Master Plan as required by Chapter 41 of the General Laws. The committee shall be discharged six months after the Master Plan or Master Plan updates have been presented to the Planning Board.~~

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed changes clarify that the Master Plan is primarily the responsibility of the Planning Board as provided in Mass General Laws and revise the membership of and process for appointing the Master Plan Committee. It also simplifies the description of the duties of the Planning Board.*

**ARTICLE 8. Charter Change – Removal and Suspensions**

On motion of Select Board member Hector Constantzos it was voted 181 in favor and 18 opposed, clearly more than the 2/3rds required, to approve Article 8, Charter Change – Removal and Suspensions, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article V entitled “ADMINSTRATIVE ORGANIZATION”, Section 5-4 “Removals and Suspensions” as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~strike through~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. *Requires 2/3’s affirmative vote.*

(Charter Review Committee)

Section 5-4:                    Removals and Suspensions

Any appointed officer, appointed member of a multiple member body, or employee of the town not subject to the provisions of the state civil service law, or covered by the terms of a collective bargaining agreement which provides a different method, and whether appointed for a fixed or indefinite term, may be suspended or removed from office by the appointing authority for good cause. The term "cause" shall include, but not be limited to incapacity (other than temporary illness), inefficiency, insubordination, and conduct unbecoming the office.

Any appointed officer, appointed member of a multiple member body, or employee of the town may be suspended from office by the appointing authority if such action is deemed by the appointing authority to be necessary to protect the interests of the town. However, no suspension shall be for more than fifteen days. Suspension may be coterminous with removal and shall not interfere with the rights of the officer or employee under the removal procedure given below.

The appointing authority when removing any such officer, appointed member of a multiple member body, or employee of the town shall act in accordance with the following procedure:

- (a) A written notice of the intent to remove and a statement of the cause or causes therefore shall be delivered by hand or by certified mail to the last known address of the person sought to be removed; and
- (b) When acting under this section 5-4, the appointing authority shall comply with applicable law.
- ~~(b) Within five days after the delivery by hand or date of mailing of such notice, the officer, member of a multiple member body or employee of the town may request a public hearing from the appointing authority at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witness appearing at the hearing;~~
- ~~(c) Between one and ten days after the public hearing is adjourned, or if the officer, member of multiple member body or employee of the town fails to request a public hearing, between six and fifteen days after delivery of the notice of intent to remove, the appointing authority shall take final action, either removing the officer, member of a multiple member body or employee of the town or notifying such person that the notice is rescinded. Failure of the appointing authority to take any action within the time period as stated in this section shall be deemed to be a rescission of the original notice and the officer, member of a multiple member body or employee of the town shall, forthwith, be reinstated.~~

~~Such officer, member of a multiple member body or employee of the town shall continue to receive salary and benefits until the effective date of removal.~~

Nothing in this section shall be construed as granting any rights to a right to such a hearing when a person who has been appointed for a fixed term and is not reappointed when the term expires.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed changes add the word “appointed” before members of multiple member bodies to clarify that this provision is not relevant to elected officials. Language was added that the Notice of Intent can be sent certified mail to the appointee’s last known address. Further the town will comply with applicable law relative to the removal and/or suspension. Language regarding public hearings was removed. A person who is not reappointed to a fixed term is not granted any rights under this provision.*

#### **ARTICLE 9. Charter Change – Select Board Appointments**

On motion of Select Board member Ingeborg Hegemann Clark it was voted in favor, as called by the Moderator, to move no action on Article 9. Article 3 passed, and it was not necessary to vote article 9.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article V titled “ADMINISTRATIVE ORGANIZATION”, as set forth below, with text to be underline (excluding section numbers and headings) and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

Section 5-5: Town Administrative Organization

Until such time as a different form of organization shall be provided, in accordance with the provisions of Section 5-1 of this charter, the following outline of organization shall be operative:

The select board of ~~selectmen~~ shall appoint:

- a town administrator and assistant town administrator ~~to serve for an indefinite;~~
- ~~an administrative assistant to the board of selectmen and town administrator whose duties shall be determined by said board;~~
- a conservation commission;
- an open space committee;
- a board of registrars of voters ~~in the manner provided by general law;~~
- a zoning board of appeals;
- a council on aging, ~~as provided by bylaw;~~
- a development and industrial commission, ~~as provided by bylaw;~~
- ~~an industrial development finance commission in the manner provided by general law~~
- a cable television advisory committee;

~~a public, education and government committee;~~  
a cultural council as provided by general law;  
a board of cemetery trustees;  
constables;  
an emergency management officer and related personnel;  
an historical commission;  
a superintendent of streets ~~and employees of said department;~~  
a police chief and other police officers;  
a fire chief and other full time fire fighting personnel or a board of fire engineers;  
a forest fire warden;  
a town collector and treasurer;  
a town accountant;  
an inspector of buildings;  
a zoning enforcement officer;  
a wire inspector, a plumbing inspector and a gas inspector;  
a sealer of weights and measures;  
a recreation commission;  
at least two members of the Lake Boon Commission as provided by law;  
town counsel;  
the Randall Relief Fund Trustees;  
the Randall Town Fund Trustees;  
the Hale School Fund Trustees;  
a surveyor of wood and lumber;  
a fence viewer;  
~~a field driver;~~  
a tree warden;  
~~a pest control officer;~~  
a veterans' ~~agent~~ service officer; ~~and~~  
a veterans' graves committee,  
a municipal affordable housing trust.

and such other offices, employees, and committees as defined by law; or section 3-2(d) and any other relevant sections of this charter.

Consistent with applicable laws and any trust provisions, the town may regulate by bylaw the number, composition, term, and duties of any committee listed in this section; and any committee listed herein may be discontinued in the same manner as it was established.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed changes update the list of Select Board appointments. Should Article 3 pass, this article will be tabled and action will be taken under Article 14.*

#### **ARTICLE 10. Charter Change – General Provisions**

On motion of Select Board member John Toole, it was voted 176 in favor and 26 opposed, clearly more than the 2/3rds required, to approve Article 10, Charter Change – General Provisions, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10, and §§7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter Article VII entitled “General Provisions,” as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~strike through~~; provided however, that in accordance with G.L. c. 43B, §10, these proposed amendments shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. Requires 2/3’s affirmative vote.

(Charter Review Committee)

Section 7-8: Procedures Governing Multiple Member Bodies

- (a) Meetings - All multiple member bodies shall meet ~~regularly~~ at such times ~~and places within the town~~ as they may by their own rules prescribe. Posting of notices, agendas and conduct of meetings shall be as required by applicable law. Except in cases of emergency, special meetings of any multiple member body shall be held on the call of the respective chair or by one third of the members thereof. Each member shall be notified of the date and time of such meeting not less than the same public notice period established by law. ~~by notice to each member at least forty eight hours in advance of the time set, of the respective chair or by one third of the members thereof. A copy of said notice shall also be posted on the town bulletin board.~~ Special meetings of any multiple member body shall also be called within ten days after the date of the filing with the town clerk of a petition signed by at least fifty voters and which states the purpose or purposes for which the meeting is to be called. ~~Except as authorized by law, all meetings of all multiple member bodies shall be open and public.~~
- (b) Agendas - ~~At least one business day before~~ any meeting of a multiple member body is to be held, an agenda containing all items which are scheduled to come before the multiple member body at the meeting shall be posted on the town bulletin board in compliance with applicable law. ~~No action taken on a matter not included in the posted agenda shall be effective unless the multiple member body first adopts by a separate vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the town.~~
- (c) Rules and Minutes - Each multiple member body shall determine its own rules and order of business unless otherwise provided by applicable law, ~~this charter or by law~~ and shall provide for the keeping of minutes of their proceedings. ~~These rules and minutes shall be public records, and e~~Copies of approved rules and minutes



shall be delivered to, and kept available in, the office of the town clerk for the convenience and review of the public.

- (d) ~~Reserved. Voting — Except on procedural matters all votes of all multiple member bodies shall be taken by a call of the roll and the ayes and nays shall be recorded by name in the minutes provided, however, if the vote is unanimous only that fact need be recorded.~~
- (e) ~~Reserved. Quorum — A majority of the full multiple member body shall constitute a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the multiple member body. No other action of the multiple member body shall be valid or binding unless ratified by the affirmative vote of the majority of the full multiple member body.~~
- (f) Filling of Vacancies - Whenever a vacancy shall occur in the membership of an appointed multiple member body, the remaining members shall forthwith give written notice of such vacancy to the appointing authority. If at the expiration of forty-five days following the delivery of such notice to the appointing authority said appointing authority has not appointed some person to fill the vacancy, the remaining members of the multiple member body may fill such vacancy for the remainder of any unexpired term by majority vote of the remaining members.
- (g) Composition of Multiple Member Bodies - All multiple member bodies when established shall be composed of an odd number of members.
- (h) Associate Members – Except as otherwise provided by applicable law, All multiple member bodies may establish, and select one or more positions of non-voting associate member to assist in the work of the multiple member body subject to such rules as may be adopted in accordance with this section.
- (i) Subcommittees - Except as otherwise provided by applicable law, all multiple member bodies may establish, appoint, and oversee or one or more subcommittees as they deem necessary for the purpose of carrying out their duties.
- (j) Organization of Multiple Member Bodies - All multiple member bodies shall annually elect from among its members a Chair, Vice Chair and, as needed, a Clerk.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed changes 1) remove language that conflicts with the current open meeting law with regard to the posting of agendas; 2) simplify the charter with references to existing law rather than restating those laws; 3) remove the requirement for votes to be affirmative votes of the majority of the committee, rather than a majority of those present; 4) clarify that boards can*

*appoint associate members and subcommittees; and 5) require an annual reorganization of every board.*

### **ARTICLE 11. Charter Change – Elected Officials**

On motion of Select Board chair Cortni Frecha, it was voted 193 in favor and 5 opposed, clearly more than the 2/3rds required, to approve Article 11, Charter Change – Elected Officials, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article III entitled “Elected Officials”, as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
(Charter Review Committee)

#### **Section 3-1: General Provisions**

##### **(g) Recall of Elected Officers**

- (1) Who Can Be Recalled - Any holder of an elective office, as defined in Section 3-1(a), who has served at least six months of, and has at least six months remaining of, the term for which elected, may be recalled therefrom by the voters as herein provided.
- (2) Recall Petition - Any two hundred or more voters may file with the town clerk an affidavit containing the name of the officer sought to be recalled, the position held, and a statement of the grounds for recall. If the affidavit shall be found and certified by the registrars of voters to be sufficient, the town clerk shall within ~~two~~ five business days notify the primary petitioner, who shall be the voter first named on such affidavit, that copies of such petition blanks are available at the office of the town clerk during normal business hours. ~~deliver to the first ten voters named on such affidavit, copies of petition blanks demanding such recall.~~ The petition blanks when issued shall be signed by the town clerk and shall have the official town seal attached ~~thereto and may be completed by hand or by typewriting.~~ The petition blanks shall be dated, addressed to the select board and contain the names of the ten voters first named ~~all persons to whom they are issued~~, the name of the person whose recall is sought, the grounds for recall as stated in the affidavit and shall demand the election of a successor in the said office. A copy of the petition shall be entered in a record book to be kept in the office of the town clerk. The recall petition shall be returned and filed with the town clerk within thirty days after the date the clerk notifies the

primary petitioner of the availability of the petition, or the next business day if the thirtieth day falls on a Saturday, Sunday or legal holiday. The clerk shall notify the primary petitioner of the final date and hour for filing. The recall petition shall be signed by not less than delivery of the petition blanks to the petitioners and shall have been signed by at least fifteen 15 percent of the voters as of the last annual town election and every signature shall include the place of residence of the signer with who shall add to their signatures the street and number, if any, of their residence.

The town clerk shall, prior to 5:00 p.m. within the next two business days following the receipt of an affidavit or petition under this section, submit the affidavit or petition to the registrars of voters in the town, and the registrars shall forthwith certify thereon the number of signatures which are names of voters.

- (3) Select Board's Action Upon Receiving Petition - If the petition shall be found and certified by the registrars of voters to be sufficient, the town clerk shall submit the same with a certificate so stating to the select board without delay. The select board shall forthwith give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five business days thereafter, order an election to be held on a date fixed by the select board not less than thirty five days nor more than sixty days after the date of the town clerk's certificate that a sufficient petition has been filed. However, if any other town election is to occur within ninety days after the date of the certificate, the select board shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.
- (4) Nomination of Candidates - An officer whose recall is sought may not be a candidate to succeed to the office in the event the vote on the recall is in the affirmative. The nomination of candidates, the publication of the warrant for the recall election, and the conduct of the same shall all be in accordance with the provisions of law relating to elections, unless otherwise provided in this section.
- (5) Incumbent Holds Office Until Election - The incumbent shall continue to perform the duties of the office until the recall election. If not recalled, the incumbent shall continue in office for the remainder of the unexpired term. If recalled, such person shall be deemed removed upon the qualification of the successor, who shall hold office for the remainder of the unexpired term. If the successor fails to qualify within five business days after receiving notification of election, the incumbent shall thereupon be deemed removed and the office vacant.

- (6) Propositions on Ballot - Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name of officer) [office held]

Against the recall of (name of officer) [office held]

Immediately to the right of each proposition there shall be a ~~square space~~ in which the voter, ~~by making a cross mark (X)~~, may vote for either of the said propositions. Just above the space, there shall appear the direction "Vote for 1". Under the propositions shall appear the word "candidates" and the direction "Vote for 1", the directions to voters required by Section 42 of Chapter 54 of the General Laws, and beneath this the names of candidates nominated as hereinbefore provided. The proposition for the recall shall fail unless greater than twenty five percent of the voters cast ballots at the election. If at least two-thirds of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If less than two-thirds of the votes cast is in the affirmative, the ballots for candidates need not be counted.

- (7) Repeat of Recall Petition - No recall petition shall be filed against an officer subjected to a recall election and not recalled thereby during the remainder of such officer's then current term of office.
- (8) Appointment of Person Recalled - No person who has been recalled from an office, or who has resigned from office while recall proceedings were pending against such person, shall be appointed to any town office within two years after such recall or such resignation.

*The Finance Committee recommended approval of this article on a unanimous vote.*

*The Select Board recommended approval.*

*The proposed changes to Section 3-1(g) modernize and clarify the procedures to be used in the event of a petition to recall an elected official.*

## **ARTICLE 12. Charter Change – General Provisions**

On motion of Select Board member Megan Birch-McMichael it was voted 191 in favor and 7 opposed, clearly more than the 2/3rds required, to approve Article 12, Charter Change – General Provisions, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article VII entitled "General Provisions", as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~strike through~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters

of the Town at the 2024 Annual Town Election; or take any other action relative thereto.  
*Requires 2/3's affirmative vote.* (Charter Review Committee)

Section 7-5:                      Definitions

(g) Town Bulletin Board - The place designated by the ~~town clerk~~ select board for posting notices required by bylaw, charter, constitution or general law and any other location designated by the select board from time to time. May also be referred to as the "official bulletin board."

~~(a)~~(h) Voter – The word "voter" shall mean a registered voter of the town.

(i) Master Plan – the plan developed in accordance with chapter 41, Section 81D of the General Laws, and other applicable law. May also be referred to as "comprehensive plan".

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*The proposed changes to Section 7-5(g) clarify the definition of the "town bulletin board". The proposed change to Section 7-5(h) corrects a typographical error. The proposed changes to Section 7-5(i) clarify the definition of "master plan" and provide for the alternative use of the term "comprehensive plan".*

**ARTICLE 13. Charter Change - Administrative**

On motion by Select Board member Hector Constantzos, it was voted 175 in favor and 21 opposed, clearly more than the 2/3rds required, to approve Article 13, Charter Change – Administrative, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §10, and §§7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter Article V entitled "Administrative Organization," and Article VI entitled "Finance and Fiscal Procedures," as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~strike through~~; provided however, that in accordance with G.L. c. 43B, §10, these proposed amendments shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto. (Charter Review Committee)

Section 5-1:                      Organization of Town Agencies

(b) Administrative Code - Subject only to express prohibitions in the General Laws or this charter, the town administrator, after consultation with the select board, may from time

to time prepare and submit to the town meeting a plan of organization or reorganization to consolidate, abolish, or reorganize any town agency, in whole or in part, establish such new town agencies as is deemed necessary to the same extent as is provided in Section 5-1(a) for bylaws, and for such purpose transfer the duties and powers and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one town agency to another, provided, however, that no function assigned by this charter to a particular town agency may be discontinued or, unless this charter specifically so provides, assigned to any other.

Whenever the town administrator prepares such a plan, the select board shall hold one or more public hearings on the proposal giving notice by publication on the town bulletin board ~~in a newspaper of general circulation in the town~~, which notice shall describe the scope of the proposal and the time and place at which the hearing will be held not less than seven ~~nor more than fourteen~~ days following said publication. Following such public hearing, the proposal, which may have been amended subsequent to the public hearing, shall be submitted to the town meeting by an appropriate warrant article.

An organization or reorganization plan shall become effective at the expiration of 60 ~~sixty~~ days following the date of the town meeting at which the proposal is approved by a majority vote. The town meeting may vote only to approve or disapprove the plan and may not vote to amend or alter the plan in any substantive manner.

#### Section 6-2: Submission of Budget and Budget Message

- (a) At least 30 ~~sixty~~ days prior to the date scheduled for town meeting in accordance with the bylaws, the town administrator, after consultation with the select board, shall submit to the finance committee a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents. The town administrator shall simultaneously provide for the publication, ~~in a newspaper of general circulation in the town~~ on the town bulletin board and/or website (if different), of a general summary of the proposed budget. The summary shall specifically indicate any major variations from the operating budget for the current fiscal year and the reason for such changes. The notice shall further indicate the times and places at which complete copies of the proposed operating budget are available for examination by the public.

#### Section 6-5: Action on the Budget

- (a) Public Hearing - Forthwith upon its receipt of the proposed operating budget, the finance committee shall provide for the publication on the town bulletin board ~~in a newspaper of general circulation in the town~~ of a notice stating the time and place, not less than seven ~~nor more than fourteen~~ days following such publication, at which it will hold a public hearing on the proposed operating budget as submitted.

Section 6-6:

School Committee Budget

- (a) Public Hearing: The local school committee shall conduct a public hearing on its proposed annual budget not less than seven days prior to the meeting at which it is scheduled to vote on such budget. Notice of the public hearing shall be published on the town bulletin board ~~in a newspaper of general circulation in the town~~ not less than seven days prior to the hearing. The notice shall contain a general summary of its proposed budget and shall specifically indicate any major variations from the budget for the then current fiscal year and the reasons for such changes. It shall further indicate the times and places at which complete copies of its proposed budget are available for examination by the public.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval of this article.*

*Communities are increasingly challenged by this newspaper requirement as they no longer have newspapers of general circulation in the community.*

*The proposed changes to section 5-1(b) removes the requirement for newspaper posting of notices, allowing them to be posted on the designated bulletin board for the town. Increasingly communities are challenged by this newspaper requirement as they no longer have newspapers of general circulation in the community.*

*The proposed change to section 6-2 and section 6-5 decreases the time for the budget to be made public from 60 to 30 days before town meeting and provides that the summary of the budget be made available to the public on the town bulletin board.*

**ARTICLE 14. Charter Change – Vest Authorities for Cemeteries and Streets in Director of Public Works**

On motion of Select Board member Ingeborg Hegemann Clark, it was voted 187 in favor and 4 opposed, clearly more than the 2/3rds required, to approve Article 14, Charter Change – Vest Authorities for Cemeteries and Streets in Director of Public Works, as printed in the warrant, provided, however, that in accordance with G.L. c.43B, §10, this proposed amendment shall not take effect until approval by the voters at the 2024 Annual Town Election.

*As printed in the warrant:*

To see if the Town will vote, pursuant to General Laws c. 43B, §§10 and 11 and §§ 7-1 and 7-7(a) of the Stow Home Rule Charter, to amend the Charter, Article V titled “ADMINISTRATIVE ORGANIZATION”, as set forth below, with text to be inserted shown in underline (excluding section numbers and headings) and text to be deleted shown in ~~striketrough~~; provided, however, that in accordance with G.L. c. 43B, §10, this proposed amendment shall not take effect until approval by the voters of the Town at the 2024 Annual Town Election; or take any other action relative thereto.

(Charter Review Committee)

Section 5-5:                    Town Administrative Organization

Until such time as a different form of organization shall be provided, in accordance with the provisions of Section 5-1 of this charter, the following outline of organization shall be operative:

- (a) The select board ~~of selectmen~~ shall appoint:
- a town administrator and assistant town administrator to serve for an indefinite; ~~an administrative assistant to the board of selectmen and town administrator whose duties shall be determined by said board;~~
  - a conservation commission;
  - an open space committee;
  - a board of registrars of voters ~~in the manner provided by general law;~~
  - a zoning board of appeals;
  - a council on aging, ~~as provided by bylaw;~~
  - a development and industrial commission, ~~as provided by bylaw;~~
  - ~~an industrial development finance commission in the manner provided by general law~~
  - a cable television advisory committee;
  - ~~a public, education and government committee;~~
  - a cultural council ~~as provided by general law;~~
  - ~~a board of cemetery trustees;~~
  - constables;
  - an emergency management officer and related personnel;
  - an historical commission;
  - ~~a superintendent of streets and employees of said department;~~
  - a director of public works, who shall be vested with the powers of cemetery commissioners and superintendents of streets in the General Laws;
  - a police chief and other police officers;
  - a fire chief and other full time fire fighting personnel or a board of fire engineers;
  - a forest fire warden;
  - a town collector and treasurer;
  - a town accountant;
  - an inspector of buildings;
  - a zoning enforcement officer;
  - a wire inspector, a plumbing inspector and a gas inspector;
  - a sealer of weights and measures;
  - a recreation commission;
  - ~~at least two members of the Lake Boon Commission~~ as provided by law;



town counsel;  
the Randall Relief Fund Trustees;  
the Randall Town Fund Trustees;  
the Hale School Fund Trustees;  
a surveyor of wood and lumber;  
a fence viewer;  
~~a field driver;~~  
a tree warden;  
~~a pest control officer;~~  
a veterans' ~~agent~~ service officer; ~~and~~  
a veterans' graves committee,  
a municipal affordable housing trust.

and such other offices, employees, and committees as defined by law; or section 3-2(d) and any other relevant sections of this charter.

Consistent with applicable laws and any trust provisions, the town may regulate by bylaw the number, composition, term, and duties of any committee listed in this section; and any committee listed herein may be discontinued in the same manner as it was established.

*The Finance Committee recommended approval of this article on a unanimous vote.  
The Select Board recommended approval.*

*This article incorporates the changes the Charter Review Committee are recommending and makes the final changes needed to consolidate the Highway and Cemetery Departments into a Department of Public Works. Should Article 3 not pass – this article will be tabled.*

#### **ARTICLE 15. Acceptance of a Portion of Box Mill Road as a Town Way**

On motion of Select Board member John Toole, the vote was unanimous in favor, as called by the Moderator, to approve Article 15 – Acceptance of a Portion of Box Mill Road as a Town Way, as printed in the warrant, to accept as a public way a portion of the roadway known as Box Mill Road as heretofore laid out by the Select Board and shown on a plan of land entitled “Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts”, dated June 26, 2023, prepared by Green International Affiliates, Inc., and on file with the Town Clerk, and authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in a portion of Box Mill Road for all purposes for which public ways are used in the Town of Stow and any drainage, access, utility and/or other easements related thereto.

*As printed in the warrant:*

To see if the Town will vote to accept as a public way a portion of the roadway known as Box Mill Road as heretofore laid out by the Select Board and shown on a plan of land entitled “Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts”, dated June 26, 2023, prepared by Green International Affiliates, Inc., and on file with the Town Clerk, and authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in a portion of Box Mill Road for all purposes for which public ways are used in the

Town of Stow and any drainage, access, utility and/or other easements related thereto; or take any other action relative thereto.  
(Town Administrator)

*The Finance Committee recommended approval of this article on a unanimous vote.*

*This project has been in the works for many years and MassDOT is ready to advertise the project to begin construction in the Spring. Town Meeting has previously authorized the easements and now we are requesting Town Meeting accept the portion of Box Mill Road, on the South side of the bridge, to be a public way, so the work can take place.*

#### **ARTICLE 16. Amend General Bylaw Article 4, Section 9**

On motion of Select Board chair Cortni Frecha, the vote was unanimous in favor, as called by the Moderator, to accept Article 16 – Amend General Bylaw Article 4, Section 9, as printed in the warrant, to amend the Town Bylaw Article 4, Section 9 adopted pursuant to MGL Chapter 40, Section 57, which statute allows municipalities to deny licenses and permits, among other things, when the applicant or owner of the property to which the license or permit relates owes municipal taxes or fees, to bring such bylaw into accord with the law as revised by the Municipal Modernization Act, with the text to be inserted set forth underlined and the text to be deleted shown in strikethrough.

*As printed in the warrant:*

To see if the Town will vote to amend the Town Bylaw Article 4, Section 9 adopted pursuant to MGL Chapter 40, Section 57, which statute allows municipalities to deny licenses and permits, among other things, when the applicant or owner of the property to which the license or permit relates owes municipal taxes or fees, to bring such bylaw into accord with the law as revised by the Municipal Modernization Act, with the text to be inserted set forth underlined and the text to be deleted shown in strikethrough; or take any other action relative thereto:

(Town Administrator)

(a) The Treasurer-Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Treasurer-Collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the Licensing Authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation or business enterprises, hereinafter referred to as the Party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve month period,~~ and that such Party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

*The Finance Committee recommended approval of this article on a unanimous vote.*

*Under MGL Chapter 40 Section 57, a town may enact a bylaw that allows the Town to refuse to issue or renew, or to revoke, certain licenses and permits if applicable local taxes, fees and assessments are not currently paid by the owner. The cost to the town, in time and expense, to*

*collect unpaid accounts can be considerable; the right to withhold benefits of ownership to delinquent owners may provide the town with effective leverage to obtain payment.*

#### **ARTICLE 17. Citizen's Petition**

On motion by petition sponsor, Roy Miller, it was voted 81 in favor and 48 opposed to refer to the Planning Board the development of a proposed bylaw section titled "Firearms Business Zoning" and to report progress of such on or before the town meeting 2024.

*As printed in the warrant:*

To see if the Town will vote to amend the Stow Zoning Bylaw by adding a section title "**Firearms Business Zoning**" with details pertaining to such as developed with/by the Planning Department/Planning Board and approved through required town processes.

*The Finance Committee did not recommend approval of this article. There is no official bylaw language for the Committee to refer to. There is no financial impact.*

*The Planning Board did not recommend approval of this article. The petition does not have specific bylaw language for the Board to consider. The Planning Board held a public hearing on September 12, 2023 on this article.*

Mr. Salvie reminded the meeting that this is a non-binding article. Town Meeting can refer an issue to the Planning Board but cannot force the Board to act in a particular way or develop specific bylaw amendments.

On motion of Select Board member Hector Constantzos, it was voted in favor to adjourn the meeting to the town election on September 23, 2023, commencing at 10 a.m. at Center School in said Town of Stow, and thereafter, at the close of the polls, to dissolve this meeting.

#### **ARTICLE 18. Special Election**

To vote by ballot on Saturday, September 23, 2023, at the Center School, 403 Great Road, in said Town of Stow on the following question. The polls are open from 10 a.m. – 4 p.m.

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town of Stow's allocable share of the bond issued by the Nashoba Regional School District for the purpose of paying costs of a new Nashoba Regional High School, 12 Green Road, Bolton, MA 01740 including site work and athletic fields, including the payment of all costs incidental or related thereto?

Meeting adjourned at 11:25 p.m.

Total Voters Checked-in = 746

Total Registered Voters = 5607

Turnout % = 13%

*NOTES:*

*ON NOVEMBER 9, 2023, THE OFFICE OF THE ATTORNEY GENERAL APPROVED THE AMENDMENTS TO THE STOW TOWN CHARTER AS VOTED IN ARTICLES 4,6,7,8,10,11,12,13, 14 CONTINGENT ON AN AFFIRMATIVE VOTE(S) AT THE MAY 2024 ANNUAL TOWN ELECTION.*

*ON DECEMBER 19, 2023, THE OFFICE OF THE ATTORNEY GENERAL APPROVED THE AMENDMENTS TO THE STOW GENERAL BYLAWS AS VOTE IN ARTICLES 3 AND 16.*

Number of Voters Checked = 746      Total Registered Voters\*: 5,614      Turnout: 13%  
\* *includes inactive voters*

Town meeting workers: Preparation, Check-In, Voter Assistants:

Sharon Brownfield	Ann Deluty	Ruby Ramsland
Joan Burns	Terri Kostas	Marianne Sharin
Ruth Delmonico	Claire Lavina	

**SPECIAL TOWN ELECTION**  
**September 23, 2023**

Pursuant to the Select Board's warrant of August 22, 2023, posted by the Constable on September 1, 2023, the Special Town Election was held in The Center School on September 23, 2023 and was called to order at 10 a.m.

After examining the ballot boxes in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open. During polling hours, a total of 54 absentee ballots were marked on the voter list, opened, and cast into the ballot box. There were 648 Early Vote ballots delivered to the polls and cast into the tabulators. There were three provisional ballots. The ballots in the auxiliary compartment were tabulated.

Total Registered Voters: 5,614      Total votes cast = 1,619      Turnout: 28.8%  
\* *includes inactive voters*

**QUESTION 1.**

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town of Stow's allocable share of the bond issued by the Nashoba Regional School District for the purpose of paying costs of a new Nashoba Regional High School, 12 Green Road, Bolton, MA 017 40 including site work and athletic fields, including the payment of all costs incidental or related thereto?

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total Votes</b>
<b>YES</b>	<b>472</b>	<b>435</b>	<b>907</b>
<b>NO</b>	<b>383</b>	<b>329</b>	<b>712</b>

<b>EARLY VOTING &amp; ELECTION WORKER</b>			
<u>Preparation, Checkers, Ballot Box, Greeters &amp; Counters</u>			
<u>Warden</u> Katherine West	Laura Amichetti	Niko Kosta*	Marcia Rising
	Meredith Bartlett	Lisa Lavina	Dayton Seith*
	Joan Burns	Lucas Messier*	Carol Stolz
	Ruth Delmonico	Ruby Ramsland	Guy Washburn
	Ann Deluty	Laura Reiner	David Wells
	Brayden Duprey*		
	Morgan Hillman		
	<i>* student volunteers from Nashoba Regional High School</i>		

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 2023 Stow Annual Census: 7,167*

## **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](http://www.stow-ma.gov)

Front Cover Photos:

Autumn, courtesy of Chip Fein

Carver Hill Orchard, courtesy of Kathy Sferra

Blueberries, courtesy of Linda Doty

Heath Hen Meadow Brook, courtesy of Kathy Sferra