

AGENDA
BOARD OF SELECTMEN
March 9, 2021
7:00 p.m.
Town Building & Zoom

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. This meeting of the Board of Selectmen will take place without any public present, but we will make every effort to ensure the public can adequately access any non-executive session proceedings in real time via Zoom.

Join Zoom Meeting

<https://zoom.us/j/93398681620?pwd=WHJ2b3MyS0doQ3FIN3FPUm0vRmU0dz09>

Meeting ID: 933 9868 1620

Passcode: 016741

1. Public input
2. Chairman's comments
3. Appointments:
 - Meredith Wood to the Cultural Council through March 9, 2024
 - Rebecca Lynch to the Cultural Council through March 9, 2024
 - Officer David Goguen to the position of Acting Police Sergeant
4. **Public Hearing – 7:15 p.m.**
 - Honey Pot Hill Orchards Inc – Liquor License Application
 - Farmer Series Pouring License
5. **Public Hearing – 7:45 p.m.**
 - Minute Man Air Field Flammable Storage
 - 70,000 cubic foot gaseous hydrogen trailer
6. Discussion and Possible Vote
 - Minuteman Reg Voc Tech Budget Presentation – Dr. Edward Bouquillon, Superintendent
 - Police hiring and promotional process overview
 - Bias-Free Professional Policing Updated Policy – Chief Sallese
 - Vote of the Board regarding distribution of COVID-19 Vaccines
 - Vote to support the cooperative work of regional stakeholders* to establish a professional regional vaccination site in the Nashoba Valley, to address geographic inequity **The 16 communities of the Nashoba Valley (Ashburnham, Ashby, Ayer, Berlin, Bolton, Boxborough, Dunstable, Groton, Harvard, Lancaster, Littleton, Lunenburg, Pepperell, Shirley, Stow, Townsend)*
7. Town Administrator's Report
8. Liaison reports
9. Meeting minutes
 - February 23, 2021
 - February 23, 2021 - Executive Session
10. Correspondence
11. Adjournment

Posted Friday, 3/5/2021
7:00 A.M.

APPOINTMENTS



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road

Stow, Massachusetts 01775

(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY

STOW CULTURAL COUNCIL

The Stow Cultural Council is seeking FOUR Members to be in place for the next funding cycle.

Duties: Stow's Cultural Council Program, administered at the state level by the Massachusetts Cultural Council, receives state funds and grants to distribute to projects in the arts, humanities and interpretive sciences.

Council members meet annually to review applications from individuals, schools, and organizations and decide how to fund the proposals, which include field trips, after school programs, concerts and festivals.

Qualifications: Registered voter of Stow. Interest in the arts, humanities and interpretive sciences. Ability to commit time to grant review process and willingness to be involved in other duties pertaining to local cultural needs.

Term: Members appointed by the Selectmen to serve three-year terms

Application: The Board of Selectmen will be accepting applications until the positions are filled. If you are interested, please contact the Selectmen's Office at selectmen@stow-ma.gov or 978-897-4515.

Posted September 21, 2020



Denise M. Dembkoski
Town Administrator

townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

380 Great Road
Stow, MA 01775
Tel: 978-897-2927

After speaking with both candidates, I am recommending
Meredith Wood and Rebecca Lynch to the Cultural Council.

Denise M Dembkoski

Phoebe Haberkorn

From: Meredith Wood [meredith.kellerman.wood@gmail.com]
Sent: Thursday, December 10, 2020 1:26 PM
To: selectmen@stow-ma.gov
Subject: Stow Cultural Council application
Attachments: Wood, Meredith - Resume 2020.docx.pdf

To the members of the Board of Selectman,

It is with great enthusiasm that I formally submit for your consideration my application to become a member of the Stow Cultural Council. I've been a resident for just over two years, and I had the pleasure of speaking with Mary Louton last month. I would be honored to be able to contribute to our community as a member of the council.

While I personally lack any and all artistic or musical talent, I have been a great appreciator of the arts my whole life, and am a firm believer that the types of opportunities that the Cultural Council fosters are what make good communities even greater. As a professional fundraiser and event manager, I've spent the last nearly fifteen years in the nonprofit sector creatively leveraging relationships, broadening access to resources, managing tight budgets with low overhead, and strengthening communication and marketing strategies. I also have considerable experience both writing and reading grant applications.

I've attached my resume for some additional background, and would, of course, be happy to provide any additional information or answer any questions that you have. Many thanks for your consideration, and I hope that you all have a happy and safe holiday season!

Warm regards,
Meredith Wood

508.373.4443 m
978.333.7926 h
242 Hudson Road, Stow, MA 01775

townadministrator

From: selectmen
Sent: Thursday, February 11, 2021 9:07 AM
To: townadministrator
Subject: Fw: Stow Cultural Council

From: selectmen <selectmen@stow-ma.gov>
Sent: Thursday, February 11, 2021 9:02 AM
To: rebecca lynch <peachymama59@gmail.com>
Subject: Re: Stow Cultural Council

Hello Rebecca,

Thank you for your wonderful letter! This will be included in the Selectmen's correspondence and shared with the Town Administrator. She is hoping to be able to schedule Cultural Council appointments for February 23, and our office will be in touch to finalize this.

Best wishes, and thank you again for your interest.
Phoebe

From: rebecca lynch <peachymama59@gmail.com>
Sent: Monday, February 8, 2021 4:23 PM
To: selectmen <selectmen@stow-ma.gov>
Subject: Re: Stow Cultural Council

Hi Phoebe,

Okay! Here's my background.

I moved to Stow in 2014. I have two grown children and live with my partner, John Coffey. As a nonprofit professional, I've written dozens of grants for various organizations in the area, so I'm intimately aware of the process and importance of helping people and organizations change lives and, sometimes, pursue their passion.

By trade, I'm a freelance writer who has been fortunate to stay employed (and at home) over the past year.

I'm also a musician. I perform in (and manage) my band, Becky and the Swinging Bards. In 2020, we were booked through the entire year, and I was looking forward to adding to our existing gigs upon occasion. It was pretty exciting, as we don't typically book that far in advance. It felt GOOD! And then Covid hit... and all our gigs evaporated.

We didn't know what to do.

emailed

To safely practice, we decided to set up the band outside over the summer and fall. And that's when I decided to turn our practices into something more. Timberstock was born (Timber = the first syllables of the street name and Stock = a reference to Woodstock). We took in sponsorships and invited fans, friends, and neighbors to join us every other Sunday afternoon from July to November. As we live at the end of a street on a culdesac, people could bring chairs and masks and safely distance themselves across the lawn, street and circle while listening (and dancing). One couple brought their dancing shoes and two-stepped in the street. Later, they taught our neighbors' three year old how to dance. Reasons to be Cheerful, a local ice cream vendor, parked their Cheerwagon and sold ice cream. We played, weather depending, all the way through November. We are already planning Timberstock 2021.

Although I am always delighted when people come to see the band, I was taken aback at the depth of the love and longing for live music. We missed playing—and everyone we knew missed participating in the live music experience. Timberstock was a small respite from a difficult, distanced summer. Two hours of "normal."

And that's the power of art and the community. It's a way to share in our collective humanity, especially during such a difficult and scary time. It also taught us that maybe music doesn't need to be played only in clubs and restaurants; perhaps music in the streets is welcomed and needed. It was a surprise to me. I never thought we'd play in our driveway for an audience! But there we were, every other Sunday afternoon, playing songs we knew, songs we had recently learned... and even songs off-the-cuff upon request. It was like the Chicago song, "Saturday in the Park" and it was glorious.

I know how much it means for all of us to be supported in what we love. Music is not an easy life, and it's typically not one where you can make money (much less a living). But we kept ourselves practiced and in business last summer. I feel children and adults should be supported in their pursuit of their artistic expression as well as scientific exploration. That's why I welcome the opportunity to join the Stow Cultural Council.

Best,
Rebecca Lynch
50 Timberedge Road
Stow

On Mon, Feb 8, 2021 at 9:52 AM selectmen <selectmen@stow-ma.gov> wrote:
Hello Rebecca,

This is to acknowledge your email to the Selectmen's office expressing your interest in joining the Stow Cultural Council. Please send a more detailed letter to the Selectmen's office including the information from your email. Perhaps tell a little more about your background and how you came to be interested in the Cultural Council. Then, after the Town Administrator gives approval, our office can schedule a date for appointment. This will happen at one of the Selectmen's meetings, which are scheduled for the second and fourth Tuesdays of the month, and currently are being conducted via Zoom, so you would not have to come

to the Town Building. After their vote, our office sends an appointment letter with instructions for getting sworn in by the Town Clerk. After that you'll be eligible to vote at Cultural Council meetings.

We look forward to receiving your letter and hope you will contact the office again if you have any other questions.

Thank you very much for your interest!

Regards,
Phoebe

Phoebe Haberkorn
Board of Selectmen's office
380 Great Road
Stow, MA 01775
978-897-4515
selectmen@stow-ma.gov



Denise M. Dembkoski
Town Administrator

townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

380 Great Road
Stow, MA 01775
Tel: 978-897-2927

I support and endorse the appointment of Dave Goguen to the position of Acting Sergeant.

Denise M Dembkoski



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

(978) 897-4545
FAX (978) 897-3692

Michael Sallese
Chief of Police

March 2, 2021

Denise M. Dembkoski, Town Administrator
Town of Stow
380 Great Road
Stow, MA 01775

RE: Letter for Appointment for Acting Sergeant

As you are aware with the promotions of Darren Thraen to Lieutenant and I to Chief of Police, two critical supervisory positions are left vacant. These two Sergeant positions fill a critical line supervisory role to maintaining the command structure of the department. The Sergeant's role within the Stow Police Department is responsible for the shift supervision of Patrol Officers. The Sergeant is responsible for reviewing officer performance, providing input to performance reviews, providing orientation to new employees, assigning work, disciplining employees, providing training/coaching/counseling to officers and working with the Lieutenant or superior officer in establishing and implementing action plans for improved officer performance. The Sergeant also provides shift supervision; assign/review work activities; and provides performance feedback to Patrol Officers. They also advise Patrol Officers regarding unusual situations and questionable matters.

Over the past year Darren and I have been able to answer questions of officers as policy and regulations requires a Supervisor to do. To continue our command structure, I will be requesting for the promotion of two veteran officers to be promoted to Sergeant. The process is currently being organized for your review and approval.

Until the process is completed, I am requesting that David Goguen be appointed as Acting Sergeant, with all the benefits and responsibilities outlined in the CBA, attached job description, and Policies and Procedures as a supervisor.

David has been with the Stow Police Department for 32 years and a police officer for over 35 years. He has been the senior patrol officer for the past 6 years, making decisions for his shift as required in the same capacity as a sergeant would. David has the respect of all the department members and has made thoughtful decisions when thinking about the Town or the Police Department.

David has shown his ability to control a critical situation, as he has been involved in a use of force situation. While employed with the Maynard Police Department, David responded to a restraining order violation, where the suspect was waiting outside his victim's house. Upon speaking with the suspect, it became clear the suspect wanted to harm his victim and exited his vehicle with a shotgun. David attempted to control the suspect using hand controls, however the

suspect was able to get a shot off narrowly missing David, traveling through his uniform pants. While wrestling with the suspect David saw that he was about to fire again, forcing David to discharge his firearm striking and wounding the suspect. The suspect recovered, stood trial and was committed on numerous charges to almost 10 years in prison.

David has maintained good community relations throughout his career. He has made it a point to instill best practices of his experience to new and veteran officers. He has a strong yet fair personality that will enable him to ensure that the community mission of the department and my office are carried through the other officers. David has shown himself to be an honest, hard-working respected member of this department. David has been the Field Training Officer to many members of this department, including myself.

I am therefore recommending that David Goguen be appointed as Acting Sergeant until two permanent Sergeants are appointed. This appointment does not guarantee David any permanent appointment as Sergeant if he so chooses to proceed through the process that will be established. Attached you will find the job description for Sergeant within the Stow Police Department, as well as David's resume.

Respectfully Submitted,



Michael Salles, Chief of Police



Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

(978) 897-4545
FAX (978) 897-3692

Michael Sallèse
Chief of Police

Police Sergeant – Job Description

Definition

Under the immediate supervision of the Lieutenant or other superior officer, is responsible for the shift supervision of Patrol Officers. Responsible for the safeguarding of life and property, the prevention of crime, apprehension of criminals and the preservation of peace in compliance with federal, state and local laws, and performs related work as required.

Distinguishing Characteristics

Work activities are varied and require independent action and judgment in addressing issues/problems, some of which are unusual in nature. Issues often require further research and investigation.

Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill. Contacts are with employees within and outside the Department, as well as the public. Contact with the public requires courtesy, tact and diplomacy as well as the ability to persuade and influence someone's actions.

Requires maintaining confidential department material, as well as maintaining the privacy of individuals who lodge complaints, or are being investigated, as allowed by law.

Leadership responsibilities include monitoring/reviewing officer performance, providing input to performance reviews, participating in the interviewing of new employees, providing orientation to new employees, assigning work, disciplining employees, providing training/coaching/counseling to officers and working with the Lieutenant or superior officer in establishing and implementing action plans for improved officer performance.

Required to maintain physical fitness in order to perform a wide array of activities that necessitate physical agility and effort in the field.

Examples of Work

Provide shift supervision; assign/review work activities; provide ongoing training, development, and performance feedback to Patrol Officers. Advise Patrol Officers regarding unusual situations and questionable matters.

Maintains current knowledge of departmental rules, policies, procedures, and developments in the law that affect the operation of the shift and department; keeps officers under their command abreast of changes.

Plans and approves directed patrols during their shift; reviews outstanding matters, daily log, investigations, warrants, summonses, subpoenas and other official papers to serve to ensure appropriate deployment of officers during the shift; updates officers under command of issues and work activities to be accomplished.

Monitors scheduling such as the filling of details and shifts.

Reviews and approves police reports, and citations generated by Patrol Officers.

Produces own reports.

Conduct training and instruction programs, drills and classes.

Updates departmental records such as list of resident sex offenders, juvenile records, etc.

Prepares reports of officer infractions, and forwards to Chief for review.

Prepares weekly report of shift activity to Lieutenant.

Monitors cells to ensure they are kept clean and up to code.

Performs responsibilities of Patrol Officer.

Performs other position related duties as assigned.

MINIMUM QUALIFICATIONS

I - Education and Experience

Graduation from high school or GED equivalent

Graduation from the basic training course for police officers (police academy) as directed by the Massachusetts Criminal Justice Training Council

POST Certified

Must be at least 21 years of age.

Must pass a criminal and traffic record check, background investigation, physical and psychological examinations.

Requires a minimum of 5 years' full time police officer experience.

Requires possession of a valid Class "D" Massachusetts drivers license.

Must be in good standing with the Stow Police Department

II – Knowledge, Ability and Skills

Knowledge

- Current applicable federal, state and local laws;
- Department rules and regulations;
- Principals and practices of a municipal police administration and organization;
- Police requirements and limitations of police authority;
- Laws, governing custody of persons, search and seizure, admissibility
- Presentations of evidence and laws of arrest and court procedures;
- Basic computer operations and functions;
- Management theory and principles.

Ability

- Read and understand departmental policies and procedures, rules and regulations, laws and law enforcement documents;
- Know the use and care of firearms;
- Remember names, faces, facts and details of incidents;
- Write clear, accurate and comprehensive reports;
- Analyze situations and adopt a quick, effective, and responsible course of action giving due regard to the surrounding hazards and circumstances of each situation.
- Operate a motor vehicle safely and skillfully;
- Keep all department information strictly confidential;
- Communicate effectively, both orally and in writing;
- Accomplish various clerical duties;
- Follow oral and written instructions;
- Work effectively with other employees;
- Engender public respect and confidence;
- Meet the general public with courtesy and tact;

Demonstrate good judgment, character, reputation, superior poise, bearing, alertness, and emotional stability.

Cope with situations firmly, courteously, and with the respect for the rights of others;

Establish and maintain effective relationships with all those contacted in the course of work.

Skill

In operating various equipment: firearms, radar, lidar, breathalyzer, handcuffs, baton, radios, and related equipment;

In operating personal computer and general office equipment.

III - Special Requirements

Must be CORI (Criminal Offender Record Information) certified by the State

Must possess a valid Massachusetts Class D Motor Vehicle License, Firearms License, and First Responder Certification.

Must pass Police Department physical examination, and maintain appropriate physical fitness level.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Work frequently requires talking, hearing, standing, walking and driving for extended work periods. Outside work require exposure to weather extremes, noise, and working around equipment with moving mechanical parts.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (sometimes over 100 pounds), pushing/pulling and restraining.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation of equipment and vehicles.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to.

PUBLIC HEARING

**HONEY POT HILL
LIQUOR LICENSE
PUBLIC HEARING**



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4534

LICENSING BOARD FOR THE TOWN OF STOW
(Board of Selectmen)

Notice is hereby given under Chapter 138 of the General Laws that Honey Pot Hill Orchards Inc, for premises located at 138 Sudbury Road, Stow, has applied for an on-premises liquor license under section 19B(n) Farmer Series Pouring Permit.

A public hearing will be held on the license application on Tuesday, March 9, 2021 at 7:15 p.m. in the Stow Town Building, 380 Great Road, with attendance via Zoom as the only method to participate.

Thomas E. Ryan III
Chairman, Board of Selectmen

Join Zoom Meeting

<https://zoom.us/j/93398681620?pwd=WHJ2b3MyS0doQ3FIN3FPUm0vRmU0dz09>

Meeting ID: 933 9868 1620
Passcode: 016741

Posted 2/12/2021

Print 1x, The Stow Independent, 2/17/2021 issue

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

7860

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

FW-LIC-000185

LICENSEE NAME

Honey Pot Hill Orchards INC

ADDRESS

138 Sudbury Road

CITY/TOWN

Stow

STATE

MA

ZIP CODE

01775

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Transfer of License |
| <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Transfer of Stock |
| <input type="checkbox"/> Change of License Type | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Wine & Malt to All Alcohol |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> More than (3) \$15 | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> 6-Day to 7-Day License |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> New License | <input type="checkbox"/> Seasonal to Annual | <input checked="" type="checkbox"/> Farmers Series Pouring Permit |
| <input type="checkbox"/> Other | | | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

APPLICATION FOR FARMER SERIES POURING PERMIT

City/Town

STOW



ANNUAL

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) HONEY POT HILL ORCHARDS INC

B. Business Name (if different) : C. Manager of Record: CHELCIE MARTIN

D. ABCC License Number (for existing licenses only) : FW-LIC-000185

E. Address of Licensed Premises: 138 SUDBURY ROAD City/Town: STOW State: MA Zip: 01775

F. Business Phone: 9785625666 G. Cell Phone:

H. Email: CHELCIE@HONEYPOTHILL.COM I. Website: WWW.HONEYPOTHILL.COM

J. Mailing address (if different from E.): City/Town: State: Zip:

2. TRANSACTION:

- New License
- New Officer/Director
- Transfer of Stock
- Issuance of Stock
- Pledge of Stock
- Transfer of License
- New Stockholder
- Pledge of License

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. CATEGORY AND TYPE OF LICENSE

a. CATEGORY:

- POURING PERMIT

b. TYPE OF LICENSE:

- FARMER BREWERY (Malt Beverages Only)
- FARMER DISTILLERY (Distilled Spirits Only)
- FARMER WINERY (Wine Only)

IMPORTANT ATTACHMENTS (2): The applicant must attach a copy of the ABCC license.

4. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME: CHELCIE MARTIN

ADDRESS: 22B BOON ROAD

CITY/TOWN: STOW STATE: MA ZIP CODE: 01775

CONTACT PHONE NUMBER: FAX NUMBER:

EMAIL: CHELCIE@HONEYPOTHILL.COM

5. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

The premises to be licensed is a 40x60 tented area with a 13,500 square foot outdoor area. This entire area is roped off with one entrance and one exit. The area to be licensed is located on parcel 12-2.

Total Square Footage: Number of Entrances: Number of Exits:

Occupancy Number: Seating Capacity:

IMPORTANT ATTACHMENTS (3): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

6. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises?

IMPORTANT ATTACHMENTS (4): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises. Other:

Landlord is a(n): Other:

Name: Phone:

Address: City/Town: State: Zip:

Initial Lease Term: Beginning Date Ending Date

Renewal Term: Options/Extensions at: Years Each

Rent: Per Year Rent: Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?
Yes No

IMPORTANT ATTACHMENTS (5):

1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

7. LICENSE STRUCTURE:

The Applicant is a(n): Other:

If the applicant is a Corporation or LLC, complete the following: Date of Incorporation/Organization:

State of Incorporation/Organization:

Is the Corporation publicly traded? Yes No

8. INTERESTS IN THIS LICENSE:

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (6):

All individuals or entities listed below are required to complete a [Personal Information Form](#).

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
ANDREW MARTIN	PRESIDENT/OWNER	100	
CHELICIE MARTIN	SECRETARY	0	

*If additional space is needed, please use last page.

9. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list said interest below:

Name	License Type	Licensee Name & Address

*If additional space is needed, please use last page.

10. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated

11. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes No If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

12. CITIZENSHIP AND RESIDENCY REQUIREMENTS

A.) For Individual(s):

1. Are you a U.S. Citizen?

Yes No

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)?

Yes No

2. Is the License Manager or Principal Representative a U.S. Citizen?

Yes No

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old?

Yes No

13. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:

B. Purchase Price for Business Assets:

C. Costs of Renovations/Construction:

D. Initial Start-Up Costs:

E. Purchase Price for Inventory:

F. Other: (Specify)

G: TOTAL COST

H. TOTAL CASH

I. TOTAL AMOUNT FINANCED

IMPORTANT ATTACHMENTS (7): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

14. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

100% OF THE FUNDS PROVIDED BY HONEY POT HILL ORCHARDS INC

*If additional space is needed, please use last page.

15. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SECTION "COSTS ASSOCIATED WITH LICENSE TRANSACTION" WILL DERIVE:

A.

Name	Dollar Amount	Type of Financing

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes No

If yes, please describe:

16. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? Yes No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? Yes No

If yes, to whom:

IMPORTANT ATTACHMENTS (8): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

17. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: Yes No

18. ANTICIPATED OPENING DATE:

**IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED**

APPLICANT'S STATEMENT

I, Andrew Martin the sole proprietor; partner; corporate principal; LLC/LLP member

of Honey Pot Hill Orchards, hereby submit this application for a farm winery pour license (hereinafter the

"Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:

Andrew A Martin

Date:

1-17-21

Title:

Pres.

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Andrew Martin	B. Business Name (dba)	Honey Pot Hill Orchards INC		
C. Address	138 Sudbury road	D. ABCC License Number (If existing licensee)	FM-LIC-000185		
E. City/Town	STOW	State	MA	Zip Code	01775
F. Phone Number of Premise		G. EIN of License			

2. PERSONAL INFORMATION:

A. Individual Name	ANDREW MARTIN	B. Home Phone Number	978-394-5911		
C. Address	101 SUDBURY ROAD				
D. City/Town	STOW	State	MA	Zip Code	01775
E. Social Security Number		F. Date of Birth			
G. Place of Employment	HONEY POT HILL ORCHARDS				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (9): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature	<u>Andrew J Martin</u>	Date	1-17-21
Title	<u>Pres.</u>	(If Corporation/LLC Representative)	

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Andrew Martin	B. Business Name (dba)	Honey Pot Hill Orchards INC		
C. Address	138 Sudbury road	D. ABCC License Number (If existing licensee)	FM-LIC-000185		
E. City/Town	STOW	State	MA	Zip Code	01775
F. Phone Number of Premise		G. EIN of License			

2. PERSONAL INFORMATION:

A. Individual Name	CHELICIE MARTIN	B. Home Phone Number	978-975-3756		
C. Address	101 SUDBURY ROAD				
D. City/Town	STOW	State	MA	Zip Code	01775
E. Social Security Number		F. Date of Birth			
G. Place of Employment	HONEY POT HILL ORCHARDS				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No ?

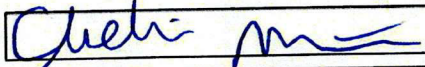
If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (9): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature		Date	2/11/21
Title	Secretary	(If Corporation/LLC Representative)	

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a [Personal Information Form](#), and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):
Address:
City/Town: State: Zip Code:
ABCC License Number: Phone Number of Premise:
(If existing licensee)

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:
C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:
(Submit proof of citizenship and/or naturalization such as US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No
If yes, please describe:
B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No
If yes, please describe:
C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
If yes, please describe:
D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature: Date:
Andrew J Martin 1-17-21



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

CORI REQUEST FORM

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

JEAN M. LORIZIO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(OF EXISTING LICENSEE)</small>	FM-LIC-000185	LICENSEE NAME:	ANDREW MARTIN/HONEY POT HILL ORCHARDS INC	CITY/TOWN:	STOW
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APPLICANT INFORMATION

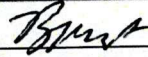
LAST NAME:	MARTIN	FIRST NAME:	ANDREW	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	6	3	[REDACTED]
CURRENT ADDRESS:	138 SUDBURY ROAD				
CITY/TOWN:	STOW	STATE:	MA	ZIP:	01775
FORMER ADDRESS:					
CITY/TOWN:		STATE:		ZIP:	

PRINT AND SIGN

PRINTED NAME:	ANDREW MARTIN	APPLICANT/EMPLOYEE SIGNATURE:	<i>Andrew Martin</i>
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NOTARY INFORMATION

On this 21st day of Jan 2021 before me, the undersigned notary public, personally appeared Andrew Martin (name of document signer), proved to me through satisfactory evidence of identification, which were MADL to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.


 NOTARY



DIVISION USE ONLY

REQUESTED BY:	
	SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

JEAN M. LORIZIO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	FM-LIC-000185	LICENSEE NAME:	ANDREW MARTIN/HONEY POT HILL ORCHARDS INC	CITY/TOWN:	STOW
---	---------------	----------------	---	------------	------

APPLICANT INFORMATION

LAST NAME:	MARTIN	FIRST NAME:	CHELICIE	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	FEMALE	HEIGHT:	5		11
CURRENT ADDRESS:	22b Boon Road				
CITY/TOWN:	STOW	STATE:	MA	ZIP:	01775
FORMER ADDRESS:					
CITY/TOWN:		STATE:		ZIP:	

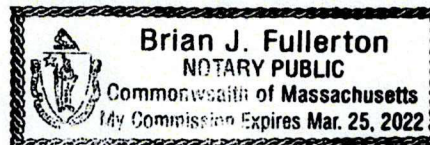
PRINT AND SIGN

PRINTED NAME:	CHELICIE MARTIN	APPLICANT/EMPLOYEE SIGNATURE:	<i>Chelicie Martin</i>
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NOTARY INFORMATION

On this 21st day of Jan 2021 before me, the undersigned notary public, personally appeared Chelicie Martin
(name of document signer), proved to me through satisfactory evidence of identification, which were MADL
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Brian J. Fullerton
NOTARY



DIVISION USE ONLY

REQUESTED BY:	
	SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.

January 16, 2021

Chelcie Martin
138 Sudbury Road
Stow, MA
01775

CERTIFICATION OF CORPORATE VOTE FOR HONEY POT HILL ORCHARDS INC

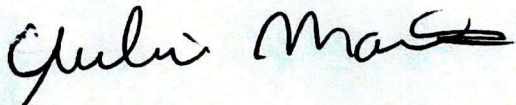
To Whom It May Concern,

This is to certify that at a special meeting of the Board of Directors of the Corporation, held at the offices of the Corporation located at 138 Sudbury Road on January 16, 2021 at 3:13PM, all the directors being present and voting, it was unanimously VOTED:

To apply for a farm winery pour license for Honey Pot Hill Orchards and make Chelcie Martin the manager and principal contact for said license.

By unanimous consensus therefore we shall move toward adopting the elements required by said vote.

Sincerely,

A handwritten signature in black ink that reads "Chelcie Martin". The signature is written in a cursive style with a horizontal line through the end of the name.

Chelcie Martin
Secretary
chelcie@honeypothill.com
978-875-2756

From: Noreply@licensing.state.ma.us
Subject: License Issuance Notification - Farmer Winery License - FW-
LIC-000185
Date: Sep 3, 2020 at 17:58:03
To: andrew@honeypothill.com

Dear Andrew Martin,

Your Farmer Winery License Certificate is attached. Please review that it is accurate. If you have any questions, please contact the Alcoholic Beverages Control Commission at [\(617\)727-3040](tel:6177273040).

Need Help? Call the ePLACE Help Desk Team at [\(844\) 733-7522](tel:8447337522) or [\(844\) 73-ePLAC](tel:8447373622) between the hours of 7:30 a.m. and 5:00 p.m. EST Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us.

Dear Andrew Martin,

Thank you!

Your friend,

Alcoholic Beverages Control Commission



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

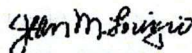
FARMER-WINERY LICENSE

M.G.L. c. 136, § 19B

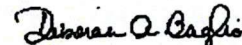
This Farmer-Winery License authorizes the following licensee to produce, rectify, blend, or fortify, keep and expose for sale and to sell wine containing not more than twenty-four percent alcohol by weight:

Honey Pot Hill
138 Sudbury Road
STOW, MA 01775

Approved by the Alcoholic Beverages Control Commission on August 28, 2020

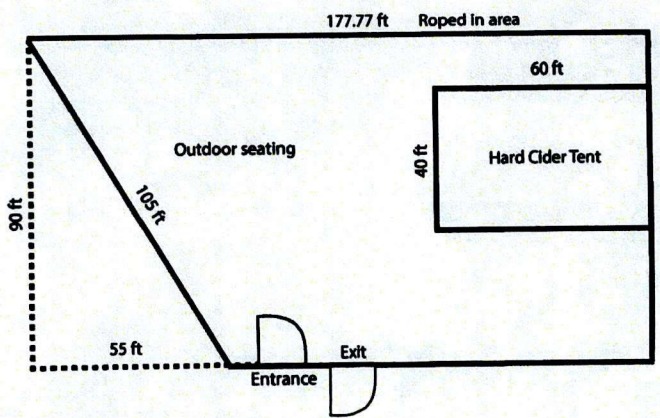

Jean Lenzio, Chairman


Crystal Matthews, Commissioner


Deborah Beglio, Commissioner

License Number: FW-LIC-000185
Record Number: 2020-000010-FW-APP
Capacity: 5K Gallons or Less

THIS LICENSE WILL EXPIRE DECEMBER 31, 2020 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD
THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



115090

RECEIVED

THE COMMONWEALTH OF MASSACHUSETTS

DEC 31 1975

ARTICLES OF ORGANIZATION
GENERAL LAWS, CHAPTER 156B, SECTION 12

CORPORATION DIVISION
SECRETARY'S OFFICE

I hereby certify that, upon an examination of the within-written articles of organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$125⁰⁰ having been paid, said articles are deemed to have been filed with me this

Dec 31st 1975 day of

Effective date

1-2-76

Paul Guzzi

PAUL GUZZI
Secretary of the Commonwealth

TO BE FILLED IN BY CORPORATION
PHOTOCOPY OF ARTICLES OF ORGANIZATION TO BE SENT

TO:

Anderson and Boyle, Attys
75 Federal St
Boston, Mass 02110

FILING FEE: 1/20 of 1% of the total amount of the authorized capital stock with par value, and one cent a share for all authorized shares without par value, but not less than \$75. General Laws, Chapter 156B. Shares of stock with a par value of less than one dollar shall be deemed to have par value of one dollar per share.

Copy Mailed JAN 13 1976

7. By-laws of the corporation have been duly adopted and the initial directors, president, treasurer, and clerk, whose names are set out below, have been duly elected.
8. The effective date of organization of the corporation shall be the date of filing with the Secretary of the Commonwealth or if later date is desired, specify date, (not more than 30 days after date of filing.)
9. The following information shall not for any purpose be treated as a permanent part of the Articles of Organization of the corporation.

a. The post office address of the initial principal office of the corporation in Massachusetts is:

144 Sudbury Road, Stow, MA 01775

b. The name, residence and post office address of each of the initial directors and following officers of the corporation are as follows:

	NAME	RESIDENCE	POST OFFICE ADDRESS
President:	ANDREW S. MARTIN	144 Sudbury Rd.,	Stow, MA 01775
Treasurer:	RICHARD S. MARTIN	144 Sudbury Rd.,	Stow, MA 01775
Clerk:	JAY S. MARTIN	144 Sudbury Rd.,	Stow, MA 01775

Directors:

Paula W. Martin	144 Sudbury Rd.,	Stow, MA 01775
Kathryn W. Martin	144 Sudbury Rd.,	Stow, MA 01775
Julie A. Martin	144 Sudbury Rd.,	Stow, MA 01775

c. The date initially adopted on which the corporation's fiscal year ends is:


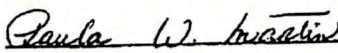
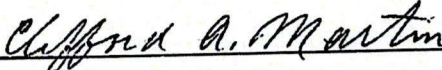
December 31

d. The date initially fixed in the by-laws for the annual meeting of stockholders of the corporation is:

Second Monday in February

e. The name and business address of the resident agent, if any, of the corporation is:

IN WITNESS WHEREOF and under the penalties of perjury the above-named INCORPORATOR(S) sign(s) these Articles of Organization this 29th day of December 19 75

The signature of each incorporator which is not a natural person must be by an individual who shall show the capacity in which he acts and by signing shall represent under the penalties of perjury that he is duly authorized on its behalf to sign these Articles of Organization.

(c) To purchase, subscribe for or otherwise acquire, register, hold, sell, assign, transfer, pledge or otherwise dispose of shares of stock, bonds, notes, and other securities and evidences of interest or indebtedness of any government or political sub-division thereof and of any person, firm, or corporation of this or any other state or country, and while the owner or holder thereof to exercise all the rights, powers and privileges of ownership, in the same manner that an individual might do.

(d) To purchase, hold, sell and transfer the shares of its own capital stock or any other securities used by it; provided (1) it shall not use its funds or property for the purchase of its own shares of capital stock when such use would cause any impairment of its capital, unless otherwise permitted by law, (2) such purchase, sale or transfer is not otherwise prohibited by law, and (3) shares of its own capital stock belonging to it shall not be voted on directly or indirectly.

(e) To have one or more offices and to carry on any or all of its operations and businesses in any of the states, districts, territories or colonies of the United States, in the Provinces of Canada, and in any and all foreign countries, subject to the laws of such state, district, territory, colony, province or country.

(f) To do or cause to have done any and all such acts and things as may be necessary, desirable, convenient or incidental to the consummation or accomplishment of any or all of the foregoing purposes.

(g) In general, to carry on all or any of the business of the corporation as principal, agent or contractor, and to carry on any other business incidental to and in connection with the foregoing and to have and to exercise all the powers conferred by the laws of Massachusetts upon corporations formed under the General Laws of Massachusetts and to do any or all of the things hereinbefore set forth to the same extent as natural persons might or could do.

(h) The purposes specified in the foregoing clauses shall, except where otherwise expressed, be in nowise limited or restricted by references to, or inference from, the terms of any other clause, but the objects and powers specified in each of the foregoing clauses of this article shall be regarded as independent purposes.

3. The total number of shares and the par value, if any, of each class of stock which the corporation is authorized is as follows:

CLASS OF STOCK	WITHOUT PAR VALUE	WITH PAR VALUE		
	NUMBER OF SHARES	NUMBER OF SHARES	PAR VALUE	AMOUNT
Preferred				\$.....
Common	12,500			

- *4. If more than one class is authorized, a description of each of the different classes of stock with, if any, the preferences, voting powers, qualifications, special or relative rights or privileges as to each class thereof and any series now established:

NONE

- *5. The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are as follows:

Any stockholder, including the heirs, assigns, executors or administrators of a deceased stockholder, desiring to sell or transfer such stock owned by him or them, shall first offer it to the corporation through the Board of Directors, in the manner following:

He shall notify the directors of his desire to sell or transfer by notice in writing, which notice shall contain the price at which he is willing to sell or transfer and the name of one arbitrator. The directors shall within thirty days thereafter either accept the offer, or by notice to him in writing name a second arbitrator, and these two shall name a third. It shall then be the duty of the arbitrators to ascertain the value of the stock, and if any arbitrator shall neglect to refuse to appear at any meeting appointed by the arbitrators, a majority may act in the absence of such arbitrator. After the acceptance of the offer, or the report of the arbitrator as to the value of the stock, the directors shall have thirty days within which to purchase the same at such valuation, but if at the expiration of thirty days, the corporation shall not have exercised the right so to purchase the owner of the stock shall be at liberty to dispose of the same in any manner he may see fit. No shares of stock shall be sold or transferred on the books of the corporation until these provisions have been complied with, but the Board of Directors may in any particular instance waive the requirement.

- *6. Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or stockholders, or of any class of stockholders:

NONE

The Commonwealth of Massachusetts

PAUL GUZZI

Secretary of the Commonwealth

STATE HOUSE
BOSTON, MASS. 02133

ARTICLES OF ORGANIZATION

(Under G.L. Ch. 156B)

Incorporators

NAME

POST OFFICE ADDRESS

Include given name in full in case of natural persons; in case of a corporation, give state of incorporation.

ANDREW S. MARTIN	144 Sudbury Road, Stow MA	01775
RICHARD S. MARTIN	144 Sudbury Road, Stow MA	01775
JAY S. MARTIN	144 Sudbury Road, Stow MA	01775
CLIFFORD A. MARTIN	144 Sudbury Road, Stow MA	01775

The above-named incorporator(s) do hereby associate (themselves) with the intention of forming a corporation under the provisions of General Laws, Chapter 156B and hereby state(s):

1. The name by which the corporation shall be known is:

m HONEY POT HILL ORCHARDS, INC.)

2. The purposes for which the corporation is formed are as follows:

(a) To buy, sell, import, and generally deal in fruits and fruit products; to engage in the cultivation, planting, and production of fruits and agricultural products; to prepare and manufacture fruit and vegetable products and kindred goods of every class and description.

(b) To purchase, lease, or otherwise acquire and to hold, use, lease, manage, operate, equip, maintain, sell, mortgage, pledge, deal in or with any and all kinds of properties, real, personal or mixed, tangible or intangible.

d
NOTE: If provisions for which the space provided under Articles 2, 4, 5 and 6 is not sufficient additions should be set out on continuation sheets to be numbered 2A, 2B, etc. Indicate under each Article where the provision is set out. Continuation sheets shall be on 8 1/2" x 11" paper and must have a left-hand margin 1 inch wide for binding. Only one side should be used.

17-77-257 01785-10.5

We, **RICHARD S. MARTIN** and **PAULA W. MARTIN**, husband and wife, and as tenants by the entirety

of 144 Sudbury Road, Stow, Massachusetts Middlesex County, Massachusetts

being ~~un~~marrried, for consideration paid, and in full consideration of One (\$1.00) Dollar

grant to **Honey Pot Hill Orchards, Inc.**,

of 144 Sudbury Road, Stow, Massachusetts, Middlesex County, with quitclaim covenants

the land in Stow, Massachusetts, consisting of eight (8) parcels as described in the following deeds:

- (a) ✓ Deed of Thomas W. Ferguson to Grantors dated August 2, 1926 and recorded in Middlesex South District Registry of Deeds at Book 5000, Page 301;
- (b) ✓ Deed of G. Woodbury Parker, Executor of the Will of William H. Parker to Grantors dated May 19, 1944 and recorded in said Registry at Book 6766, Page 547;
- (c) ✓ Deed of Boston and Maine Railroad to Grantors dated March 23, 1961 and recorded in said Registry at Book 9828, Page 552.

All of said Deeds are hereby incorporated herein for purposes of description. Subject to and with benefit of all easements and restrictions of record insofar as the same are still in force and applicable.

Excluded therefrom are the following:

- (a) • Premises described in deed of Clifford A. Martin et ux. to **Richard S. Martin, et ux.**, dated **February 12, 1959** and recorded in said Registry at Book 9321, Page 119;
- (b) ✓ Premises described in deed of Clifford A. Martin et ux. to **Keith T. Martin, et ux.**, dated **May 17, 1957** and recorded in said Registry at Book 8950, Page 368;
- (c) NEXT TO (c) RR TRACKS ? Premises described in deed of Clifford A. Martin et ux. to **Town of Stow, Massachusetts**, dated **April 15, 1968** and recorded in said Registry;
- (d) Premises described in **easement deed of Clifford A. Martin et ux. to American Telephone and Telegraph Co.**, dated **December 20, 1968** and recorded in said Registry;
- (e) • A certain parcel of land with the buildings thereon situated on the westerly side of Sudbury Road in the town of Stow, Middlesex County, Massachusetts, bounded and described as follows:

Beginning at the southeasterly corner of the same, at a point on the westerly side of Sudbury Road and at land of Honey Pot Hill Orchards, Inc., as shown on a Plan hereinafter referred to; and running along Sudbury Road 190' N 09°-05'00" E to Boon Road; thence 352' feet northwesterly along Boon Road to the land of Roy Kinsley, thence by said land of Kinsley southerly 18°00'-00"W to land of Honey Pot Hill Orchards, Inc.; thence southwesterly by said land of Honey Pot Hill Orchards, Inc. 387 feet southeasterly to the point of beginning.

Intending to reserve and being the same premises shown as Parcel 1 on a Plan of Land entitled: "Plan of Land in Stow, Massachusetts owned by **Richard S. Martin and Paula W. Martin**, Scale 1" = 40', June 17, 1976, Plan by: **Craig D. Martin**, Stow, Massachusetts containing 79,904 square feet, more or less, according to the Plan.

For source of title see deed of **Clifford A. Martin et ux. to Richard S. Martin** dated **December 29, 1970** and recorded with Middlesex South District Deeds Book 11937 Page 559 and Page 560.

The consideration for this deed is such, that no documentary stamps are required.

BK 12935 PG 251

MASSACHUSETTS QUITCLAIM DEED INDIVIDUAL (LONG FORM) 802

110-24

WE, ALFRED R. TRUMPOLT AND ALICE G. TRUMPOLT, husband and wife, as tenants by the entirety, both

of 50 Sudbury Road in Stow, Middlesex County, Massachusetts

~~for consideration paid~~, for consideration paid, and in full consideration of \$3,400.00

grants to HONEY POT HILL ORCHARD, INC., a corporation duly established by law with an usual place of business at 144 Sudbury Road, in Stow, Middlesex County, Massachusetts

with quitclaim covenants

FEB 17 10 12 AM '93

Location of property: Sudbury Road, Stow, Mass.

105-12935-110-24-251
SEE PLAN IN RECORDS

A certain parcel or tract of land situated northerly from Sudbury Road, in the Town of Stow bounded and described as follows:

Beginning at the southwesterly corner of the same at a point on the northerly side of Parcel 1 and land of Maylon Delorey Pearse, as shown on a plan to be herein after referred to, and running thence by said Pearse land N. 18° 42' 32"E. 492.66 feet at a drill hole at land of Albert B., Jr. and Joan Drechsler; thence running by said drill hole in the wall and Drechsler land S. 64° 12' 09"E. 395.20 feet to an angle at a drill hole in the wall as shown on said plan; thence by said Drechsler land S. 64° 12' 00"E. 368.20 feet to a drill hole in the wall at land of Richard S. and Paula Martin, as shown on said plan; thence by said Martin land S. 37° 36' 09"W. 463.40 feet to an angle at a drill hole at land of Jefferson and Birtie Riley; thence by said Riley land N. 77° 42' 23"W. 382.50' to a drill hole at Parcel 1 as shown on said plan; thence by said Parcel 1 N. 18° 42' 32"E. 82.74 feet to an angle; thence by said Parcel 1 N. 71° 17' 28"W. 227.40 feet to the point of beginning.

Intending to describe and convey and hereby describing and conveying Parcel 2 as shown on a plan entitled "Plan of Land in Stow, Mass., Owned by: Alfred R. and Alice G. Trumpolt, Scale: 1"=100' Jan. 7, 1976, Plan by: Vee Associates, Inc., Hudson, Mass." to be recorded herewith.

Containing 333,965 square feet or 7.667 acres more or less according to said plan.

The above described premises are conveyed subject to a right of way along the easterly side of the same, on the boundary line of premises of Richard S. and Paula Martin as shown on said plan, and easements and rights of way, if any, as set forth in deed of Sarah B. Folsom to Charles N. Murdock, dated September 15, 1900 recorded with Middlesex South District Registry of Deeds in Book 2846 Page 293, so far as the same are now in force and applicable. For source of title see deed of George F. Murdock to Alfred R. Trumpolt and Alice G. Trumpolt, dated October 7, 1939 and recorded October 9, 1939 with Middlesex South District Registry of Deeds in Book 6335 Page 14.



BK 12935 PG252

Witness our hands and seals this 12th day of February, 1976

Alfred R. Trumpolt
Alfred R. Trumpolt

Alice G. Trumpolt
Alice G. Trumpolt

The Commonwealth of Massachusetts

Middlesex, ss. February 12, 1976

Then personally appeared the above named Alfred R. Trumpolt and Alice G. Trumpolt

and acknowledged the foregoing instrument to be their free act and deed, before me

August G. Bonazzoli
August G. Bonazzoli, Notary Public in and for the State of the Peace
My Commission Expires November 21, 1980

CHAPTER 183 SDC, 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

128:11 1931 0523:250

BK 14543 PG 514

125
MASSACHUSETTS QUITCLAIM DEED SHORT FORM (INDIVIDUAL) 081

I, ANDREW S. MARTIN

of Stow, Middlesex

County, Massachusetts

~~Notary Public for the Commonwealth of Massachusetts~~

grants to Honey Pot Hill Orchards, Inc., a Massachusetts corporation
of 144 Sudbury Road, Stow, Middlesex County, MA with quitclaim warranty
~~quitclaim warranty~~

A certain parcel of land with the buildings thereon situated in the southerly part of said Stow near Lake Boon and being a portion of Lot "A" as shown on a plan entitled "Land in Stow Mass. Surveyed for Estate of William H. Parker" by Horace F. Tuttle dated April 15, 1944, and recorded with Middlesex South District Deeds, Book 6766, Page 547, and bounded and described as follows:

Beginning at the corner of the wall on the southerly side of the road leading from the Gleasondale Post Office to Sudbury at other land of the grantors as shown on said plan; thence running
SOUTH 37° 57' EAST by the wall on said other land of the grantors three hundred six (306) feet to a point; thence running
SOUTH 42° 07' WEST by other land of the grantors two hundred seventy (270) feet to a point; thence running
NORTH 48° 22' WEST again by other land of the grantors four hundred fifteen (415) feet to a stone marker; thence running
NORTH 0° 26' WEST again by other land of the grantors one hundred thirty five and 40/100 (135.40) feet to a point on said road; thence running
NORTH 89° 26' EAST along said road two hundred nine and 20/100 (209.20) feet to a point; thence running
NORTH 73° 45' EAST again along said road one hundred (100) feet to the point of beginning.

The consideration for this deed is less than \$100.00 (ONE HUNDRED DOLLARS). Containing three (3) acres of land, more or less. And being a portion of the same premises conveyed to us by the grantees herein by deed of Clifford A. Martin and Elsie W. Martin, dated May 15, 1957 and recorded with said Deeds, Book 8950, Page 368.

For my title see deed of Keith T. Martin and Audrey D. Martin dated 1/8/80 and recorded with Middlesex South District Deeds, Book 13890, Page 474.
Witness my hand and seal this 22 day of JAN 1982.

Andrew S. Martin

The Commonwealth of Massachusetts

Middlesex ss.

Then personally appeared the above named ANDREW S. MARTIN
and acknowledged the foregoing instrument to be his free act and deed before me

Virginia J. Hatch
Notary Public - Justice of the Peace

My commission expires *September 9, 1982*

(*Individual — Joint Tenants — Tenants in Common.)

CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

017-7710 0155E*10.00

BK 13142 PG 472

210-

MASSACHUSETTS QUITCLAIM DEED SHORT FORM (INDIVIDUAL) 881

We, Richard S. Martin and Paula W. Martin, Husband and Wife, and as tenants by the entirety,

of 144 Sudbury Road, Stow, Massachusetts, Middlesex County, Massachusetts,

being ~~not~~ married, for consideration paid, and in full consideration of One (\$1.00) Dollar

grant to Honey Pot Hill Orchards, Inc., 144 Sudbury Road, Stow, Massachusetts

with quitclaim covenants

the land situated on the southerly side of Boone Road. in the Town of Stow, Middlesex County, Massachusetts, bounded and described, as follows:

~~Beginning at the northerly corner of the same, at a point on the southerly side of Boone Road, at a drill hole set in the wall at land of Roy F. Kinsley, as shown on plan hereinafter referred to; and running thence by said Kinsley land, S. 25° 48' 37" W. 286.81 feet to an angle at an iron pipe in the ground; thence by said Kinsley land, S. 31° 53' 36" E. 79.87 feet to an angle at a drill hole set in the wall at land of Clifford A. and Elsie W. Martin; thence by said Martin land, S. 25° 46' 14" W. 267.00 feet to an angle; thence by said Martin land, turning and running N. 53° 17' 36" W. 308.00 feet to a drill hole set in wall at other land of Jack M. Ousley and Nancy L. Ousley, as shown on said plan; thence by said Ousley land, N. 29° 28' 00" E. 556.06 feet to an iron pipe set in the ground at said Boone Road; thence by said Boone Road, S. 58° 12' 16" E. 46.60 feet to an angle at a drill hole set in the wall; thence by said Boone Road, S. 59° 46' 22" E. 153.40 feet to the point of beginning.~~

Beginning at the northerly corner of the same, at a point on the southerly side of Boone Road, at a drill hole set in the wall at land of Roy F. Kinsley, as shown on plan hereinafter referred to; and running thence by said Kinsley land, S. 25° 48' 37" W. 286.81 feet to an angle at an iron pipe in the ground; thence by said Kinsley land, S. 31° 53' 36" E. 79.87 feet to an angle at a drill hole set in the wall at land of Clifford A. and Elsie W. Martin; thence by said Martin land, S. 25° 46' 14" W. 267.00 feet to an angle; thence by said Martin land, turning and running N. 53° 17' 36" W. 308.00 feet to a drill hole set in wall at other land of Jack M. Ousley and Nancy L. Ousley, as shown on said plan; thence by said Ousley land, N. 29° 28' 00" E. 556.06 feet to an iron pipe set in the ground at said Boone Road; thence by said Boone Road, S. 58° 12' 16" E. 46.60 feet to an angle at a drill hole set in the wall; thence by said Boone Road, S. 59° 46' 22" E. 153.40 feet to the point of beginning.

Intending to convey and hereby conveying a parcel of land being the same premises shown on a plan entitled: "Plan of Land in Stow, MA.. Owned by Jack M. Ousley and Nancy L. Ousley, Scale: 1 inch=40 feet, September 8, 1967, Harland E. Tuttle, Surveyor" to be recorded herewith. Containing three and 28/100ths (3.28) acres, more or less, according to said plan.

For source of title see deed of Jack M. Ousley and Nancy L. Ousley to Richard S. Martin dated November 30, 1973 and recorded with Middlesex South District Deeds Book 11449 Page 374.

The consideration for this deed is such, that no documentary stamps are required.

Witness our hands and seals this Twenty-first day of January, 1977.

Richard S. Martin
Richard S. Martin
Paula W. Martin
Paula W. Martin

The Commonwealth of Massachusetts

Marblehead, Middlesex ss.

January 28 1977

Then personally appeared the above named Richard S. and Paula W. Martin and acknowledged the foregoing instrument to be their free act and deed before me

Stuart Smith
Notary Public - Justice of the Peace

MY COMMISSION
EXPIRES 2/28/80 19

(*Individual - Joint Tenants - Tenants in Common - Tenants by the Entirety.)

CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

17-77 0162-10

2110 -

BK 13142 PG 473

MASSACHUSETTS GUILTY DEED SHORT FORM (INDIVIDUAL) 681

We, Richard S. Martin and Paula W. Martin, husband and wife, and as tenants by the entirety

of 144 Sudbury Road, Stow, MA Middlesex County, Massachusetts,

being ~~un~~married, for consideration paid, and in full consideration of One (\$1.00) Dollar

grants to Honey Pot Hill Orchards, Inc. 144 Sudbury Road

of Stow, Massachusetts Middlesex County with quitclaim covenants

the land in said Stow on the southerly side of Sudbury Road as shown on a plan entitled "Land in Stow owned by Richard R. Forbes and Carolyn W. Forbes", by Harlan E. Tuttle, Surveyor, dated ~~September 5, 1958~~ September 5, 1958. Said Plan is recorded in Middlesex South District Registry of Deeds at Plan Book 1410. Book 9256, Page 482.

Said parcel of land contains thirteen and 90/100 (13.90) acres, more or less, according to said plan as is more fully described in deed of Richard Forbes et ux to grantor dated September 9, 1958 and recorded in said Registry at Book 9256, Page 482. Said deed is hereby incorporated herein for purposes of description.

Subject to and with benefit of existing rights of way and restrictions of record, if any.

For source of title see deed of Richard S. Martin to Richard S. Martin et ux dated January 15, 1972 and recorded with Middlesex South District Deeds Book 12146 Page 605.

The consideration for this deed is such, that no documentary stamps are required.

Witness our hands and seals this Twenty-Ninth day of JANUARY, 1977.

Richard S. Martin
Paula W. Martin

The Commonwealth of Massachusetts

MARLBOROUGH, Middlesex ss.

JANUARY 28, 1977

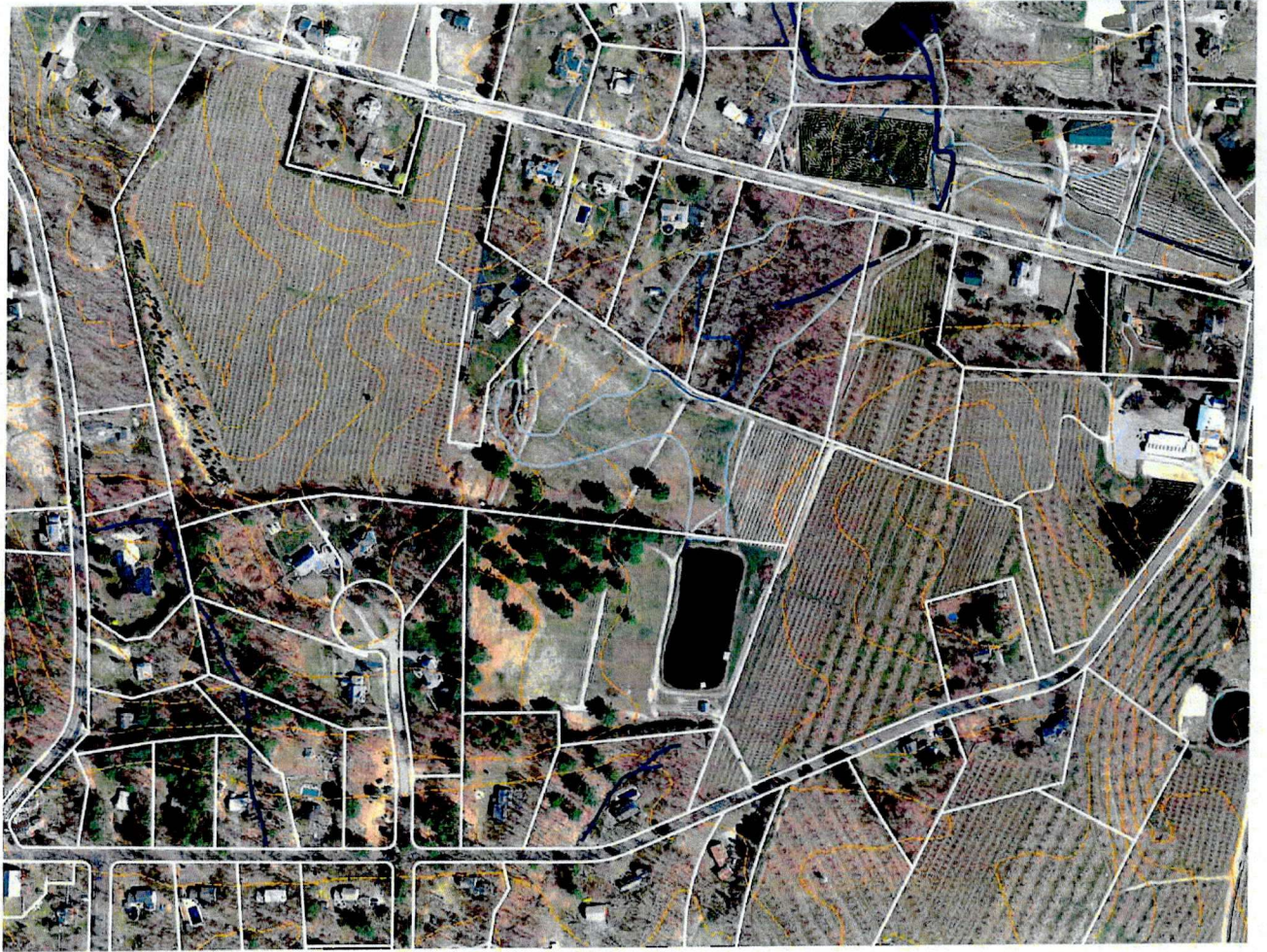
Then personally appeared the above named RICHARD S. AND PAULA W. MARTIN and acknowledged the foregoing instrument to be THEIR free act and deed before me

Stuart Davis
Notary Public
My commission expires MY COMMISSION EXPIRES 2/1/68

(*Individual — Joint Tenants — Tenants in Common — Tenants by the Entirety.)

CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.



AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

To the Licensing Board

For the Farm Winery Pour License

Date 2/16/21

I, Chelcie Martin hereby certify that the following is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location for an alcoholic beverages license at: 138 Sudbury Road, Stow MA 01775

And that the following schools, churches or hospitals are located within the radius of five hundred (500) feet from said proposed location:

There are none

I also certify that the notice of this application/petition concerning an alcoholic beverages license was given to the above by mailing to each of them within three (3) days after publication of same, a copy of the advertisement is attached below. Also attached are the registered receipts/return registered receipts bearing signatures of persons receiving said notice.

Signed and subscribed to under the penalties of perjuries:
Printed: Chelcie Martin
Written: *Chelcie Martin*
Date: 2/16/2021



Notary Public: *Denise M Dembowski*
My Commission Expires: 12/23/2027

townadministrator


From: Chelcie Martin <chelcie@honeypothill.com>
Sent: Wednesday, February 17, 2021 1:59 PM
To: townadministrator
Subject: Fwd: USPS eReceipt

I sent out the certified mail today! Do you need the receipts or should I keep them?

Best,
Chelcie

Begin forwarded message:

From: DoNotReply@ereceipt.usps.gov
Date: February 17, 2021 at 12:52:36 EST
To: chelcie@honeypothill.com
Subject: USPS eReceipt



STOW
179 GREAT RD
STOW, MA 01775-9998
(800)275-8777

02/17/2021 12:51 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter Stow, MA 01775 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 02/20/2021	1		\$0.55
Certified Mail® Tracking #: <u>70202450000063200087</u>			\$3.60
e-Return Receipt			\$1.75
Total			\$5.90
First-Class Mail® Letter Stow, MA 01775	1		\$0.55

Weight: 0 lb 0.40 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
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e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>70202450000063200100</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
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First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
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e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stonington, ME 04681		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
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e-Return Receipt		\$1.75
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First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
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Total		\$5.90
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Stow, MA 01775		
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Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
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Total		\$5.90
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Letter		
Stow, MA 01775		

Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
Sat 02/20/2021		
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First-Class Mail®	1	\$0.55
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Estimated Delivery Date		
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Total		\$5.90
First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
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Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
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e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
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First-Class Mail®	1	\$0.55
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Stow, MA 01775		
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Estimated Delivery Date		
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First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
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Estimated Delivery Date		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		

Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
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Tracking #:		
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e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
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Tracking #:		
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e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Alton, NH 03809		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Hadley, MA 01035		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210741</u>		

e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
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Estimated Delivery Date		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
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Estimated Delivery Date		
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Tracking #:		
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First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
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Estimated Delivery Date		
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Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210789</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		

Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210796</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Littleton, MA 01460		
Weight: 0 lb 0.40 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210802</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210833</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210819</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>7020245000063210826</u>		

e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.40 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>70202450000063201947</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>70202450000063201954</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Lexington, MA 02420		
Weight: 0 lb 0.30 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>70202450000063201961</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Stow, MA 01775		
Weight: 0 lb 0.40 oz		
Estimated Delivery Date		
Sat 02/20/2021		
Certified Mail®		\$3.60
Tracking #:		
<u>70202450000063201978</u>		
e-Return Receipt		\$1.75
Total		\$5.90
First-Class Mail®	1	\$0.55
Letter		
Hudson, MA 01749		

Weight: 0 lb 0.30 oz
 Estimated Delivery Date
 Sat 02/20/2021
 Certified Mail® \$3.60
 Tracking #:
7020245000063201985
 e-Return Receipt \$1.75
 Total \$5.90

First-Class Mail® 1 \$0.55
 Letter
 Stow, MA 01775
 Weight: 0 lb 0.30 oz
 Estimated Delivery Date
 Sat 02/20/2021
 Certified Mail® \$3.60
 Tracking #:
7020245000063201992
 e-Return Receipt \$1.75
 Total \$5.90

 Grand Total: \$230.10

 Debit Card Remitted \$230.10
 Card Name: MasterCard
 Account #: XXXXXXXXXXXX XXXXXXXXXX
 Approval #
 Transaction #: 809
 Receipt #: 016542
 Debit Card Purchase: \$230.10
 AID: A0000000042203 Chip
 AL: Debit
 PIN: Verified Debit

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 increases and limited employee
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 COVID-19. We appreciate your patience.

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arrow under Return Receipt Electronic;
enter name and email address and click on
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or call 1-800-410-7420.

UFN: 247939-0775
Receipt #: 840-50180110-2-3805127-2
Clerk: 04

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Town of Stow
BOARD OF ASSESSORS

COPY

380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4597
Email: Assessors2@Stow-MA.gov

REQUEST FOR CERTIFIED ABUTTERS' LIST

Date of Request: 12/17/20
Property Owner: Andrew Martin
Property Location: 138 Sudbury Road
Parcel ID: (Map & Lot): 16A, 14, 12-2 500ft
Requesting Board: _____

Requestor Information:

Name: Chelcie Martin
Mailing Address: 138 Sudbury Road
Email address: Chelcie @ honeypothill.com
Phone Number: 978-875-2756

FEE: \$20.00 for first 20 abutters or less:
PLUS: \$1.00 per abutter above 20 entries and \$2.00 per sheet of labels.

Assessors' Office Use Only:

Deposit: \$ _____ Cash Check (check # _____)
Add'l Fee: \$ _____ Cash Check (check # _____)

The Board of Assessors has 10 business days to provide all Certified Lists of Abutters.
The list is valid for 90 days from the date of Certification.
Applications submitted without all necessary information may be returned for completion.





- Layers
- HeatText
- MZ80SH119
- MZ80T3aP4
- MZ80M19
- TownPoly
- Neatlines
- IndexMask
- PlanningLines
- 200 Scale Tax 1
- 100 Scale Tax 1
- PlanningPoly
- call other sv
- Zone
- BUS
- COM
- CONTACT
- CONC
- IND
- IND
- RES
- VSE
- PaperSubdivis
- IndexPoly
- Ortho2019



ABUTTERS LIST
3 Parcels (Honey Pot)
MAP R14 PARCELS 12-2, 14, 16A

COPY

MAP/PARCEL	PROPERTY LOCATION	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP CODE	DEED BOOK	DEED PAGE
000U-1 000053	57 BARTON RD	MCKAY DARYL B		57 BARTON RD	STOW	MA	01775	63014	479
000U-1 000054	53 BARTON RD	BABB THOMAS		53 BARTON RD	STOW	MA	01775	13915	221
000U-1 0053-2	35 BARTON RD	SANTIAGO-SYLVESTRI, JOSEPH		35 BARTON RD	STOW	MA	01775	12351	455
000U-1 0053-3	39 BARTON RD	FARR FAMILY REVOCABLE TRUST		39 BARTON RD	STOW	MA	01775	72970	235
000U-1 0053-4	43 BARTON RD	LANCE JEFFREY J.		43 BARTON RD	STOW	MA	01775	27168	36
000U-1 0053-5	49 BARTON RD	LOPEZ DAVID F		49 BARTON RD	STOW	MA	01775	43160	472
000U-7 000048	11 CHESTNUT ST	LATAILLE MICHELLE A		11 CHESTNUT ST	STOW	MA	01775	62141	382
000U-8 000020	26 SUDBURY RD	VACARO JOSEPH S		26 SUDBURY RD	STOW	MA	01775	56363	325
00R-13 000001	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	474
00R-13 000002	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	474
00R-13 000003	101 SUDBURY RD	MARTIN ANDREW S		101 SUDBURY ROAD	STOW	MA	01775	14590	39
00R-13 000004	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	12923	252
00R-13 000005	89 SUDBURY RD	LOCKHART DIANE C		89 SUDBURY RD	STOW	MA	01775	62699	514
00R-13 000006	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	473
00R-13 000007	73 SUDBURY RD	STUMCKE KATHLEEN B		73 SUDBURY RD	STOW	MA	01775	21043	375
00R-13 000009	61 SUDBURY RD	JONES THE 2018 FAMILY REVOCABLE TRUST		61 SUDBURY RD	STOW	MA	01775	71030	281
00R-13 000010	45 SUDBURY RD	HUBBARD LISA M		45 SUDBURY ROAD	STOW	MA	01775	29916	232
00R-13 000012	35 SUDBURY RD	SEGIEN MARC		35 SUDBURY RD	STOW	MA	01775	65947	123
00R-13 000014	0 BARTON RD	COLLINGS ROBERT F JR		137 BARTON ROAD	STOW	MA	01775	51997	163
00R-13 000015	0 BARTON RD	CORNELL LINDA S		222 BARTON ROAD	STOW	MA	01775	27467	200
00R-13 00004A	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		138 SUDBURY RD	STOW	MA	01775	14543	514
00R-13 00013A	0 ALONG ASSABET RV	UNITED STATES OF AMERICA		300 WESTGATE CENTER DR	HADLEY	MA	01035	51666	177
00R-13 011A-6	0 JOANNE DR	LUNDY MAILMAN INC		P O BOX 415	ALTON	NH	03809	11045	326
00R-13 011A-7	0 JOANNE DR	LUNDY MAILMAN INC		P O BOX 415	ALTON	NH	03809	11045	326
00R-13 011A-A	0 JOANNE DR	LUNDY MAILMAN INC		P O BOX 415	ALTON	NH	03809	11045	326
00R-14 000004	0 BOON RD	MARTIN ANDREW S		101 SUDBURY RD	STOW	MA	01775	29570	347
00R-14 000005	149 WHITMAN ST	149 WHITMAN STREET REALTY TRUST		149 WHITMAN ST	STOW	MA	01775	69910	368
00R-14 000006	150 WHITMAN ST	FINER MITCHELL H		150 WHITMAN STREET	STOW	MA	01775	61680	346
00R-14 000007	160 WHITMAN ST	SCHROEDER DAVID B		160 WHITMAN ST	STOW	MA	01775	18623	40
00R-14 000008	170 WHITMAN ST	TALPEY THOMAS M		170 WHITMAN ST	STOW	MA	01775	24846	412
00R-14 000009	149 SUDBURY RD	BAWN DENNIS C		149 SUDBURY ROAD	STOW	MA	01775	22862	186
00R-14 000010	32 SUDBURY RD	COLLETON FAMILY REVOCABLE TRUST		32 SUDBURY RD	STOW	MA	01775	66552	267
00R-14 000012	50 SUDBURY RD	BERGEN ROGER V		8 RICHARDSON LN BOX 666	STONINGTON	ME	04681	69281	230
00R-14 000013	62 SUDBURY RD	OCONNOR JEFFREY P		62 SUDBURY ROAD	STOW	MA	01775	30489	420
00R-14 000014	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	474
00R-14 000015	98 SUDBURY RD	STEPHEN D AND CAROL M MILLIGAN REV TRST		98 SUDBURY RD	STOW	MA	01775	72874	269
00R-14 000016	144 SUDBURY RD	COLE RICHARD PAINE		144 SUDBURY ROAD	STOW	MA	01775	44412	205
00R-14 000017	22 BOON RD	MARTIN ANDREW S		101 SUDBURY RD	STOW	MA	01775	55494	85
00R-14 000018	0 BOON RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	472
00R-14 00011A	0 ROBINWOOD LN	APPLE VALLEY HOMES INC		15 REED LN	LITTLETON	MA	01460	30858	165
00R-14 00016A	138 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY RD	STOW	MA	01775	13142	474
00R-14 00016B	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		144 SUDBURY ROAD	STOW	MA	01775	27069	77
00R-14 00020B	0 BOON RD	HONEY POT HILL ORCHARDS INC		138 SUDBURY ROAD	STOW	MA	01775	71858	481
00R-14 0011-1	16 ROBINWOOD LN	MEAL DOUGLAS H		16 ROBINWOOD LN	STOW	MA	01775	70074	463
00R-14 0012-2	0 SUDBURY RD	HONEY POT HILL ORCHARDS INC		138 SUDBURY RD	STOW	MA	01775	12935	251

ABUTTERS LIST
3 Parcels (Honey Pot)
MAP R14 PARCELS 12-2, 14, 16A

COPY

00R-14 011-2B	22 ROBINWOOD LN	PETTER RUSSELL C	22 ROBINWOOD LANE	STOW	MA	01775	43392	455
00R-14 011-3B	23 ROBINWOOD LN	STAMS TRAVIS M	23 ROBINWOOD LANE	STOW	MA	01775	40565	217
00R-14 011-4A	15 ROBINWOOD LN	TATA JASON A	15 ROBINWOOD LN	STOW	MA	01775	47659	30
00R-14 011B-1	0 ROBINWOOD LN	APPLE VALLEY HOMES INC	15 REED LN	LITTLETON	MA	01460	30858	165
00R-14 019A-1	62 BOON RD	SUMNER STOWELL S	62 BOON RD	STOW	MA	01775	15017	532
00R-14 019A-2	0 BOON RD	HONEY POT HILL ORCHARDS INC	144 SUDBURY ROAD	STOW	MA	01775	33190	256
00R-14 020A-1	72 BOON RD	PEAR TREE REALTY TRUST	101 SUDBURY RD	STOW	MA	01775	65705	122
00R-14 06A-5B	8 APPLE BLOSSOM LN	PODGLURSKI PETER A FAMILY TRUST	8 APPLE BLOSSOM LANE	STOW	MA	01775	52304	237
00R-14 06A-70	17 APPLE BLOSSOM LN	O'NEILL KEVIN P	17 APPLE BLOSSOM LN	STOW	MA	01775	58712	527
00R-14 06A-99	7 APPLE BLOSSOM LN	WHEELER SCOTT R	7 APPLE BLOSSOM LANE	STOW	MA	01775	66224	238
00R-14 19A-2A	56 BOON RD	LANGLO ROBERT A	56 BOON ROAD	STOW	MA	01775	21686	70
00R-24 000024	0 SUDBURY RD	MOREY GEORGE	49 RIDGE RD	LEXINGTON	MA	02420	10986	168
00R-25 000017	137 BARTON RD	COLLINGS ROBERT F	137 BARTON RD	STOW	MA	01775	12684	426
00R-25 016A-1	0 BARTON RD	COLLINGS FOUNDATION INC	568 MAIN ST	HUDSON	MA	01749	73712	504
Note: Parcel 00R-13 000015 "sold" to Collings Foundation, Inc. on 2020-12-15								

MCKAY DARYL B
57 BARTON RD
STOW, MA 01775

BABB THOMAS
53 BARTON RD
STOW, MA 01775

SANTIAGO-SYLVESTRI, JOSEPH
35 BARTON RD
STOW, MA 01775

FARR FAMILY REVOCABLE TRUST
39 BARTON RD
STOW, MA 01775

LANCE JEFFREY J.
43 BARTON RD
STOW, MA 01775

LOPEZ DAVID F
49 BARTON RD
STOW, MA 01775

LATAILLE MICHELLE A
11 CHESTNUT ST
STOW, MA 01775

VACARO JOSEPH S
26 SUDBURY RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

MARTIN ANDREW S
101 SUDBURY ROAD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

LOCKHART DIANE C
89 SUDBURY RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

STUMCKE KATHLEEN B
73 SUDBURY RD
STOW, MA 01775

JONES THE 2018 FAMILY REVOCABLE
TRUST
61 SUDBURY RD
STOW, MA 01775

HUBBARD LISA M
45 SUDBURY ROAD
STOW, MA 01775

SEGIEN MARC
35 SUDBURY RD
STOW, MA 01775

COLLINGS ROBERT F JR
137 BARTON ROAD
STOW, MA 01775

CORNELL LINDA S
222 BARTON ROAD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
138 SUDBURY RD
STOW, MA 01775

UNITED STATES OF AMERICA
300 WESTGATE CENTER DR
HADLEY, MA 01035

LUNDY MAILMAN INC
P O BOX 415
ALTON, NH 03809

LUNDY MAILMAN INC
P O BOX 415
ALTON, NH 03809

LUNDY MAILMAN INC
P O BOX 415
ALTON, NH 03809

MARTIN ANDREW S
101 SUDBURY RD
STOW, MA 01775

149 WHITMAN STREET REALTY TRUST
149 WHITMAN ST
STOW, MA 01775

FINER MITCHELL H
150 WHITMAN STREET
STOW, MA 01775

SCHROEDER DAVID B
160 WHITMAN ST
STOW, MA 01775

TALPEY THOMAS M
170 WHITMAN ST
STOW, MA 01775

BAWN DENNIS C
149 SUDBURY ROAD
STOW, MA 01775

COLLETON FAMILY REVOCABLE TRUST
32 SUDBURY RD
STOW, MA 01775

BERGEN ROGER V
8 RICHARDSON LN BOX 666
STONINGTON, ME 04681

OCONNOR JEFFREY P
62 SUDBURY ROAD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

STEPHEN D AND CAROL M MILLIGAN
REV TRST
98 SUDBURY RD
STOW, MA 01775

COLE RICHARD PAINE
144 SUDBURY ROAD
STOW, MA 01775

MARTIN ANDREW S
101 SUDBURY RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

APPLE VALLEY HOMES INC
15 REED LN
LITTLETON, MA 01460

HONEY POT HILL ORCHARDS INC
144 SUDBURY RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY ROAD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
138 SUDBURY ROAD
STOW, MA 01775

MEAL DOUGLAS H
16 ROBINWOOD LN
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
138 SUDBURY RD
STOW, MA 01775

PETTER RUSSELL C
22 ROBINWOOD LANE
STOW, MA 01775

STAMS TRAVIS M
23 ROBINWOOD LANE
STOW, MA 01775

TATA JASON A
15 ROBINWOOD LN
STOW, MA 01775

APPLE VALLEY HOMES INC
15 REED LN
LITTLETON, MA 01460

SUMNER STOWELL S
62 BOON RD
STOW, MA 01775

HONEY POT HILL ORCHARDS INC
144 SUDBURY ROAD
STOW, MA 01775

PEAR TREE REALTY TRUST
101 SUDBURY RD
STOW, MA 01775

PODGURSKI PETER A FAMILY TRUST
8 APPLE BLOSSOM LANE
STOW, MA 01775

O'NEILL KEVIN P
17 APPLE BLOSSOM LN
STOW, MA 01775

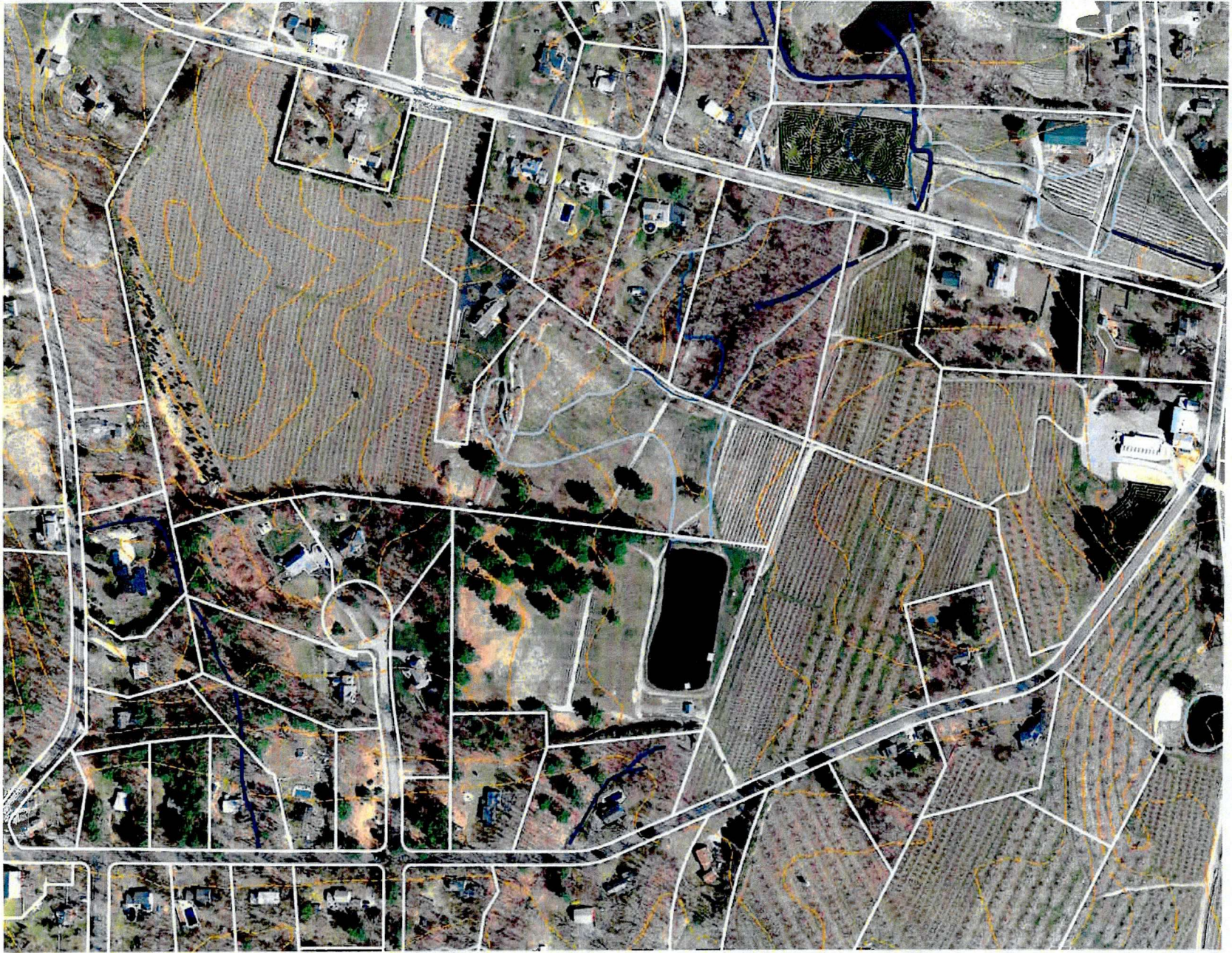
WHEELER SCOTT R
7 APPLE BLOSSOM LANE
STOW, MA 01775

LANGELO ROBERT A
56 BOON ROAD
STOW, MA 01775

MOREY GEORGE
49 RIDGE RD
LEXINGTON, MA 02420

COLLINGS ROBERT F
137 BARTON RD
STOW, MA 01775

COLLINGS FOUNDATION INC
568 MAIN ST
HUDSON, MA 01749



RE: Honey Pot Liquor License Application

policechief <policechief@stow-ma.gov>

Tue 2/23/2021 9:22 AM

To: selectmen <selectmen@stow-ma.gov>; building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>; townadministrator <townadministrator@stow-ma.gov>

Hi All,

Here are the recommendations I will be making for the Honey Pot License. They are in line with what we have been recommending the past few years.

- 1) Servers will be T.I.P.S. Certified (T.I.P.S. - Training and Intervention Procedures for Servers of alcohol)
- 2) Identifications will be checked prior to entering the designated area
- 3) Alcohol consumption will only occur within the designated area which will be clearly marked by rope, fence, or other barricade.
- 4) On site workers at the designated area for alcohol will be certified as a Crowd Manager
- 5) Under 21 Not admitted unless with a parent or guardian
- 6) Adhere to the Fire and Building Departments recommendations
- 7) Adhere to all State Laws and Alcoholic Beverages Control Commission regulations
- 8) Successful walk thru by public safety personnel prior to opening.

Michael Sallese, Chief of Police
Stow Police Department
305 Great Road
Stow, MA 01775
978-897-4545

From: selectmen <selectmen@stow-ma.gov>

Sent: Thursday, February 18, 2021 10:20 AM

To: building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>

Subject: Honey Pot Liquor License Application

Hello Everyone,

Honey Pot Hill Orchard has submitted an application for an on-premises liquor license under section 19B(n), Farmer Series Pouring Permit. Please refer to the attached application file and return any comments to the Selectmen's office by the end of the day on March 3, 2021.

Thank you,
Phoebe

Re: Comments on Minute Man & Honey Pot Applications

firechief <firechief@stow-ma.gov>

Tue 3/2/2021 11:37 AM

To: selectmen <selectmen@stow-ma.gov>; c1fire <c1fire@stow-ma.gov>

Phoebe,

I just spoke with Captain Benoit regarding liquor license for Honey Pot Orchard. Please see the following which items which are in line with the original single day licenses issued last year.

- Site inspection by the Fire Department prior to occupancy
- Crowd Manager Certification for employees
- Maintained access for emergency vehicle while occupied.

Please let me know if you have any other questions.

Joe

Joseph Landry
Fire Chief
Stow Fire Department
511 Great Road
Stow, MA 01775

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From: selectmen <selectmen@stow-ma.gov>
Sent: Tuesday, March 2, 2021 10:52 AM
To: firechief <firechief@stow-ma.gov>
Subject: Comments on Minute Man & Honey Pot Applications

Hello Joe,

Denise asked me to follow up with you about your comments on both the Minute Man flammable storage application, and Honey Pot's liquor license application. If you sent a document to our office already, I can't seem to find it. I have looked through the email and don't seem to have anything. There was a period during which email was disrupted and a number of items apparently didn't get through. Could you please send these items again so that Denise has them for the packets this week?

Thank you,
Phoebe

Re: Honey Pot Liquor License Application

treasurer <treasurer@stow-ma.gov>

Tue 2/23/2021 9:50 AM

To: selectmen <selectmen@stow-ma.gov>; building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>

Phoebe,

There are not any balances for this owner as of 2/23/2021.

Brad

Brad C. Brightman
Treasurer-Collector

From: selectmen <selectmen@stow-ma.gov>

Sent: Thursday, February 18, 2021 10:20 AM

To: building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>

Subject: Honey Pot Liquor License Application

Hello Everyone,

Honey Pot Hill Orchard has submitted an application for an on-premises liquor license under section 19B(n), Farmer Series Pouring Permit. Please refer to the attached application file and return any comments to the Selectmen's office by the end of the day on March 3, 2021.

Thank you,
Phoebe

Re: Honey Pot Liquor License Application**building** <building@stow-ma.gov>

Tue 2/23/2021 8:58 AM

To: selectmen <selectmen@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>

All, I have reviewed the Honey Pot Hill Orchards Permit Application and do not have any issues with the proposal. The Application identifies the same location used by Honey Pot several years ago to serve hard cider. If approved, the building department will inspect the tent installation for safety prior to the July 2021 opening.

Sincerely,

Craig

From: selectmen <selectmen@stow-ma.gov>**Sent:** Thursday, February 18, 2021 10:20 AM

To: building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>

Subject: Honey Pot Liquor License Application

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Thank you,
Phoebe

RE: Honey Pot Liquor License Application

conservation <conservation@stow-ma.gov>

Thu 2/18/2021 11:13 AM

To: selectmen <selectmen@stow-ma.gov>

Hi Phoebe

No questions/comments from me, other than that I looked at the proposed location and it appeared to be in the middle of their farm pond! I talked with Chelsie and confirmed that the actual location is to the west of the pond. Denise has an aerial photo that can help clarify if there are questions.

Thanks,

-Kathy

Kathy Sferra

Conservation Director

Town of Stow

380 Great Road

Stow MA 01775

978-897-8615

email: conservation@stow-ma.gov

www.stow-ma.gov | www.stow-ma.govwww.facebook.com/stowconservation | www.facebook.com/stowconservation

From: selectmen**Sent:** Thursday, February 18, 2021 10:20 AM**To:** building <building@stow-ma.gov>; firechief <firechief@stow-ma.gov>; policechief <policechief@stow-ma.gov>; conservation <conservation@stow-ma.gov>; planning <planning@stow-ma.gov>; treasurer <treasurer@stow-ma.gov>; assessors <assessors@stow-ma.gov>; townclerk <townclerk@stow-ma.gov>; health <health@stow-ma.gov>; highway <highway@stow-ma.gov>**Subject:** Honey Pot Liquor License Application

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Thank you,
Phoebe

**MINUTE MAN
AIRFIELD
HYDROGEN TANK
PUBLIC HEARING**



**Town of Stow
BOARD OF SELECTMEN**

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4534

Notice of Public Hearing

Notice is hereby given, that the Board of Selectmen will conduct a public hearing, in accordance with M.G.L. c.148, on the application by Donald G. McPherson for the installation of a 70,000 cubic foot gaseous hydrogen trailer for Alaka'i Technologies, situated at Minute Man Airfield at 302 Boxborough Road.

A public hearing will be held on the license application on Tuesday, March 9, 2021 at 7:45 p.m. in the Stow Town Building, 380 Great Road, with attendance via Zoom as the only method to participate.

Thomas E. Ryan III, Chairman
Stow Board of Selectmen

Join Zoom Meeting

<https://zoom.us/j/93398681620?pwd=WHJ2b3MyS0doQ3FIN3FPUm0vRmU0dz09>

Meeting ID: 933 9868 1620
Passcode: 016741

Posted 2/18/21
Print 1x, The Stow Independent, 2/24/21 issue

Stow Board of Selectmen
Town Building
380 Great Road
Stow, MA 01775-2127

302 Boxboro Road
Stow MA 01775
United States of America
t +1 978 897 3933
Click here to enter extn

January 8, 2021

Dear Board of Selectmen,

Minute Man Air Field Flammable Storage License Application

The following letter is submitted as part of the flammable storage license application for the Minute Man Air Field, the parcel of land located at 302 Boxboro Rd., in Stow, Massachusetts.

Alaka'i Technologies (Alaka'i) is a tenant at the airfield and is developing a hydrogen-powered electric vertical take-off and landing vehicle (eVTOL). Their vision is to make air mobility an everyday option for millions of people while minimizing the environmental impact. The hydrogen fuel-cell powered air mobility system directly addresses today's transportation challenges and its impact on people and the planet. Point-to-any-point travel delivers broad benefits: from reducing commuting time and stress to low carbon-footprint cargo services; from rapid-response disaster relief to air-medical services.

For more information on the Alaka'i eVTOL, please visit: <http://www.alakai.com/>

Alaka'i will lease a gaseous hydrogen trailer from OneH2, a reputable hydrogen delivery company, to conduct fuel cell testing at the airfield. The aggregate capacity of this trailer exceeds the 10,000 ft³ license threshold for the outdoor storage of flammable gas cited by Table 1.12.8.50 within 527 CMR, the *Massachusetts Comprehensive Fire Safety Code*, and thus requires a land license per M.G.L. Chapter 148, Section 13.

Included as part of this license package is a site plan depicting the intended storage location for the gaseous hydrogen trailer. The trailer has two storage locations, dictated by which location Alaka'i will use to test their eVTOL at the air field. Both locations are a significant distance away from the airfield's property lines, as well as any buildings on site. Alaka'i intends to utilize this trailer for conducting fuel cell and hydrogen vehicle testing on a concrete tie-down pad near the trailer. The trailer will be located a short distance away from the tie-down pad and will comply with all applicable requirements contained within the Massachusetts building and fire codes: 780 CMR, *Massachusetts State Building Code*,

527 CMR, *Massachusetts Comprehensive Fire Safety Code*, and NFPA 2, *Hydrogen Technologies Code*, which is directly adopted by 527 CMR for the storage and use of hydrogen. The trailer itself meets all applicable DOT regulations for the transport of hydrogen over public roadways.

Alaka'i has been in contact with the Stow Fire Department to coordinate the details around safety and compliance, to be approved by the Stow Fire Department at the permit level.

As owner of the airfield, I, Donald G. McPherson, formally request approval of a flammable storage land license for the outdoor storage of flammable gas, as is detailed on the included FP-002A License Application Form.

Thank you for your consideration.

Yours sincerely,

Donald G. McPherson

Donald G. McPherson
Minute Man Air Field, President

cc Glenn Austin, Alaka'i Technologies



FP-002A
(Rev. 1.2018)

The Commonwealth of Massachusetts

City/Town of Stow

Application For License

Massachusetts General Law, Chapter 148 §13

New License Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 302 Boxboro Road, Stow, MA 01775; Property ID: 000R-7 000035
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Minute Man Air Field Inc.

Address of Land Owner: 302 Boxboro Road, Stow, MA 01775

Use and Occupancy of Buildings and Structures: Business / Machine shops

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Gaseous Hydrogen (GH2)	Flammable Gas	70,000	Cubic Feet	Cylinders / Trailer

Total quantity of all flammable liquids to be stored: N/A

Total quantity of all combustible liquids to be stored: N/A

Total quantity of all flammable gases to be stored: 70,000 cu.ft

Total quantity of all flammable solids to be stored: N/A

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: N/A
List sizes and capacities of all aboveground containers used for storage: N/A

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: N/A
List sizes and capacities of all underground containers used for storage: N/A

Total aggregate quantity of all LP-gas to be stored: N/A

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: N/A Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: N/A Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: N/A Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: N/A Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: N/A Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: N/A Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: N/A Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: N/A Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: N/A Number of magazines used for storage: _____

I, Donald G. McPherson, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Donald G. McPherson Date January 8, 2021 Name Donald G. McPherson

Fire Department Use Only

I, JOSEPH LANDRY, Head of the STOW Fire Department endorse this application with my

Approval Disapproval

Signature of Head of the Fire Department [Signature]

Date JANUARY 21, 2021

Recommendations: _____





National Aviation Academy

Nancy's Air Field Cafe
Locally sourced,
globally inspired eats

Minute Man
Air Field

GH2 Trailer - Parked
Location 2

GH2 Trailer - Parked
Location 1

Minuteman Airfield

ORDER OF CONDITIONS #299-0697

**Massachusetts Wetlands Protection Act and Town of Stow Wetland Bylaw
302 Boxboro Road, Stow, MA
Assessors Map R7, Parcel 35**

Final Plan

"Notice of Intent Site Plan, Minute Man Air Field, Stow, Massachusetts", prepared by Dillis & Roy Civil Design Group and signed and stamped by Greg S. Roy, dated February 10, 2021 with a last revision date of 3/2/21.

Findings:

The applicant has filed a Notice of Intent for work proposed within an area subject to regulation under the Wetlands Protection Act, MGL CH 131, Section 40 and the Town of Stow Wetlands Protection Bylaw and Regulations.

The proposed work **includes installation of a gaseous hydrogen storage tank on a trailer, installation of a 41' x 26.5' crushed stone pad for the tank and trailer, and installation of a flame detection within a concrete footing within 100' buffer to a bordering vegetated wetland.** An underground electrical conduit will be installed from a nearby hanger and will cross an existing drainage pipe. No new impervious area will be created.

Portions of the proposed work including the hydrogen tank and trailer, crushed stone pad, and a portion of the electrical conduit are within the 35' no disturb buffer area required by the Town of Stow Wetlands Regulations. A total of approximately 550 square feet of the 35' buffer will be altered, however no new impervious cover is proposed. This buffer area is already mowed and maintained as part of the airfield operation. The plan was revised during the public hearing process to reduce the area of impact by decreasing the side of the gravel pad, and relocating the bollards and jersey barriers for safety reasons. The applicant has requested a waiver for this work within the 35' buffer. The Commission reviewed the proposed waiver request and finds that it is appropriate to grant this waiver. The applicant has completed an alternatives analysis that resulted in the proposed location which balances public safety, operational safety and environmental impacts and demonstrated that there are no feasible alternatives to the location within the 35' buffer.

Special Conditions:

20. A Stow Conservation Commissioner, agent of the Commission or the Department of Environmental Protection reserves the **right to enter and inspect the property at all reasonable times**, until a Certificate of Compliance is issued, to evaluate compliance with these conditions and to require submittal of any data deemed necessary by the Commission for that evaluation. Further, work shall be halted on the site if the Commissioner, agent or DEP determines that any of the work is not in compliance with

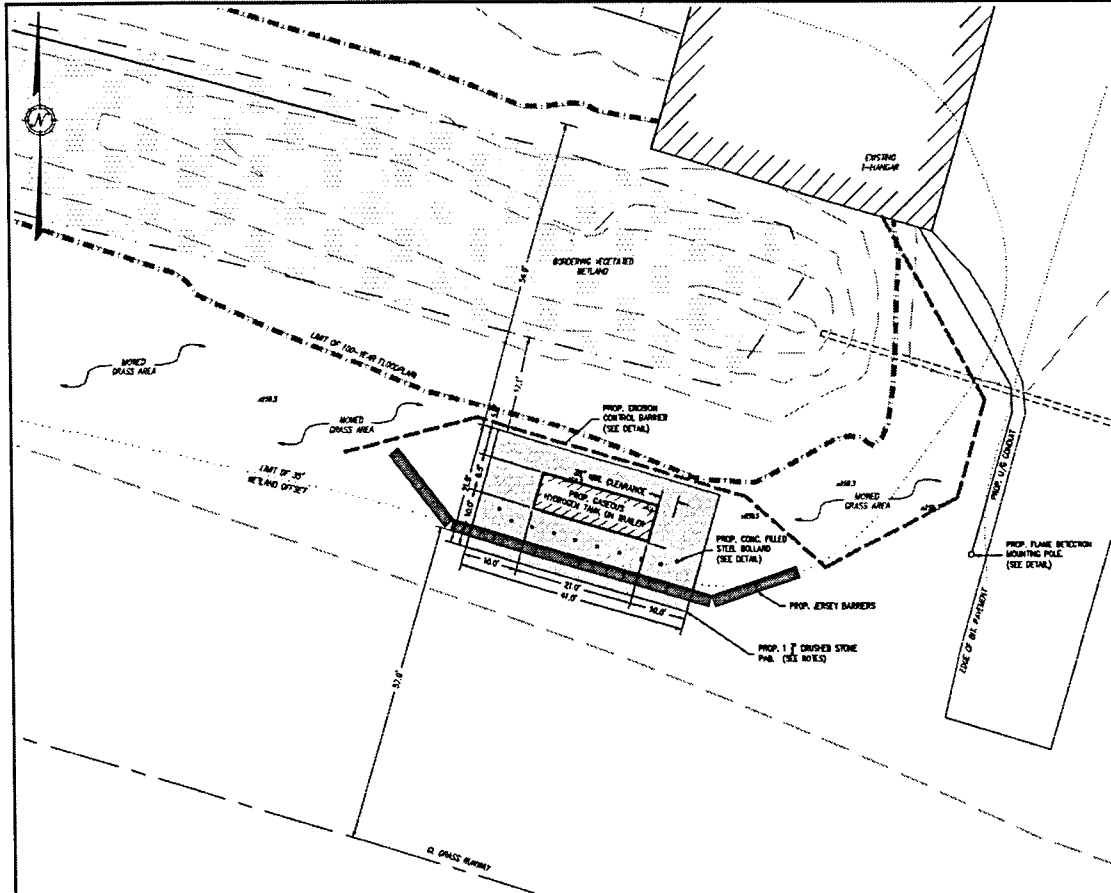
this Order. Work shall not resume until the Commission is satisfied that the work will comply, and has so notified the applicant in writing.

21. The form provided at the end of this Order shall be completed and stamped at the Middlesex Registry of Deeds, after the expiration of the 10-day appeal period and if no request for appeal has been filed with the Department of Environmental Protection. This form shall be returned to the Commission in accordance with General Condition #8, and prior to the commencement of work.
22. All work shall be performed in accordance with the final plan as described in the Notice of Intent or as specified in this Order of Conditions. Any deviation from the approved plans shall require prior approval from the Stow Conservation Commission. This may require resubmission or modification of the Notice of Intent.
23. **The Stow Conservation Commission shall be notified a minimum of 72 hours prior to the start of construction and given the opportunity to inspect the erosion/sediment controls.** The applicant shall advise the Commission of the name(s) and telephone numbers(s) of the person(s) responsible on site for compliance with this Order. A copy of this Order including final plans shall be on the site upon commencement and during any site work for contractors to view and adhere to.
24. No filling of land beyond the limits or above the grades on the submitted plans is authorized. All topsoil excavated from the site shall be live loaded and relocated to another portion of the airport outside of the Commission's jurisdiction.
25. Sediment and erosion control devices shall consist of straw wattle, and shall be installed in accordance with the plan prior to the beginning of any phases of construction, and shall be maintained during construction. These sediment controls shall serve as a limit of work and no activity, including stockpiling or storage of material, is permitted beyond the sediment controls. The sediment and erosion control specifications provided in the Notice of Intent and in this Order will be the minimum standards for this project; the Commission may require additional measures. These will be maintained until the disturbed area is re-vegetated and stabilized with loam and seed to the satisfaction of the Stow Conservation Commission at which time they must be removed. **The Stow Conservation Commission shall be contacted and approval obtained prior to removal of sediment and erosion controls.**
26. The areas of construction shall remain in a stable condition at the close of each construction day. Sediment and erosion controls shall be inspected at this time, and repaired or reinforced or replaced as necessary. A stockpile of additional sediment and erosion controls shall be maintained on the site for this purpose.
27. Concrete wash-out water shall not be discarded within the 100' buffer or within 100' of any drainage system that may discharge to wetlands. All washout materials will be managed with an appropriate BMP. If concrete is spilled during construction, spilled materials shall be removed from the buffer zone and disposed of properly.

28. If disturbed areas are not permanently stabilized by the end of the growing season, the owner must monitor the area and install or repair sediment and erosion controls to protect the resource area until the site is stabilized.
29. There shall be no additional storage of chemicals, oil, fuel, fertilizer, or other potentially hazardous materials within the 35 foot buffer.
30. All waste and excavated material shall be disposed of in accordance with applicable laws.
31. All fill material brought onto the site shall be clean fill and reasonably free of invasive species.
32. Upon completion of this project, the applicant shall submit the following to the Stow Conservation Commission to receive a Certificate of Compliance.
 - a. A letter from the applicant requesting a Certificate of Compliance.
 - b. A written statement from a registered professional engineer of the Commonwealth and/or as-built plan signed and stamped by a registered professional engineer or land surveyor certifying that the project has been constructed as shown on the plan(s) and documents referenced above, and as conditioned by the Commission.

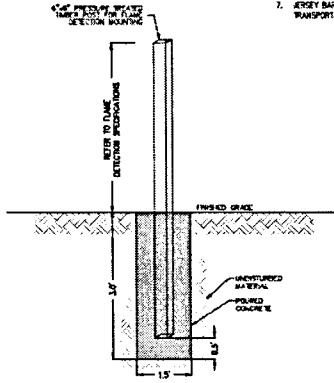
Perpetual Conditions:

- A. No dumping of leaves, yard waste, dog waste, excessive snow and any other materials shall occur in the wetland or the 35' no disturb area upgradient of wetland resource areas.

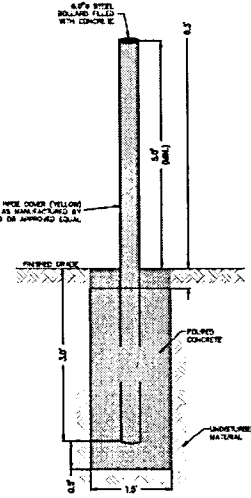


NOTES & SPECIFICATIONS:

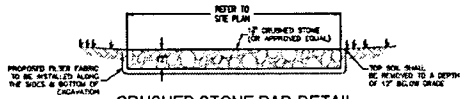
1. CONTRACTOR SHALL REFER TO THE ORDER OF CONDITIONS ISSUED BY THE STOW CONSERVATION COMMISSION PRIOR TO CONSTRUCTION. THE ORDER SHALL BE RECORDED IN THE REGISTRY OF DEEDS AND FILED IN A WORKABLE LOCATION ON SITE. THE CLERK FILE NUMBER SHALL BE POSTED ON A SIGN AT THE PROJECT SITE PRIOR TO CONSTRUCTION.
2. EROSION CONTROL SHALL BE PLACED AND INSPECTED BY THE CONSERVATION COMMISSION PRIOR TO CONSTRUCTION AT THE SITE.
3. FLAME DETECTION MOUNTING POLE:
 - 3.1. THE MOUNTING POLE SHALL BE 4" O.D. PRESSURE TREATED TIMBER.
 - 3.2. TIMBER HEIGHT ABOVE GRADE SHALL BE AS SPECIFIED BY THE OWNER PRIOR TO CONSTRUCTION.
 - 3.3. THE POST SHALL BE SET IN AN 18" CONCRETE FOOTING AT LEAST 3'-0" BELOW GRADE. (SEE DETAIL)
4. CONCRETE SIZE AND DEPTH FOR THE FLAME DETECTION MOUNTING SHALL BE AS SPECIFIED BY THE ENGINEER. CONCRETE SHALL BE INSTALLED IN THE LOCATION DEPICTED ON THE PLAN.
5. CRUSHED STONE PAD:
 - 5.1. CRUSHED STONE SHALL BE 1" STONE, OR APPROVED EQUAL.
 - 5.2. TOPSOIL SHALL BE REMOVED TO A DEPTH OF 12" BELOW GRADE.
 - 5.3. PLACE FILTER FABRIC BELOW AND ALONG THE SIDES OF THE EXCAVATION PRIOR TO PLACEMENT OF THE STONE. FILTER FABRIC SHALL BE AS SPECIFIED HEREIN OR APPROVED EQUAL.
 - 5.4. CRUSHED STONE SHALL BE PLACED AT A DEPTH OF 12".
6. CONCRETE FILLED STEEL BOLLARDS:
 - 6.1. BOLLARDS SHALL BE 6" O.D. STEEL PIPE FILLED WITH CONCRETE.
 - 6.2. BOLLARDS SHALL BE SET IN A FOOTING AT LEAST 18" IN EXTENDING AT LEAST 3'-0" BELOW GRADE.
 - 6.3. STEEL TUBING SHALL EXTEND A MINIMUM OF 3'-0" ABOVE FINAL FINISHED GRADE.
 - 6.4. BOLLARDS SHALL BE PLACED SUCH THAT THERE IS A MIN. OF 36" CLEARANCE BETWEEN THE INSIDE EDGE OF THE BOLLARDS AND THE PROPOSED TRAILER.
 - 6.5. BOLLARDS SHALL BE SET A MINIMUM DISTANCE OF 4' O.C. FROM EACH OTHER.
 - 6.6. SET BOLLARDS AFTER SIDE EXCAVATING AND PRIOR TO INSTALLING CRUSHED STONE.
 - 6.7. BOLLARDS SHALL BE COVERED WITH AN 18" O.D. SLEEVE.
 - 6.7.1. USE A 7" O.D. YELLOW SLEEVE AS MANUFACTURED BY POSTALUMBS (http://www.postalums.com/photos/standard-sleeves) OR APPROVED EQUAL.
7. JERSEY BARRIERS SHALL BE PROVIDED AND INSTALLED PURSUANT TO MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONSTRUCTION STANDARDS - T-7 SHAPE CONCRETE BARRIER DRAWING NUMBER E401010.



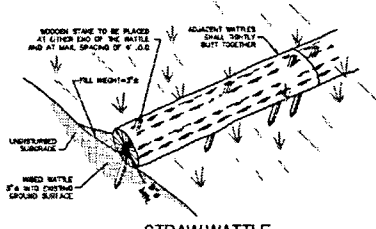
FLAME DETECTION MOUNTING POLE
NOT TO SCALE



BOLLARD DETAIL
NOT TO SCALE



CRUSHED STONE PAD DETAIL
NOT TO SCALE



STRAW WATTLE
NOT TO SCALE

PREPARED BY:
DILLIS & ROY
 CIVIL DESIGN GROUP
 CIVIL ENGINEERS LAND SURVEYORS METEOROLOGICAL CONSULTANTS
 1 MAIN STREET, SUITE 1 LUNENBURG, MA 01462 PHONE: (978) 779-6291 www.dillisoroy.com

OWNER:
 MINUTE MAN AIR FIELD, INC.
 302 BOXBORO ROAD
 STOW, MA
 APPLICANT:
 ALAKAI TECHNOLOGIES
 88 SOUTH STREET
 HOPKINTON, MA

SCALE:
 AS NOTED

 1 in. = 10 ft.
 COPYRIGHT DILLIS & ROY - CIVIL DESIGN GROUP, INC. 2021

NOTICE OF INTENT SITE PLAN
 MINUTE MAN AIR FIELD
 STOW, MASSACHUSETTS

NO.	DATE	DESCRIPTION	BY
1	1/7/21	REV BOLLARD LOCATION, PAD DIMENSIONS	CSR

DATE:	2/10/21	JOB NO.	6508
DESIGN BY:	CSR	DRAWING NO.	6508-SP
DRAWN BY:	CSR	SHEET NO.	1
CHECKED BY:	CSR		OF 1

Phoebe Haberkorn

From: Jesse Steadman [planning@stow-ma.gov]
Sent: Thursday, January 21, 2021 6:02 AM
To: 'Phoebe Haberkorn'; 'Joe Landry'; 'Inspector'; 'Cyndie Colosi/ Board of Health'; 'Kathy Sferra'
Subject: RE: Application for flammable storage

Hi Phoebe,

I have reviewed the materials and the previously approved site plan and find no permitting requirements of the Planning Board that need to be met.

Thank you,

Jesse Steadman
Town Planner | Town of Stow

*380 Great Road
Stow, MA 01775
Phone: 978-897-5098
www.stow-ma.gov*

***The Planning Department office is open to the public by appointment only. For detailed guidance on making an appointment or submitting an application please visit the Planning Board webpage at <https://www.stow-ma.gov/planning-board>.**

From: Phoebe Haberkorn [mailto:Selectmen@stow-ma.gov]
Sent: Tuesday, January 19, 2021 10:58 AM
To: 'Joe Landry'; 'Jesse Steadman'; 'Inspector'; 'Cyndie Colosi/ Board of Health'; 'Kathy Sferra'
Subject: Application for flammable storage

Good morning,

The Selectmen's office has received an application for a flammable storage license for Alaka'i Technologies, situated at Minute Man Air Field. Attached is a copy of the application for your reference. Please submit any comments to the Selectmen's office by Friday, January 22, for inclusion in the Selectmen's packets. A public hearing for the license will be held at the Selectmen's meeting on Tuesday, January 26, 2021.

Thank you,
Phoebe

Phoebe Haberkorn, Office Assistant
Offices of the Board of Selectmen and Town Administrator
Town of Stow, MA

Phoebe Haberkorn

From: Cyndie Colosi/ Board of Health [health@stow-ma.gov]
Sent: Wednesday, January 27, 2021 1:05 PM
To: 'Phoebe Haberkorn'
Subject: RE: Application for flammable storage

Hi Phoebe,

I checked with the Health Agent, Kalene Gendron, regarding this information. She said that even though the Board of Health is not the primary lead on this application she would recommend the BOH receive a copy of the approved permit with all the conditions be submitted to them and she would like to review the actual location of the storage to ensure there are no drinking water wells, and or septic systems in vicinity.

Thank you,
Cyndie

Cyndie Colosi
Office Administrator
Stow Board of Health
health@stow-ma.gov
978-897-4592 Office
978-897-4615 Fax

Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records Law (MGLc.4,§7(26)).

This email and any files transmitted with it may be confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

From: Phoebe Haberkorn [mailto:Selectmen@stow-ma.gov]
Sent: Tuesday, January 19, 2021 10:58 AM
To: 'Joe Landry'; 'Jesse Steadman'; 'Inspector'; 'Cyndie Colosi/ Board of Health'; 'Kathy Sferra'
Subject: Application for flammable storage

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Thank you,

Phoebe Haberkorn

From: Inspector [building@stow-ma.gov]
Sent: Wednesday, January 20, 2021 11:47 AM
To: 'Phoebe Haberkorn'; 'Joe Landry'; 'Jesse Steadman'; 'Cyndie Colosi/ Board of Health'; 'Kathy Sferra'
Subject: RE: Application for flammable storage

Hi Phoebe, I have reviewed the submitted application and supporting material for the storage of the Gaseous Hydrogen. The building department does not have any jurisdiction over the proposed storage of this class of material.

Sincerely,
Craig

From: Phoebe Haberkorn [mailto:Selectmen@stow-ma.gov]
Sent: Tuesday, January 19, 2021 10:58 AM
To: 'Joe Landry'; 'Jesse Steadman'; 'Inspector'; 'Cyndie Colosi/ Board of Health'; 'Kathy Sferra'
Subject: Application for flammable storage

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Phoebe

Phoebe Haberkorn, Office Assistant
Offices of the Board of Selectmen and Town Administrator
Town of Stow, MA
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DISCUSSION & POSSIBLE VOTE

**Minuteman Reg Voc Tech
Budget Presentation –
Dr. Edward Bouquillon,
Superintendent**

March 2021

Edward A Bouquillon PhD
Superintendent-Director

Stow
(Final Version 20210211)



MINUTEMAN
A REVOLUTION IN LEARNING

MINUTEMAN REGIONAL FY22 BUDGET

"PREPARING FOR REALITY"

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FY22 BUDGET: ASSUMPTIONS

- COVID with us for Fall 2021
 - Hybrid Model & Remote Learning continues
 - Safety and Health measures continue
- Reduced or UNKNOWN State & Federal Aid
- Final MSBA project Bond secured
- Student Interest in CTE continues
 - Enrollment is beyond approved design capacity
 - Develop cost-effective plans to increase capacity

OVERALL BUDGET SUMMARY

FY22 Operating & Capital

\$27,640,588

8.4% above FY21

FY22 BUDGET SUMMARY

Operating Budget = \$20,731,416
2.4% above FY21

Operating Capital/Debt = \$1,134,679
68% above FY21

MSBA Project Debt = \$5,774,493
26.3% above FY21

BUDGET PRIORITIES

- Protect Student and Staff Health
- Deliver High Quality CVTE
 - Animal Science/Vet Assisting Program
 - Logistics Engineering Expansion
- Increase Enrollment Capacity
- Close out MSBA Project
- Athletic Fields Construction Management
- Ramp Up Facilities Rental & Revenue

Stow: FY22 Preliminary Assessment

Full Assessment: \$ 1,580,804

Increase: \$ 294,751

Stow: Preliminary Assessment

Minimum Required Contribution	\$ 659,105
Transportation Assessment	\$ 52,144
Operating Assessment	\$ 445,129
Debt & Capital Assessment	<u>\$ 84,091</u>
Sub-Total	\$ 1,240,469
Building Project – Debt Service*	<u>\$ 340,335</u>
Total Assessment	<u><u>\$ 1,580,804</u></u>

****Debt service excluded from Prop 2 ½ limitation***

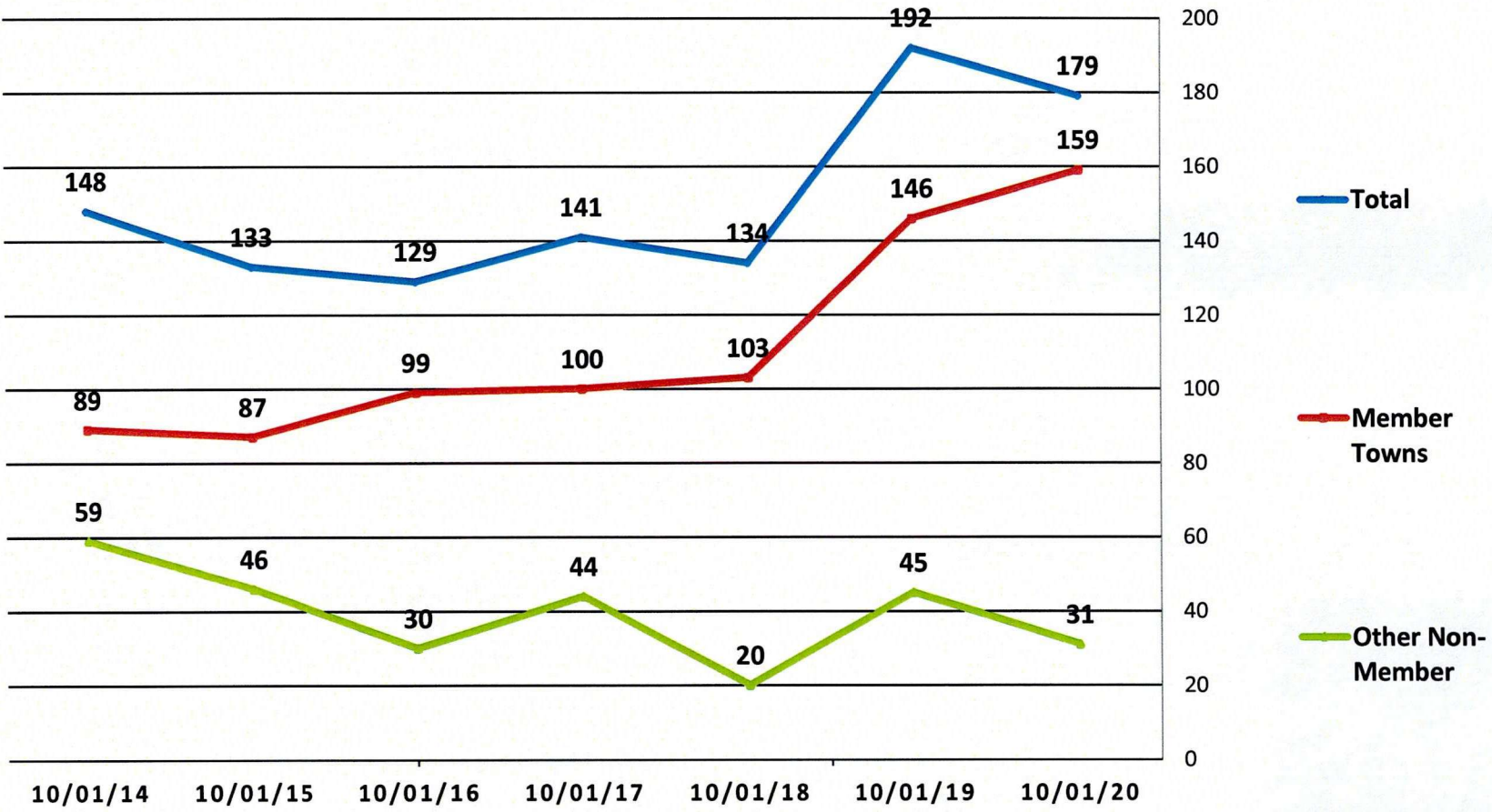
ENROLLMENT ADMISSIONS PRIORITIES

- Sustain increased member enrollment
- Inform CTE perceptions in Member communities
- Increase video content of Alumni success stories.
- Increase digital content of current student success.
- Increase early Career Development outreach in Middle Schools through the World of Work (WOW) program. April 2021 program for 6th and 7th graders
- Implementation of Increased Capacity plan

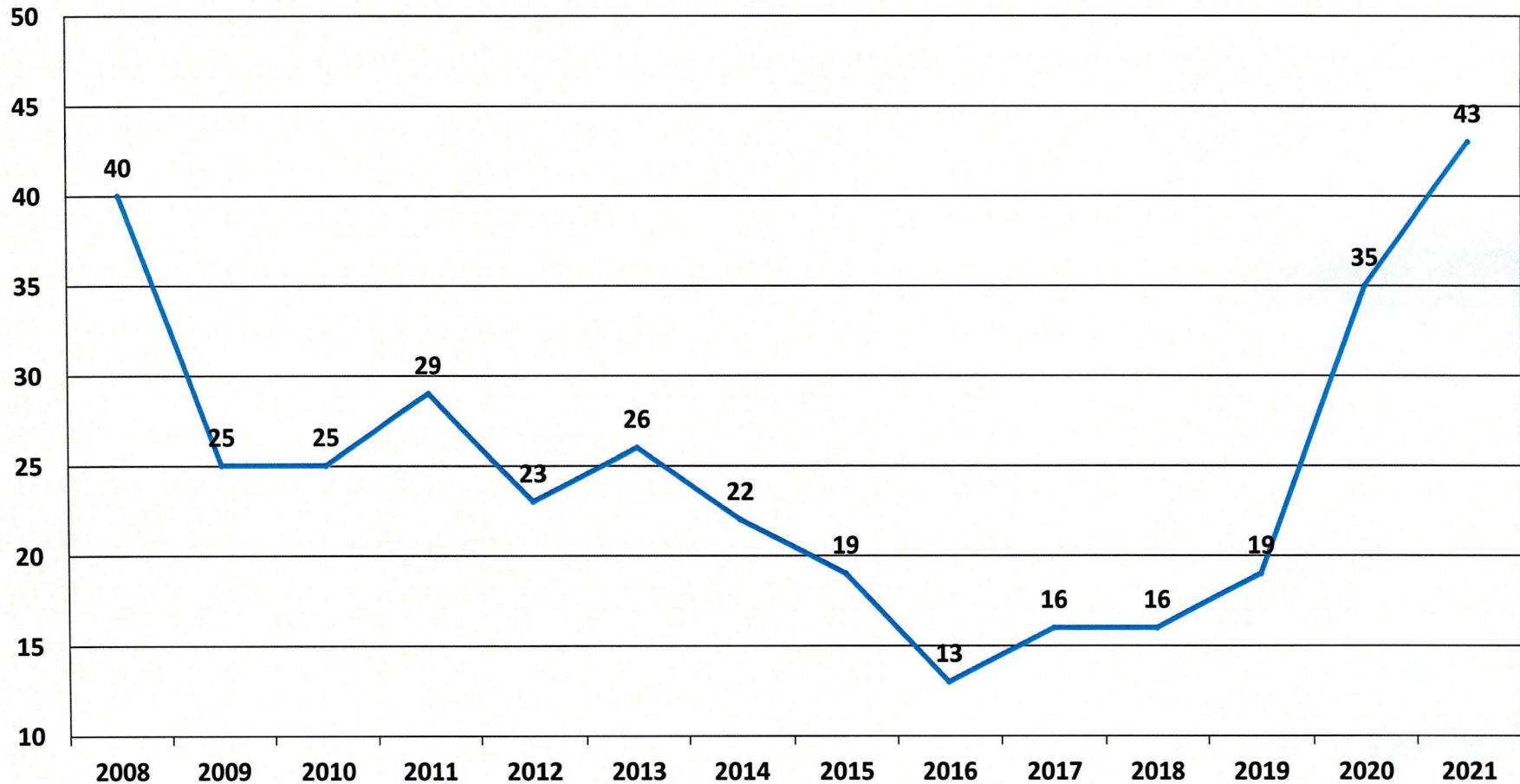
ADMISSIONS AND ENROLLMENT #1

	YOG 2020	YOG 2021	YOG 2022	YOG 2023	YOG 2024	YOG 2025
Total Applications	200	235	168	272	390	340*
In-District	157	134	147	225	252	255*
Out of District (Eligible)	43	101	21	47	94	41*
Enrollment (October 1st)	130	145	122	195	179	200(est)
Yield %	65%	61%	73%	72%	46%	
Out of District (ineligible)	140	40	49	38	44	44*
						* As of 2/9/21

Freshmen Enrollment



Stow Historical October 1st Enrollment



SPECIAL EDUCATION ENROLLMENT

Percentage of Special Education Enrollment										
Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total Enrollment	616	648	711	675	665	624	538	515	602	634
Sp.Ed. Enrollment	287	304	341	344	306	287	281	273	305	290
Sp.Ed. %	47%	47%	48%	51%	46%	46%	52%	53%	51%	46%

FY22 BUDGET SUMMARY

Operating Budget = **\$20,731,416**
2.4% above FY21

Operating Capital/Debt = **\$1,134,679**
68% above FY21

MSBA Project Debt = **\$5,774,493**
26.3% above FY21

FY22 OPERATING BUDGET DRIVERS

Salary COLA increase \$313,629
(2.25% year 2 of 3-year agreement)

Electrical and Heat utility increase \$263,000

Maintenance Contracts & Field Op increase \$76,386

Property Insurance increase \$44,744

Health Insurance decrease of \$181,781
(-7% due to net FTE reduction)

Transportation decreases \$44,785
(-3% under the FY21 budgeted amount)



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CAPITAL BUDGET FY22

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CAPITAL DEBT COMPONENTS

- Capital Equipment/Leases/Athletic Fields
\$179,542 for Bonding \$1.9 Million for Athletic Fields Lighting and track, fencing & equipment
- School Building Project - Debt Service
\$324,930 for anticipated bonding of \$3.8 Million for final MSBA construction project.
- Capital Stabilization Fund
\$260,000 to support increased capacity plans

FY22 OPERATING AND CAPITAL

	FY21	FY22	Difference	% Change
Operating Budget	20,255,561	20,731,416	475,855	2.35%
Capital Equipment/Leases/ Athletic Fields (1)	675,453	1,134,679	459,266	67.99%
Building Project - Debt Service (2)	4,571,932	5,774,493	1,202,561	26.30%
Total Operating & Capital Budget	25,502,946	27,640,588	2,137,642	8.38%

- (1) Athletic Field 10-year bond included in Capital Equipment/Leases/Athletic Fields
- (2) A debt exclusion override was voted on this debt in the following towns: Acton, Arlington, Bolton, Concord, Dover, Lancaster, and Stow.

Athletic Fields & Lighting

- **Timeline**

- Site & Base work Winter/Spring 2021
- Construction Spring/Summer 2021
- Substantial Completion October 2021

- **Sustainability**

- \$168,000 annual supplemental allocation to stabilization fund from field rental revolving account (for 10-year synthetic turf replacement cycle)

2021 Photo Voltaic Installation

- **Secures LEED Reimbursement \$2M**
- **Timeline**
 - Contract Approval Jan
 - Town Permitting Feb.
 - Mobilization May
 - Construction June - Sept
 - Commercial Operation Fall
- **Sustainability**
 - 20-year lease purchase with net electric savings



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OPEB

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OPEB Liability

- Current OPEB liability as of June 30, 2020 (Estimated):\$32,473,201
- As of FY16, the district has appropriated \$50,000 annually to an OPEB Reserve Fund
- MM Finance Subcommittee increased FY21 and FY22 appropriation to \$60,000.
- MM Finance Committee long term strategy is to repurpose most, if not all, of the ESCO debt payments (retiring FY25) to OPEB @ \$400K/yr

“Reserve” Fund Activity

- Capital Stabilization
 - Current Balance is \$1,282,629
 - Committed \$1,250,000 for Fields Project.
- OPEB Trust
 - Current balance is \$352,028
 - Appropriated \$50,000 per year first 5 years
 - Appropriated \$60,000 per year FY21 & FY22



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RELATED FINANCIAL INFORMATION

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Special Education Expenditures Minuteman & Regional Vocational Schools

- **Special Education Costs as a % of FY19 Budget***
 - Minuteman Regional 12.4%
 - Keefe Tech 12.0%
 - Assabet Valley 9.0%
 - Shawsheen Valley 7.0%
 - Nashoba Valley 7.0%
 - Blue Hills Regional 5.0%

*Most recent data posted on DESE Website

How Much the DISTRICT* Spends Compared to Member District Schools

SCHOOL DISTRICT	REQUIRED NET SCHOOL SPENDING	Amount OVER NSS	NSS as % of FOUNDATION
Dover	\$4,468,986	\$6,321,955	241
Concord	\$18,805,577	\$19,147,061	202
Concord Carlisle	\$14,235,386	\$11,219,969	179
Dover Sherborn	\$11,728,359	\$7,752,306	179
Needham	\$54,000,177	\$36,906,601	168
Lexington	\$74,054,892	\$48,369,652	165
Minuteman RVTHS	\$7,113,011	\$2,242,670	148
Arlington	\$54,985,998	\$19,016,225	136
Acton Boxborough	\$56,905,169	\$19,715,458.34	135
Nashoba	\$31,376,870	\$8,531,315	128

* Most Recent DESE School And District Profiles Data

Operating Revenue: Per Pupil Non-member Tuition and Fees

• FY21 Tuition*	\$18,400
• FY21 SPED Increment*	\$ 7,400
• FY21 Capital Fee*	\$ 7,778
• Transportation (Avg)	<u>\$ 3,250</u>
	\$ 36,828

FY22 Non-member Estimated \$33,500 - \$37,000

* Approved/Established by DESE

Stow: FY22 Preliminary Assessment

Full Assessment: \$ 1,580,804

Increase: \$ 294,751



MINUTEMAN
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QUESTIONS

E.BOUQUILLON@MINUTEMAN.ORG

A REVOLUTION IN LEARNING

Police hiring and promotional process overview



Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

(978) 897-4545
FAX (978) 897-3692

Michael Sallèse
Chief of Police

To: All Applicants for Sworn [Policy 4.23]

From: Stow Police Hiring Committee and Chief of Police

Re: Selection Process

The initial selection process includes the following elements: [32.1.1]

1. Job announcement with Patrol Job Description and disqualifiers, Posted March 1, 2021
2. Posted as required for a minimum of 10 days by Town Charter, Preference give to those who turn in Resume and Cover Letter by 5pm on March 14, 2021
3. Resume and Cover Letter two copies one with personal information, the other with no personal information contained, committee will only see the copy with no personal information. Reviewed by March 16, 2021, Notification for Fitness test to be sent March 17, 2021.
4. Those not academy trained Cooper Standards Fitness Test, must pass to continue to next step. Fitness test to be given on March 20, 2021 at Nashoba Regional
5. If chosen to be interviewed Application Packet by both academy and non-academy individuals to be filled out and sent in. Applications sent to those to be interviewed March 23, 2021 and must be returned by March 30, 2021
6. Applications reviewed.
7. Interview with Oral Board, recommendations to next step, Interviews April 8rd & 9th.
8. Interview with the Chief of Police and Town Administrator, TBD
9. Offer Letter
10. Background Investigation
11. Medical and Psychological Exam
12. Recommendation for Appointment to the Selectboard
13. Individual going to the police academy must successfully pass all academy requirements, then successfully complete Field Training
14. Individuals who already are certified officers must successfully complete Field Training.
15. Probation period as per CBA.

The duration of the selection process shall not exceed forty-five (45) days. [32.1.4(b)]
Reapplication, retesting, and/or reevaluation for a rejected applicant shall be done at the discretion of the Chief of Police or Town Administrator. [32.1.4(c)]

Sincerely,

Stow Police Hiring Committee and Chief Michael Sallèse

Bias-Free Professional Policing Updated Policy

BIASED BASED POLICING

In Effect: 01/01/2015

Review Date: 12/31/2015

BIASED BASED POLICING

<p>STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.10</p>	<p>ISSUE DATE: _____</p>
<p>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 1.2.9</p>	<p>EFFECTIVE DATE: _____</p>
	<p>REVISION DATE: _____</p>

I. GENERAL CONSIDERATIONS AND GUIDELINES

This department is committed to protecting the constitutional and civil rights of all citizens. Allegations of biased based profiling or discriminatory practices, real or perceived, are detrimental to the relationship between the Police Department and the community it protects and serves, because they strike at the basic foundation of public trust. This trust is essential to effective community based policing.

Racial, gender, and other types of profiling are illegal and ineffective methods of law enforcement. Biased based policing creates an increased safety risk to police department employees and citizens and is a misuse of valuable police resources. Additionally, such improper methods violate the civil rights of members of the public and may lead to increased exposure to liability.

This department does not endorse, train, teach, support or condone any type of bias, stereotyping or racial and gender profiling by its employees. While recognizing that most employees perform their duties in a professional, ethical and impartial manner, this department is committed to identifying and eliminating any instances of biased based policing in all areas, including traffic enforcement, field contacts and asset forfeiture efforts.

II. POLICY

It is the policy of the department to:

- A. Provide to all people within this community fair and impartial police services consistent with constitutional and statutory mandates;
- B. Assure the highest standard of integrity and ethics among all our members;
- C. Respect the diversity and the cultural differences of all people;
- D. Take positive steps to identify, prevent, and eliminate any instances of biased based policing by our members; and
- E. Continue our commitment to community policing and problem solving, including vigorous, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and awareness.
- F. Except in “**suspect specific incidents**,” police employees are prohibited from considering the race, gender, and national or ethnic origin of members of the public in deciding to detain a person or stop a motor vehicle and in deciding upon the scope or substance of any law enforcement action.

III. DEFINITIONS

- A. *Biased Based Policing*: The selection of an individual(s) for enforcement action based solely on a trait common to a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- B. *Racial and Gender Profiling*: Chapter 228 of the Acts of 2000 includes the following definition: the practice of detaining or stopping a suspect based on a broad set of criteria which cast suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.
- C. *Suspect Specific Incident*: An incident in which a police department employee is lawfully attempting to detain, apprehend, or otherwise be on the lookout for one or more specific suspects who have been identified or described in part by national or ethnic origin, gender or race.

IV. PROCEDURES

A. Prevention of Bias Based Profiling

1. PRACTICE PROHIBITED: Biased based policing, including racial or gender profiling, is prohibited.

2. TRAINING

- a. All department employees engaged in enforcement activities shall receive training in bias based policing.
- b. Such training shall include:
 - 1) The dissemination of this policy to all employees;
 - 2) Instruction in legal aspects of biased base policing; and
 - 3) Training of supervisory personnel to monitor police conduct to identify biased based policing and to ensure that the standards of this policy are being carried out by employees under their supervision.
- c. Training may be supplemented by utilizing the Municipal Police Training Committee, the Municipal Police Institute, Inc., or other certified training programs to help ensure that appropriate employees receive training on biased based policing.

3. AGENCY-WIDE ANNUAL REVIEW: Stow Police Department shall:

- a. Review and, where appropriate, revise all procedures that involve the stop, detention, apprehension or search of individuals to ensure that such procedures are in compliance with the provisions of the law and this policy;
- b. Review all performance recognition and evaluation systems, training curricula, policies and customs of the department to determine if any practice encourages conduct that may support or lead to biased based policing;

4. PUBLIC EDUCATION: Educate the public, in conjunction with the Executive Office of Public Safety and Security, as well as the Registry of Motor Vehicles, on what to expect when either stopped or detained by a police officer, as well as police expectations during motor vehicle stops or police detainment, to ensure both officer and citizen safety.

B. Identification of Profiling: To identify instances of biased based policing, this department shall:

1. Utilize appropriate citizen complaint procedures to document and investigate allegations of profiling or other forms of biased based policing filed directly with the agency or referred through the Executive Office of Public Safety and Security;
2. Utilize procedures for the proactive review of performance, complaint and other employment information to assist supervisors in identifying and modifying potentially problematic behavior and to promote professionalism in this department;

C. Enforcement of Profiling Policy

1. **Intentional Acts:** Employees discovered to be intentionally engaged in profiling or other forms of biased based policing shall be addressed through appropriate disciplinary action.
2. **Unintentional Acts:** Well-meaning employees who appear to be engaged in unintentional acts of biased based policing shall receive additional training, guidance, supervision or review of enforcement activities as deemed appropriate by the Chief of Police.
3. **Institutional Practices:** In the event that department practices are discovered to promote or allow biased based policing, such practices shall be addressed through policy review and training.

"BIAS-FREE"
PROFESSIONAL POLICING
POLICY

POLICY & PROCEDURE NO. 4.10.1	ISSUE 3/9/2021 DATE: _____
	EFFECTIVE 3/9/2021 DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 1.2.9	REVISION DATE: _____ 3/9/2021_

I. GENERAL CONDITIONS AND GUIDELINES:

Zero Tolerance for Bias/Gender-Based Policing:

As duly sworn members of the Stow Police Department, we are unequivocally committed to protecting the constitutional and civil rights of all individuals located within our territorial jurisdiction and to those additional jurisdictions where we are allowed by statute, memorandum of understanding/agreement via mutual aid, case law or common law to execute sworn authority as Stow Police Officers. Any and all allegations of bias-based profiling in any form whatsoever or any other types of discriminatory enforcement practices, whether real or perceived, are detrimental to the valued relationships and partnerships that we have developed between the members of the Stow Police Department and the communities that we so faithfully serve and protect. Such discriminatory practices only function to erode the basic foundation of public trust and the spirit of cooperation that is essential to an effective community policing philosophy and formidable community building. Bias-based profiling is not only illegal, immoral and unethical, it is also a highly ineffective and counterproductive method of policing and law enforcement. Bias-based profiling results in increased safety risks to both officers and citizens alike and as such will not be tolerated under any set of circumstances.

Additionally, such improper methods violate the civil rights of the members of the general public and may lead to unnecessary and

increased exposure to civil liability and exposure for our department, personnel and municipality. As a result no member of this Department shall endorse, train, instruct, support or condone any type of stereotyping or bias-based profiling whatsoever.

Officers shall always adhere to the principles of ***Bias-Free Professional Policing*** as described and outlined below. While recognizing that the members of the Stow Police Department take a sworn oath to perform our duties and responsibilities in a professional, ethical, moral and impartial manner at all times, we shall stand ready and always remain committed to identifying, investigating and holding those accountable who may have occasion to violate or intentionally deviate from any of our existing rules, policies, practices or laws in this important area.

II. DEFINITIONS:

- 1.) ***Bias-Based Profiling***: Any prohibited pattern or practice, including but not limited to stopping, detaining, questioning, frisking, and searching by police officers, that is based upon a generalized belief that a person of a particular race, ethnicity, or national origin is more likely to commit certain types of crimes. This type of inappropriate reliance on certain characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, immigration status, gender identity or expression, socioeconomic status, age, professional level, cultural group, mental or physical disability or affiliation with any non-criminal group (e.g., protected characteristics) as the basis for providing differing law enforcement services or enforcement activity as outlined is **strictly prohibited**.
- 2.) ***Bias-Free Policing***:¹ policing decisions made by and conduct of law enforcement officers that **shall not consider** a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level.
 - **Note**: This definition of Bias-Free Policing **shall also include and allow policing decisions** made by or conduct of law enforcement officers that:
 - (1) are **based on a law enforcement purpose or reason which is non-discriminatory, or which justifies different treatment**; or

• ¹ See MGL Chapter 6E Section 1 / Chapter 6 Section 116G

- (2) consider a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level **because such factors are an element of a crime(s) under investigation.**
- 3.) **"Suspect Specific Incident"**: An incident in which an officer is lawfully attempting to detain, apprehend, or otherwise be on the lookout (e.g., BOLO) for one or more specific suspects who have been identified and/or particularly described in part by national or ethnic origin, gender, age or race.
- 4.) **POST**: The **Massachusetts Peace Officer Standards and Training Commission** consisting of nine (9) members vested with various powers to oversee police training and allegations of misconduct including, but not limited to, conduct involving allegations of bias.

III. PURPOSE AND SCOPE

This policy provides specific guidance and direction to all Department members (including sworn and non-sworn) that affirms the Stow Police Department's continuing commitment to Constitutional Policing principles and practices that are always fair, impartial, objective, and fosters mutual respect, dignity and a spirit of cooperation between law enforcement personnel and members of all racial, identity, and cultural groups.

Outreach Note: Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the Department's relationship with its diverse communities. The members of the Department shall always emphasize an understanding, appreciation and respect for racial identity, and cultural differences (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

IV. POLICY:

It shall be the policy of this Department to adhere to the principles of Bias-Free Professional Policing while always recognizing that any and all bias-based profiling is and shall be **strictly prohibited**. Except in "**suspect specific incidents**," (as defined in Section II (3) above) all Stow Police Officers and employees are **strictly prohibited** from considering the race,

ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, immigration status, disability or any other arbitrary characteristic of members of the public when deciding to detain a person during a traffic stop or an investigative detention (e.g., field interview observations); or in deciding upon the scope or substance of any law enforcement action. The Stow Police Department is committed to providing effective law enforcement services to the entire community with due regard for all racial, cultural, ethnic or other protected characteristics of those served. It shall be the policy of this Department to enforce the law equally, fairly, impartially, objectively and without discrimination toward any particular individual or group. **1.2.9 (a)**

Investigatory Note: Nothing in this policy is intended to prohibit or restrict an Officer's ability to consider certain protected characteristics in combination with other credible, timely and distinct information connecting a person or a group of individuals of a specific characteristic to a specific unlawful incident(s), specific criminal patterns or a specific illegal scheme(s).

V. MEMBER RESPONSIBILITIES:

In furtherance of this policy all members of the Stow Police Department shall:

- Perform his/her duties in a fair, impartial and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based profiling to a supervisor. Members should always, when reasonable and practicable to do so, intervene to prevent any biased-based actions by another member of this Department, other law enforcement agency or in general;
- Provide all individuals within this community with fair and impartial policing services consistent within all constitutional and statutory mandates;
- Assure the highest standard of integrity and ethics among all our Officers in all interactions with the public;
- Always respect the diversity and the cultural values of all people;
- Take affirmative and positive steps to identify, prevent, and eliminate any instances of bias-based profiling by Stow Police Department Officers and employees;

- Continue the valued commitment to a community policing philosophy and problem solving techniques (e.g., **Scanning, Analyzing, Response, Assessment**), including probative, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and traffic safety awareness;
- Officers who have occasion to contact a person in the course of their duties and responsibilities shall be prepared to articulate sufficient reason(s) for the contact, independent of the protected characteristics of the individual;
- To the extent that written documentation would otherwise be completed (e.g., arrest report, citation, 21D By Law, parking ticket), the involved Officer should include those facts giving rise to the contact, as applicable;
 - **Note:** Except for required data-collection forms or methods, nothing in this policy shall require any Officer to document a contact that would not otherwise require reporting in accordance with existing law.

VI. PROCEDURES:

A. Prevention of Bias-Based-Profiling via Training 1.2.9 (b)

To prevent any occurrences of bias-based profiling, members of this Department shall always:

1. Utilize the Municipal Police Training Committee (MPTC) Basic Recruit Academy and any Department sponsored in-service training programs to help ensure that all employees receive the requisite training on the legal aspects of identification and prevention against any bias-based profiling practices and the mandatory standards as established by this policy. **1.2.9 (b)**
2. Ensure that this policy is properly disseminated to all employees, sworn Officers, and emergency communications employees;
3. Ensure that all Supervisors will continually monitor employee conduct to guarantee that the standards of this policy are being carried out in a continuous manner by all personnel under their supervision;

4. Conduct a documented review by the Lieutenant, when and where appropriate, to revise procedures that involve the stop, detention, apprehension or search and seizure of individuals or their property to ensure that such procedures are in compliance with the provisions of the law of the Commonwealth and this policy;
5. Conduct a documented Annual Administrative Review by the Lieutenant of all performance recognition and evaluation systems, training curricula, policies, citizen complaints or concerns and customs of the Department to determine if any practice encourages conduct that may support or lead to bias-based profiling. This documented review shall be sent to the attention of the Chief of Police for appropriate follow up if necessary. **1.2.9 (d)**

B. Identification of Bias-Based Profiling:

To assist in identifying instances or allegations of bias-based profiling, this department shall:

1. Utilize appropriate civilian complaint procedures to document and investigate allegations of bias-based profiling filed directly with the agency, referred through the Executive Office of Public Safety's statewide toll free complaint number or made directly to the POST Commission.
2. Utilize procedures for the proactive review of performance, complaint and other employment information to assist supervisors in identifying and modifying potentially problematic behavior and to promote professionalism in this department.
3. Utilize procedures to identify patterns of unprofessional police conduct, including, but not limited to, patterns of conduct that is biased on the basis of race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level;²
4. Any civilian complaints of bias-based policing, including whether the Officer's conduct was allegedly biased on the basis of race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level, shall be reported to the **POST Commission's Division of Police Standards** by the Lieutenant or Chief of Police **within two (2) days** of receiving stated complaint.³

• ² See MGL Chapter 6E Section 3 (Powers of POST)

• ³ See MGL Chapter 6E Section 8 (b)(1) (Division of Police Standards)

5. The **POST Commission's Division of Police Standards** shall create and maintain a comprehensive database containing information related to an Officer's receipt of complaints and related information, including, but not limited to the officer's appointing agency, date, a description of circumstances of the conduct that is the subject of the complaint and whether the complaint alleges that the officer's conduct was biased on the basis of race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level.⁴
6. The **POST Commission** may, after a hearing, **suspend or revoke** an Officer's **Certification** if the Commission finds by the legal standard of **clear and convincing evidence** that the officer was biased on the basis of race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level in their conduct.

C. Enforcement of Bias-Based Profiling Policy: [1.2.9 c](#)

To enforce the provisions of this policy, this Department shall:

1. Take the appropriate actions to address documented incidents or allegations of bias-based profiling;
2. Utilize a system and approach of early intervention to enable and encourage an employee to undertake a voluntary modification of his or her conduct or performance; and
3. Take the appropriate measures to correct any institutional practice, pattern or policy that has led to the utilization of any bias-based profiling practice.

D. Civil Liability [Legal Statutory Right to Bias-Free Policing]:

- 1.) All persons shall have the legal right to **Bias-Free Professional Policing** as defined in this policy in Section (2) and as outlined in MGL Chapter 6E Section 1.
 - Any conduct taken in relation to an aggrieved person by a law enforcement officer acting under color of law that results in the **Decertification** of said law enforcement officer by the **POST Commission** pursuant to MGL Chapter 6E Section 10 shall

• ⁴ See MGL Chapter 6E Section 8 (e) (Division of Police Standards Database)

constitute interference with said person's right to bias-free professional policing and shall be a prima facie violation of said person's right to bias-free professional policing and a prima facie violation of subsection (a).⁵

- No law enforcement officer shall be immune from civil liability for any conduct under color of law that violates a person's right to bias-free professional policing if said conduct results in the law enforcement officer's decertification by the POST Commission pursuant to MGL Chapter 6E Section 10;
 - Provided, however, that nothing noted herein shall be construed to grant immunity from civil liability to a law enforcement officer for interference by threat, intimidation or coercion, or attempted interference by threats, intimidation or coercion, with the exercise or enjoyment any right secured by the constitution or laws of the United States or the constitution or laws of the Commonwealth if the conduct of said officer was knowingly unlawful or was not objectively reasonable.

2.) Pursuant to Section 83 of the newly enacted Police Reform Legislation **[An Act Relative to Justice, Equity, and Accountability in Law Enforcement in the Commonwealth]**, Section 63 of Chapter 90 of the MGLs, inserted by section 10 of Chapter 122 of the Acts of 2019, is

⁵ See Chapter 12 Section 11H (a)(1):

"Whenever any person or persons, whether or not acting **under color of law**, interfere by *threats, intimidation or coercion*, or attempt to interfere by threats, intimidation or coercion, with the exercise or enjoyment by any other person or persons of rights secured by the constitution or laws of the United States, or of rights secured by the constitution or laws of the commonwealth, the **Attorney General may bring a civil action** for injunctive or other appropriate equitable relief in order to protect the peaceable exercise or enjoyment of the right or rights secured. Said civil action shall be brought in the name of the commonwealth and shall be instituted either in the superior court for the county in which the conduct complained of occurred or in the superior court for the county in which the person whose conduct complained of resides or has his principal place of business. (Emphasis added)

Section 11H (a)(2): If the Attorney General prevails in an action under this section, the Attorney General shall be entitled to: (i) an award of **compensatory damages** for any aggrieved person or entity; and (ii) **litigation costs and reasonable attorneys' fees** in an amount to be determined by the court. In a matter involving the interference or attempted interference with any right protected by the constitution of the United States or of the commonwealth, the court may also award civil penalties against each defendant in an amount not exceeding \$5,000 for each violation.

hereby amended by adding the following subsection: to the so-called “Hands Free / Data Collection Law”.

(h) A law enforcement agency, as defined in MGL Chapter 6E Section 1, **shall not** engage in racial or other profiling. The Attorney General may bring a civil action in the superior court for injunctive or other equitable relief to enforce this subsection. For the purposes of this subsection, “**racial or other profiling**” shall mean differential treatment by a law enforcement officer based on actual or perceived race, color, ethnicity, national origin, immigration or citizenship status, religion, gender, gender identity or sexual orientation in conducting a law enforcement action, whether intentional or evidenced by statistically-significant data showing disparate treatment;

- Provided, however, that “**racial or other profiling**” shall not include the use of such characteristics, in combination with other factors, to apprehend a specific suspect based on a description that is individualized, timely and reliable.⁶

3.) The **POST Commission** shall have the power to refer patterns of **racial profiling** or the mishandling of complaints of unprofessional police conduct by a law enforcement agency for investigation and possible prosecution to the Attorney General or the appropriate federal, state or local authorities;

- Provided, however, that if the Attorney General has reasonable cause to believe that such a pattern exists based on information received from any other source, the Attorney General may bring a civil action for injunctive or other appropriate equitable and declaratory relief to eliminate the pattern or practice.⁷

VII. SUPERVISOR RESPONSIBILITIES:

- Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the steps outlined in the Internal Affairs Investigation Policy.

• ⁶ See MGL Chapter 90 Section 10

• ⁷ See MGL Chapter 6E Section 3

- Supervisors shall always discuss any concerns with the involved Officer face to face - in private whenever possible - in a timely manner.
- Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- Supervisors shall take prompt and reasonable steps to address any retaliatory action that may be taken against any member of this Department who discloses information concerning any bias-based policing practice by another member.

VIII. TRAINING:

- The **Municipal Police Training Committee (MPTC)**, in consultation with the Executive Office of Public Safety and Security (EOPSS), shall establish and develop an **In-Service Training Program** designed to train local law enforcement officials in practices and procedures related to **Bias-Free Policing** which shall include **examining attitudes and stereotypes that affect the actions and decisions of law enforcement officers;**⁸
- Training on fair and impartial policing and review of this policy should be conducted at periodic intervals as directed by the Professional Standards Division during In-Service Training and Roll Call Training Sessions.
- All sworn members of this Department shall attend training on the subject of Bias-Free Professional Policing at the MPTC ROC and at applicable intervals at Department In-Service Training.
- All *Stow School Resource Officers (SROs)* shall be trained in **anti-bias, anti-racism and anti-harassment strategies.**⁹
- All members of this Department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

• ⁸ See MGL Chapter 6 Section 116G (b)

• ⁹ See MGL Chapter 6 Section 116H

- Each sworn member of this Department who received initial bias-based policing training will thereafter be required to complete an approved refresher course three (3) years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends.

Vote of the Board regarding distribution of COVID-19 Vaccines



Thomas E. Ryan, III
Chair
selectmen@stow-ma.gov

Town of Stow
Office of the
Board of Selectmen

380 Great Road
Stow, MA 01775
Tel: 978-897-4515

VOTE OF THE STOW BOARD OF SELECTMEN
MARCH 9, 2021

Whereas, the distribution of COVID-19 vaccines are critical to wellbeing of all Massachusetts residents and the restoration of our local economies;

Whereas, sixteen communities of the Nashoba Valley have sent two letters sent to Governor Baker regarding our concerns over the distribution of the COVID-19 vaccine and the proposal to establish a regional COVID-19 vaccination site at Devens;

Whereas, there have been an inadequate amount of COVID-19 vaccines to meet the needs of the Nashoba Boards of Health communities.

Whereas, the Commonwealth is seeking to administer vaccinations through larger sites and there is no regional vaccination site in Northwest Middlesex County and North Worcester County.

Therefore, the Stow Board of Selectmen requests your administration work cooperatively with regional stakeholders to establish a professional regional vaccination site in the Nashoba Valley, which will fulfill a geographic inequity.

I hereby certify the Stow Board of Selectmen took a formal vote on March 9, 2021 to support our region with this important effort.

Thomas E. Ryan, III, Chair, Board of Selectmen

MINUTES

**Board of Selectmen Meeting Minutes
February 23, 2021, 7 pm
Stow Town Building & Via Zoom**

Physically present at this meeting at the Stow Town Building were board members:

Thomas Ryan, Chair
Cortni Frecha
Megan Birch-McMichael
Ellen Sturgis

Also Denise Dembkoski, Town Administrator

Board members present remotely via Zoom: Jim Salvie

Mr. Ryan called the meeting to order at 7 p.m.

Public Input: Ms. Sturgis stated that there will be a volunteer information night on February 3rd at 7 pm via Zoom. Information will be on the town website. Dan Barstow, Lake Boon Commission said that he is here to speak in support of Hallock Point and the Healthy Lake Boon initiative. Mr. Ryan said he will call on Mr. Barstow later during the CPA discussion.

Chairman's comments: Mr. Ryan thanked those who have worked on volunteer recruitment night and noted the importance of volunteers in town government. Nomination papers are available from the Town Clerk. The last day to get papers is 3/17/21 and signatures need to be returned 3/19/21.

Police Use of Force Updated Policy – Chief Michael Sallese

Chief Sallese noted that this is one of a number of policies that he will be bringing to the Board. He may need to revise it further based on changing state regulations. He noted the policy is lengthy and summarized the changes in a letter to the Board. It will become effective tonight if approved. The Chief said that one difference between Stow and the state is that the Stow policy contains an affirmative duty to intervene which extends to all members of the Department, not just officers. Mr. Salvie asked for clarification that choke holds are not allowed even in deadly force situations. The Chief confirmed this. The Board thanked the chief for bringing this forward. *Ms. Birch-McMichael moved to approve the updated Use of Force policy as presented by Stow Police Chief Michael Sallese. Ms. Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Meeting Minutes

February 9, 2021 – Board members made minor editorial corrections to the minutes. *Ms. Birch-McMichael moved to accept the meeting minutes of the February 9, 2021 meeting with amendments. Ms. Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

February 16, 2021 – *Ms. Birch-McMichael moved to accept the meeting minutes of the February 9, 2021 meeting as drafted. Ms. Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Ms. Birch-McMichael suggested that going forward there be a consistent style for referring to members in the minutes.

Town Administrator's Joint Boards Meeting on the FY 22 Financial State of the Town - Joint Meeting with the Board of Assessors, Capital Planning Committee, Finance Committee, and Minuteman and Nashoba Regional School Districts Pursuant to Article 4, Section 10 of the General Bylaws

Mr. Ryan noted that this is a high level discussion and asked that presentations be kept brief. Representing other boards were: Kristin Fox from Board of Assessors, Steve Jelinek from Capital Planning, Erica Benedick from Finance Committee, Alice DeLuca and Edward Bouquillon from Minuteman, and Rich Eckel, Pat Marone and Brooke Clenchy, from Nashoba.

Town Administrator Denise Dembkoski presented slides highlighting the budget and her recommendations. She noted that free cash is above the \$2 million mark. The Stabilization account balance is just over \$500,000 due to the use of funds for the Lower Village Project. The balance for FY 21 is 8.96% of the budget. She would like to get it back to the 10-15% range. OPEB Trust Fund current liability is \$7.4 million and we have \$822,807 in the Trust Fund. She recommends that we continue funding in the range of \$230K/year. The total FY 21 Budget is \$28,817,845. Schools are 70% of the budget. Revenue is 90% from taxes, primary residential. State aid is 2% of the budget. FY 22 budget requests total approximately \$30,019,353 for an increase of 4.17%. This is preliminary and she expects this number to come down. Non-CPC capital requests are just under \$1 million. Ms. Dembkoski noted key budget drivers for FY 22. The Minuteman assessment is up more than 20%. Nashoba's assessment increase is expected to be minimal, if at all. Insurance is expected to increase by more than 10%. Effects of Covid are expected to linger for some time. Tax collection is still good and the town is fortunate in that it does not rely on sources like hotels and meals tax or state aid.

Ms. Dembkoski said that key recommendations include:

- Look for efficiencies and cost effective ways to deliver services – e.g. online permitting.
- Find ways to be more open and transparent –more information on the website, services available to residents 24/7.
- Make budget more transparent – eliminate the education incentive as a separate line item and work into salary line; also include stipends.
- Continued funding of OPEB with appropriation of at least \$235K from free cash.
- Make an annual appropriation to the Stabilization Fund of \$200K from free cash.
- Increase snow and ice budget closer to what is being spent. Recommend an increase of \$35,000.
- Fund an Assistant TA/Human Resources position to address personnel matters .
- Fund a Highway position that will work with Cemetery. Longer term look at consolidating Cemetery and Highway in a Dept of Public Works.
- Fund or support a Reference/Outreach Librarian position – Tina will be exploring funding from the Hale Trust.

In response to questions, Ms. Dembkoski clarified that an externally funded library position would be handled similarly to other positions that are funded from sources other than budget. She also indicated that her proposed OPEB funding is in line with what was recommended by a consultant hired by the town. The DPW position would not require a Board of Public Works and utilities like Hudson Light and Power can be exempted. Board members complemented Dembkoski on her clear presentation. Ms. Sturgis felt that additional cost savings might be possible with highway and cemetery.

Kristin Fox, Principal Assessor noted that there has not been a lot of new growth. FY 22 growth is about \$150-\$175K due to lack of construction projects. In response to a question, she indicated that total townwide valuation is \$1,477,656,322.

Steve Jelinek, Chair of the Capital Planning Committee indicated that the committee has received just under \$980,000 in projects this year. He noted that while they spent \$950,000 last year, a typical year is more like \$500,000. He thinks the request number will come down somewhat. About 45% is for new vehicles for police and highway, \$180K from the Building Dept to rekey the Town Building, paint the Police Station, handicapped access to Town Building and repair of the Town Building water system. Ms. Dembkoski indicated that she has met with all department heads and is attending capital planning meetings. She expects to give them her recommendations and what she feels the priorities are.

Erica Benedick from the Finance Committee said that they had a preliminary budget meeting with the Town Administrator and will be meeting with departments in the coming weeks. She is pleased with the process to date.

Alice DeLuca and Edward Bouquillon, Minuteman were present to discuss the Minuteman School budget. Mr. Bouquillon noted that Stow's assessment is up 18.4%. Enrollment is up more than 100% and they have already exceeded the design enrollment of the building. They are adding some new programs and have many out of district students on the wait list. He noted that he will be meeting with the Board for a more in-depth discussion on March 9th. Mr. Ryan asked if there would be significant increases going forward. Mr. Bouquillon said that he did not.

Brooke Clenchy of Nashoba presented slides which she said would be posted tomorrow. Key points are that expenditures are going up 1.71% from FY20. They will be making \$1.8 million in cuts. The assessment for Stow will drop by 0.42%. She said costs increased for health insurance, transportation, utilities, substitute teachers, and instructional software. She noted that the budget cut information would likely be available by April vacation. They expect more COVID funding to be made available by the federal government. In response to a question, she indicated that she did not have the numbers for COVID funds received to date but would ask Pat Marone to supply them. It was noted that the Superintendent has resigned as of the end of the year. The Board thanked her for her work.

Joint Meeting with Community Preservation Committee to discuss the Requested FY 22 CPA Projects
In attendance from the Community Preservation Committee (CPC) were Chair Vin Antil and Administrator Krista Bracci, along with several members of the CPC. Mr. Antil noted that that CPC has received several applications, including a couple of large projects such as Stow Acres and the Town

Hall Restoration project. There are also a number of smaller projects, such as Hallock Point, a pickleball court at Town Center Park, and trails on the Kane land in Gleasondale. There are also future needs such as a possible second phase of Stow Acres, housing on Red Acre Road and others. CPC is concerned about the large amount of the requests and how they will get through a funding bottleneck. They would like to hear the Selectmen's thoughts on how to deal with the Town Hall Restoration Project in particular, as well as their position on bonding against CPA revenue.

Ms. Sturgis asked if the CPC does a five-year plan the way that Capital Planning does a plan. In her opinion the way CPC makes decisions seems reactive. Mr. Antil responded that they try to do this insofar as feasible but often don't know what applications are coming. Bob Larkin of the CPC added that they typically do not fund 100% of the cost of a project. The committee looks to leverage other funding sources. It was noted that Hallock Point was a good example of this leverage – with \$600K in other funds more than matching the town's commitment of \$400K. Larkin felt that other sources needed to be looked at for Town Hall. Ms. Sturgis said that there was no clear plan for the use of Town Hall and that she did not support spending \$3.5 million when we don't have a use for the building. She feels it should wait. Ms. Frecha noted that the CPC also makes use of the master plan, open space plan and other documents to help determine how much of a priority any given expenditure is.

Dan Barstow of the Lake Boon Commission spoke in favor of the Hallock Point project. He thinks the price is remarkably good and noted that more than 70 donors have contributed to fundraising to date.

Ed DeLuca of the Town Hall Restoration Committee said that a key difference in his mind is that the Town already owns the Town Hall and needs to keep it up. He feels that sets it apart from acquiring new land. Doug Hyde of the Building Department noted the previous support for this project and the need to do it now and not wait another year. Mr. Salvie noted that he liked the Town Hall design, but feels that what we are getting for uses is not worth \$3.5 million. He thinks that if the project is done there should be a debt exclusion. He does not feel that this project should be bonded against CPA funds, but would not close the door to doing that for another project. Mr. Antil suggested phasing the Town Hall project to break it up into smaller expenditures. He noted that the CPA replenishment in 2020 was \$659K in town funds and a state match of \$290K, for a total of \$949K.

Mr. Ryan said that he is not in favor of bonding, and feels the Stow Acres is the top priority, Hallock Point next and that the other projects could be deferred. Ms. Frecha said that the Town Hall Committee will be considering the funding package at their meeting tomorrow night. She thinks it is an important project. Ms. Birch-McMichael noted that it is difficult to imagine how the building might be used when we can't use it right now. She also feels that Stow Acres is a top priority, Hallock Point less so. Ms. Sturgis agreed about Stow Acres.

Erica Benedick from the Finance Committee said she was hoping to hear more about bonding against CPA funds. Mr. Ryan felt that this should not be done except under extreme circumstances and for very short period of time. Ms. Sturgis said that she was also opposed and would rather see a debt exclusion. Ms. Birch-McMichael was also opposed. Ms. Frecha was concerned that it might tie up CPA

funds going forward but said she would support short term bonding for small amounts. Mr. Salvie said he does not have a problem with bonding, but doesn't support it for the Town Hall.

Bob Wilber of Stow Conservation Trust said that the two open space projects that are being discussed tonight are two of the most important opportunities in front of Stow currently. He noted the many benefits of the Stow Acres project, and the great value and leverage presented by Hallock Point. He believes that the state match is likely to stay strong given the political clout of the many cities and towns enrolled in CPA.

Mr. Antil thanked the Board for their feedback.

Town Administrator's Report:

- COVID – Stow has been downgraded in terms of COVID risk and has some of the lowest numbers of cases in the area. Ms. Dembkoski noted that vaccines have been expanded to those over 65 and additional appointments are being made available. The Governor's office confirmed that they are stopping local vaccination clinics in favor of encouraging regional efforts. She is continuing to work with a coalition of communities to push for a closer large vaccination site for Stow.
- The newly hired Executive Assistant will start on Monday.
- There are two short surveys on website – one from the Nashoba Area Social Justice Alliance re improving diversity of Stow, also the Town Hall Restoration Committee.
- Stow Acres – Ms. Dembkoski commended Jesse Steadman, Kathy Sferra and others who put together the Stow Acres visioning forum, and noted the many positive responses that are being received.
- COA – Ms. Dembkoski recognized Alyson and COA employees for assisting seniors by providing rides and making appointments for COVID vaccines.

Liaison reports

- Mr. Salvie noted that the Building Dept. is bringing forward \$30K to design replacement of the water pipe that supplies Crescent Street. He is meeting with Rep. Hogan about the possibility of state funds for the Library Building
- Ms. Birch-McMichael said that the high school will be going hybrid on March 1st
- Ms. Frecha noted that the Conservation Commission has hired a contractor for the Healthy Lake Boon project; the Open Space Committee is focused on Stow Acres.
- Ms. Sturgis echoed Ms. Dembkoski's comments about the COA ; she also noted that the Mass Selectboard's Association is doing a webinar on civil discourse in public meetings on March 12th. There is new funding for housing being announced next week. They are holding off on perambulating the bounds until the snow melts.
- Mr. Ryan noted the Highway Dept doing a good job with snow and ice removal.

Correspondence

It was noted that the correspondence contains letters regarding COVID vaccines, also the PFAS study. In response to a letter in the packet, Ms. Frecha urged that the school board try to expand the ability of

teachers to work from home. Ms. Birch-McMichael said the School Committee is aware of the issue and she understands there are issues relating to contracts.

Executive Session – Pursuant to MGL Ch 30A, Section 21(a)(2) to conduct a strategy session in preparation for negotiations with Darren Thraen for Lieutenant of the Stow Police Department.

Correspondence

Ms. Birch-McMichael moved to convene in Executive Session, pursuant to MGL Chapter 30A, section 21(a)(2), to conduct strategy sessions in preparation for negotiations with Darren Thraen, for the position of Lieutenant of the Stow Police Department and to adjourn thereafter. Ms. Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Respectfully submitted

Kathy Sferra

Materials Used at Meeting

Meeting Packet

Powerpoint Presentations by Town Administrator and Nashoba Regional School Superintendent

CORRESPONDENCE

* Please review to discuss on 3/23/2021

townadministrator

From: townclerk
Sent: Wednesday, March 3, 2021 12:23 PM
To: thomasryan; townadministrator
Cc: selectmen
Subject: Setting the polling hour for the annual election

Tom:
Denise:

Would you add discussion on setting the polling hours for the May 8th annual election on your agenda either on the 9th or 23rd?

I recommend the polling hours be 10 a.m. – 4 p.m. for this year's election, just like we did last year. I am waiting for the legislature to approve vote by mail for the local election. The clerks have been told it is expected to pass soon. Last year's vote by mail was very successful and we easily processed all the ballots in the 6 hours and we easily accommodated the in person turnout.

I expect this year's turnout to be similar to last year's turnout though predicting it will be slightly higher due to there being 2 contested races (Selectmen and School Committee). Even still I think we can easily accommodate all the voters and process the vote by mail ballots in 6 hrs.

We certainly do not need the polls open the typical 13 hrs (7a.m. – 8 p.m.) when vote by mail is an option and Stow voters like it.

The earlier polling hours are discussed and voted is always better. I have to put the polling hours on the warrant which the selectmen will vote to sign at a future meeting.

Thank you.

Linda

Linda Hathaway, CMMC
Stow Town Clerk

Deb Seith, Assistant Town Clerk

Town Building
380 Great Road
Stow, MA 01775-2127
Tel. 978-897-5034
FAX 978-897-4534

Register to vote on-line
<https://www.sec.state.ma.us/ovr/>

Website: www.stow-ma.gov

2021 Town Meeting and Elections

Mark Jones
203 Boxboro Road
Stow MA 01775

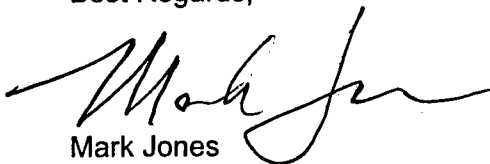
February 26, 2021

Stow Town Clerk
Stow Town Building
380 Great Road Stow MA 01775

To the Town Clerk:

I hereby resign from the appointed office of the
Stow Representative to the Nashoba Regional School District Audit Advisory Committee.

Best Regards,


Mark Jones

RECEIVED

MAR - 3 2021

**TOWN CLERK
STOW, MA**

Linda E. Hartley
*A vacancy exists - the
opening may be posted.*

*Copy to:
✓ Selectmen's office
FinCom.*



Peter D. Cirioni
310 Taylor Road
Stow, MA 01775

Linda Hathaway, CMMC
Stow Town Clerk
Stow Town Building
380 Great Road
Stow, MA 01775

2/22/2021

Dear MS Hathaway,

I am resigning my position as a Board Member on the Stow Council on Aging effective 2/15/2021.

Peter D. Cirioni

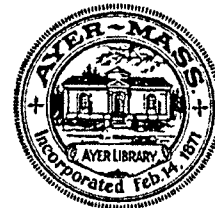
RECEIVED

FEB 22 2021

TOWN CLERK
STOW, MA

A vacancy exists
this position may
be posted.
It is an indefinite
term.

2/24/21
Copy given to:
✓ Selectmen
COS



**Office of the Select Board
Office of the Town Manager**

Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | www.ayer.ma.us

February 26, 2021

The Honorable Charles D. Baker
Governor of Massachusetts
24 Beacon Street
Boston, MA 02133

Secretary Marylou Sudders
Executive Office of Health and Human Services
One Ashburton Place, 11th Floor
Boston, MA 02108

The Honorable Karyn Polito
Lieutenant Governor
24 Beacon Street
Boston, MA 02133

Re: Unresolved Concerns from the Nashoba Valley Region with Respect to the Availability and Distribution of the COVID-19 Vaccine

Dear Governor Baker, Lt. Governor Polito, and Secretary Sudders,

We write today as the Town Administrators and Town Managers of the sixteen communities of the Nashoba Valley (Ashburnham, Ashby, Ayer, Berlin, Bolton, Boxborough, Dunstable, Groton, Harvard, Lancaster, Littleton, Lunenburg, Pepperell, Shirley, Stow, Townsend) on behalf of the over 120,000 residents of our collective communities. Since our recent letter sent to you on February 16, 2021 regarding our concerns over the distribution of the COVID-19 vaccine and the proposal to establish a regional COVID-19 vaccination site at Devens (see attached); Secretary Sudders issued a letter on February 17 regarding important information about the Commonwealth's effort regarding vaccination distribution. The issuance of this letter does not address some of our specific concerns and challenges regarding the distribution of the COVID-19 vaccine and further ties the hands of communities and regions that are prepared to offer regional vaccination sites.

Our outstanding issues, challenges and concerns are as follows:

A Fundamental Lack of Access to Vaccine Doses Remains in Our Region:

As stated in our February 16 letter, our 16 communities are part of the Nashoba Associated Boards of Health, a regional board of health. At the time of our letter, the Nashoba Associated Boards of Health was only receiving 100 vaccine doses a week for all sixteen of our communities. This equated to approximately seven (7) doses a week for each of our Towns! The February 17 letter from Secretary Sudders not only fails to address this reality but because of the "streamlined vaccination distribution" of the Commonwealth, Nashoba Associated Boards of Health will no longer receive any weekly vaccine. We have gone from 100 doses a week to zero. This is a step backwards, not forward, in terms of regional equity with respect to the vaccine.

A Vaccination Site Vacuum Remains in Our Region:

As of the issuance of this letter, there remains no regional vaccination site in our region which covers Northwest Middlesex County and North Worcester County. We remain at a distinct disadvantage geographically in terms of a regional vaccination site. This continues to put our population, especially Seniors, and marginalized populations and those without transportation, at a fundamental disadvantage. Though we can appreciate the growing number of pharmacies and other retail locations administering the doses referenced in the Secretary Sudders' February 17 letter, the reality is that there are currently no pharmacies or other retail locations in our 16-community region that are administering the vaccine.

Furthermore, we appreciate the point made of equity using the social vulnerability index as a starting point. But it is just that, a starting point, and should not be a one size fits all metric. Most of our communities are in Middlesex County, which has been one of the hardest impacted county's in the Commonwealth with respect to COVID-19. Many of our communities have substantial populations which fall within the criteria of the social vulnerability index. Finally, most of our communities have significant populations which are in rural areas or do not have access to public transportation to travel to larger scale vaccination sites. The majority of our Councils on Aging utilize one or two vans which can hold a maximum of 3 to 4 Seniors (due to COVID-19 safety protocols) which is an inherent challenge for transporting our Senior populations to larger scale vaccination sites.

The Commonwealth's Requirements for Regional Collaboration are an Unrealistic Benchmark:

On February 16, we proposed a regional vaccination center for our region to be located on Devens. In addition to having the collaborative resources of 16 communities we were also partnered with the Nashoba Associated Boards of Health and had the commitment of Masy BioServices, a private sector partner that has the capability and capacity to effectively store the Pfizer and Moderna vaccines. We can work realistically and effectively with your Administration to establish a professional regional COVID-19 vaccination site which would address a critical need; a geographic inequity; and be part of the Commonwealth's overall approach to regional collaboration.

Unfortunately, the requirements for regional collaboration set forth in the February 17 letter are not only an obstacle to true regional collaboration, but effectively make it impossible for regional collaboration. The benchmark requirement of 750 individuals per day, 5 days per week for the sustained period through Phase 3 is insurmountable for any regional effort. We maintain that the Nashoba Valley remains an "unmet need geographically" as set forth in the February 17 letter from Secretary Sudders. Though we would not restrict access to the public we would be able to focus our outreach efforts, including transportation to our regional site.

In conclusion, we thank you for all the work that you are doing throughout the COVID-19 pandemic. As stated by Secretary Sudders, "this is a shared responsibility and herculean effort". We are again asking to work collaboratively with your Administration and our other regional stakeholders (as we outlined in our February 16 letter) to truly share in this responsibility by establishing a professional regional vaccination site in the Nashoba Valley, which will fulfill a geographic inequity; effective and safely administer and increase the number of vaccines getting to individuals; and has the storage capabilities working with your Administration to expand the site to include sub-regional clinics which can address residents living in public and private low income and affordable senior housing; as well as nursing and assisted living facilities in our region without the added obstacle of transportation.

We look forward to working with you and to your response regarding next steps.

Sincerely,

Robert A. Pontbriand
Town Manager
Town of Ayer

Brian Doheny
Town Administrator
Town of Ashburnham

Bob Hanson
Town Administrator
Town of Ashby

Margaret Nartowicz
Town Administrator
Town of Berlin

Donald Lowe
Town Administrator
Town of Bolton

Ryan Ferrara
Town Administrator
Town of Boxborough

Brian M. Palaia
Town Administrator
Town of Dunstable

Mark Haddad
Town Manager
Town of Groton

Timothy Bragan
Town Administrator
Town of Harvard

Orlando Pacheco
Town Administrator
Town of Lancaster

Anthony M. Ansaldi, Jr.
Town Administrator
Town of Littleton

Heather R. Lemieux
Town Manager
Town of Lunenburg

Andrew MacLean
Town Administrator
Town of Pepperell

Michael McGovern
Town Administrator
Town of Shirley

Denise Dembkoski
Town Administrator
Town of Stow

James M. Kreidler, Jr.
Town Administrator
Town of Townsend

Attachment: Proposal for the Establishment of a Regional COVID-19 Vaccine Center at Devens Massachusetts
(February 16, 2021)

cc: U.S. Congresswoman Lori Trahan
Senator Jamie Eldridge
Senator John Cronin
Senator Edward Kennedy
Senator Anne Gobi
Representative James Arciero
Representative Sheila Harrington
Representative Kate Hogan
Representative Meghan Kilcoyne
Representative Michael Kushmerek
Representative Danillo Sena
Mr. Jim Garreffo, Director, Nashoba Associated Boards of Health
Ms. Jessica Strunkin, Executive Vice President, Devens

**Office of the Select Board
Office of the Town Manager**



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | www.ayer.ma.us

February 16, 2021

The Honorable Charles D. Baker
Governor of Massachusetts
24 Beacon Street
Boston, MA 02133

Secretary Marylou Sudders
Executive Office of Health and Human Services
One Ashburton Place, 11th Floor
Boston, MA 02108

The Honorable Karyn Polito
Lieutenant Governor
24 Beacon Street
Boston, MA 02133

**Re: Proposal for the Establishment of a Regional COVID-19 Vaccine Center at Devens,
Massachusetts**

Dear Governor Baker, Lt. Governor Polito, and Secretary Sudders,

We write today as the Town Administrators and Town Managers of the sixteen communities of the Nashoba Valley (Ashburnham, Ashby, Ayer, Berlin, Bolton, Boxborough, Dunstable, Groton, Harvard, Lancaster, Littleton, Lunenburg, Pepperell, Shirley, Stow, Townsend) with an urgent request and proposal on behalf of the over 120,000 residents of our collective communities regarding the availability of the COVID-19 vaccine and the establishment of a regional COVID-19 vaccination site to be located at Devens in North Central Massachusetts.

As the front-line leaders in each of our communities it is imperative for us to share directly with you some of our concerns regarding the deployment of the COVID-19 vaccine in our region as follows:

- **A Fundamental Lack of Access to Vaccine Doses in Our Region:**
Our 16 communities are part of the Nashoba Associated Boards of Health, a regional board of health. Currently, the Nashoba Associated Boards of Health is receiving 100 vaccine doses a week for all sixteen of our communities. This equates to approximately seven (7) doses a week for each of our Towns! Conversely, other communities with their own boards of health receive the same weekly allotment of 100 doses for one Town. We ask that this current inequity be addressed and resolved to the best of the Commonwealth's ability.
- **A Vaccination Site Vacuum:**
We are currently at a distinct disadvantage geographically in terms of a large-scale vaccination site. The DPH map of the location of the large-scale vaccination sites clearly demonstrates that there is no such site for our region. This puts our population, especially Seniors, and marginalized populations and those without transportation, at a fundamental disadvantage. In addition to their fears of COVID-19, many of our residents are equally fearful of their inability to secure

transportation or drive long distances to the Commonwealth's large-scale sites located in places such as Fenway Park and Gillette Stadium.

As front-line leaders, we also believe it is crucial for us to share a solution, which is the result of multiple, collective conversations. With the support of our entire State Legislative Delegation, Congresswoman Lori Trahan, and your Administration, we propose the following:

- **A Nashoba Valley Regional COVID-19 Vaccine Center:**
We are prepared collectively working with the professionals of the Nashoba Associated Boards of Health, our State Legislative Delegation and Congresswoman Trahan to host a regional COVID-19 Vaccine Center to be located at Devens. Devens is a suitable location due to its central location within our region as well as its accessibility to both Northwest Middlesex County and North Worcester County with direct access from Route 2 and close proximate access from Route 495 and Route 190. Additionally, we have been advised that the two major hotels at Devens would be willing to offer space in their hotel banquet rooms as well as parking for this purpose.
- **Safe, Regionalized Vaccine Storage:**
Masy BioServices in Pepperell, Massachusetts has offered to partner with us regarding the storage of vaccine doses. They have the professional expertise to handle vaccines and storage freezers that can accommodate both the Pfizer and Moderna vaccines' very low storage temperature requirements. Our proposed vaccine storage center would be uniquely positioned to receive and properly store large volumes of vaccine dosages for the purpose of proactive, on demand, distribution to the Devens location.
- **Adequate, Professional Staffing:**
In addition to the public health professionals of the Nashoba Associated Boards of Health, we are collectively prepared to provide the necessary EMTs, additional professionals, and volunteers from our sixteen communities to adequately staff this regional COVID-19 distribution vaccine center. Working with the Nashoba Associated Boards of Health we have recently and successfully completed a First Responders vaccine clinic for our region, and we are currently providing a weekly clinic for Seniors with our limited allotment of vaccine. Once established at Devens, we will also have the ability to develop sub-regional vaccine clinics throughout our communities as well as adjacent communities.

This is a unique opportunity for our sixteen communities and the Commonwealth to be proactive in establishing a large scale regional COVID-19 Vaccine Center in North Central Massachusetts (at this time there is none); a truly regional center with the advantages of being collaboratively run by sixteen communities; that has the professional expertise and technology to store the vaccine; and is prepared to proactively administer large quantities of the vaccine directly to the population of North Central Massachusetts. The only obstacle to establishing this regional vaccine center is of course access to adequate supplies of the vaccine.

In conclusion, we thank you for all the work that you are doing throughout the COVID-19 pandemic. We are respectfully requesting that your Administration work with us collaboratively to resolve the current inequities (vaccine allotment and location of a major vaccination center) facing our region. Establishing a regional COVID-19 Vaccine Center at Devens in North Central Massachusetts will quickly move our region and the Commonwealth toward reaching its overall vaccination goals.

We look forward to working with you and to your response regarding next steps.

Sincerely,

Robert A. Pontbriand
Town Manager
Town of Ayer

Margaret Nartowicz
Town Administrator
Town of Berlin

Brian M. Palala
Town Administrator
Town of Dunstable

Orlando Pacheco
Town Administrator
Town of Lancaster

Andrew MacLean
Town Administrator
Town of Pepperell

James M. Kreidler, Jr.
Town Administrator
Town of Townsend

Brian Doheny
Town Administrator
Town of Ashburnham

Donald Lowe
Town Administrator
Town of Bolton

Mark Haddad
Town Manager
Town of Groton

Anthony M. Ansaldi, Jr.
Town Administrator
Town of Littleton

Michael McGovern
Town Administrator
Town of Shirley

Bob Hanson
Town Administrator
Town of Ashby

Ryan Ferrara
Town Administrator
Town of Boxborough

Timothy Bragan
Town Administrator
Town of Harvard

Heather R. Lemieux
Town Manager
Town of Lunenburg

Denise Dembkoski
Town Administrator
Town of Stow

cc: U.S. Congresswoman Lori Trahan
Senator Jamle Eldridge
Senator John Cronin
Senator Edward Kennedy
Senator Anne Gobi
Representative James Arciero
Representative Sheila Harrington
Representative Kate Hogan
Representative Meghan Kilcoyne
Representative Michael Kushmerek
Representative Danillo Sena
Mr. Jim Garreffi, Director, Nashoba Associated Boards of Health
Ms. Jessica Strunkin, Executive Vice President, Devens



Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775-1122
 (978) 897-5098
 FAX (978) 897-2321

TO: Board of Assessors
 Conservation Commission
 Board of Health
 Board of Selectmen
 Stow Municipal Affordable Housing Trust
 Historical Commission

Building Commissioner
 Highway Superintendent
 Open Space Committee

FROM: Susan Ostrander, Administrative Assistant

DATE: February 24, 2021

RE: Petition for Special Permit and Site Plan Approval at 271 Great Road, as shown on a plan entitled "Proposed Site Improvements", 271 Great Road.

Attached please find the above referenced Petition for Special Permit and Site Plan Approval at 271 Great Road, as shown on a plan entitled "Proposed Site Improvements" by Ducharme and Dillis Civil Design Group, Inc., and as submitted by Weston Fisher on March 9, 2015 under Sections 3.3.2.4, 3.2.3.5, 9.2, and 9.3 of the Stow Zoning Bylaws. The land is located in the Residential district of Stow, MA at 271 Great Road as shown on Assessors Map U-11, Parcel 19.

The Public Hearing is scheduled for March 23, 2021.

In addition to comments related to your specific jurisdiction, we would also appreciate your comments on this application as it relates to any of the following municipal needs that may be appropriate for this property:

Affordable Housing	Agriculture	Library	Municipal Parking	Open Space	Recreation
Community Center/Senior Center	Schools	Town Offices	Well/Septic		

Department: _____

Signature: _____

Date: _____

TOWN OF STOW PLANNING BOARD

RECEIVED

PETITION

FEB 05 2021

FOR

TOWN OF STOW PLANNING BOARD

SPECIAL PERMIT

File completed Petition with the Town Clerk and then present 14 separate copies of the Petition, folded to fit neatly within a letter-sized file folder, to the secretary for the Planning Board along with a Petition fee payable to "Town of Stow" in the amount required by the Rules and Regulations for Special Permits. Refer to the "Rules and Regulations for Special Permits" for details on the information required.

Please type or print this Petition.

JORDAN MACKAY CELL: (707) 304-2638

PETITIONER'S NAME: JORDAN MACKAY 29 CULINARY LLC PHONE #: _____

MAILING ADDRESS: 271 GREAT ROAD, STOW, MA 01775

LOCATION AND STREET ADDRESS OF SITE: 271 GREAT ROAD

AREA OF SITE: 108,900 sq. ft. FRONTAGE: 547 linear feet
2.5 ACRES

ZONING DISTRICT: _____ ASSESSOR'S MAP NO.(s): U-11 PARCEL NO.(s): 19

SOUTH MIDDLESEX REGISTRY OF DEEDS BOOK AND PAGE NO.(s): _____
or LAND COURT CERTIFICATE OF TITLE NO.(s): _____

PROPERTY OWNER: Phillips Heritage, LLC PHONE #: (918) 239-1063

MAILING ADDRESS: 200 BARTON ROAD, STOW, MA 01775

DETAILED DESCRIPTION OF THE PROPOSED SPECIAL PERMIT:

We are requesting an addendum to the Special Use Permit Approval originally issued on July 1, 2015, which would allow us to move the pre-approved 41 seat INDOOR dining capacity (per Section 7.15 of the original Site Plant Approval), and move that same 41 seat capacity to an OUTDOOR seating arrangement onto 10 high quality picnic tables with umbrellas. The picnic tables would be placed in the shaded/grassy area on the right side of the building and behind the parking lot.

Please complete the following check list for your Petition indicating with a check mark the information included. If an item is not applicable to your Petition, write "N/A" in the blank. If any applicable items are missing attach additional sheets explaining the omission. Note that this list is not a complete description of the requirements for a complete Petition, it is each Petitioner's responsibility to prepare a complete Petition according to the "Rules and Regulations for Special Permits" as adopted by the Planning Board and available from the Planning Board's secretary. A Petition lacking any required information in the appropriate format may not be accepted or may be cause for denial of said Petition.

If any Special Permits or variances have been filed previously for this site please attach copies of the decisions.

DEVELOPMENT IMPACT STATEMENT

- Description of proposed or possible uses
- N/A Building coverage, total coverage, and open space areas
- N/A Drainage calculations
- N/A Earth removal calculations
- N/A Traffic study (8 copies)
- INCLUDED List variances and Special Permits previously issued by the Planning Board of Appeals and any needed for this proposal
- ? Provide copies of any "approval not required" subdivisions
- INCLUDED List any Special Permits or Health Permits required and provide copies of any received
- N/A Note if Conservation Commission approval needed and provide copy of approval if received

N/A LOCUS PLAN

SITE COMPOSITE PLAN

Design certifications

Legends

General site characteristics -

- N/A Existing and proposed buildings and structures
- N/A Driveway entrances for abutting properties and those across a public way with dimensions
- N/A All underground tanks/structures existing or proposed or abandoned
- N/A Zoning, Flood Plain, and Groundwater Protection District boundaries if applicable
Yards/setbacks dimensioned

Natural site characteristics -

- N/A Waterways

Wetland boundaries and buffers

- N/A Existing and proposed contours
- N/A Open space with square footage calculations

Site improvements -

- N/A Dimensions of traffic lanes
- N/A Label all paved surfaces and note materials

Parking spaces and parking lot landscaping with dimensions

- Building areas for each floor
- Exterior lighting
- Existing and proposed signage
- Outdoor storage areas labeled

Site utilities -

- Stormwater drainage facilities shown & dimensioned
- Underground storage containers with capacities and contents
- Water services
- Fire hydrants on or off site
- Underground utilities
- Fire alarm master box
- Sprinkler feed line
- Solid waste disposal facilities
- Sewage disposal system
- Erosion and sedimentation controls – citation?
- Names of abutting property owners
- Parking calculations

CONSTRUCTION DETAIL PLAN

- N/A Detail of structures
- N/A Landscaping details (see photos)
- N/A Parking details in compliance with the Stow Zoning Bylaw
- ✓ Tabulations of building coverage and open space (see photos)
- ✓ Details of outdoor lighting (see notes in cover letter)

LANDSCAPE PLAN

- Certifications
- Legend
- Number, type, & size of trees and shrubs
- Landscape buffers
- Land contours
- Site features
- Limits of work
- Perimeter of trees
- ✓ Outdoor lighting structures (see notes)

N/A BUILDING ELEVATION PLAN

- Certifications
- Scale
- Front, rear, & side elevations with maximum height

N/A FLOOR PLAN

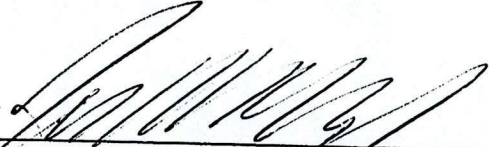
- Certifications
- Scale
- Net floor area/s

Any additional maps, plans, photographs, deeds, or documents which the Petitioner wishes to submit should be enclosed with each copy of this Petition.

The undersigned hereby Petition the Planning Board for a public hearing and a Special Permit under the Town of Stow Zoning Bylaw approving the Special Permit Petition including the Site Plan described above.


The undersigned hereby certify that the information on this Petition and plans submitted herewith are correct, and that all applicable provisions of Statutes, Regulations, and Bylaws will be complied with.

The above is subscribed to and executed by the undersigned under the penalties of perjury in accordance with Section 1-A of Chapter 268, General Laws of the Commonwealth of Massachusetts.

2/3/21 
Date Signature of Petitioner
JORDAN MACKAY

OWNER'S KNOWLEDGE AND CONSENT

I hereby assert that I have knowledge of and give my consent to the Petition presented above.

2/3/21 
Date Signature of Owner
WESTON A. FISHER

RECEIVED
FEB 05 2021
TOWN OF STOW
PLANNING BOARD**Date: February 5, 2021****To: Jesse Steadman - Town of Stow Planning Board (planning@stow-ma.gov)****From: Jordan Mackey, Owner/Operator at Nan's Market****Re: Request to Amend the Special Use Permit for 271 Great Road**

Nan's Market officially opened its doors to the local community on Monday November 30th. The response from local residents has been very positive. We're now providing fresh high-quality prepared take-out meals - breakfast, lunch and dinner - six days per week. We have passed all inspections (building, health, water, safety and fire protection) and will continue to maintain the highest possible standards inside and outside this facility. We're now open to the public from 7:00 a.m. to 8:00 p.m. and these operating hours will remain - for the entire property—for the foreseeable future.

We're also planning an upgrade to the surrounding grounds this coming Spring, to include small patches and planters for vegetables and herbs, with a longer-term plan to establish a gardening learning center as we progress through 2021. Our goal is to encourage local residents and their children to start their own vegetable gardens.

The new demand for convenient, healthy and safe dining experiences is here to stay. Along these lines we would like to install 10 high quality rustic wooden picnic tables and umbrellas on the property so our customers can enjoy their meals in this healthy and historic outdoor setting. This would also include several 'stations' near the tables where visitors can view an illustrated history of Stow. Maintaining and enhancing the historic nature of this property is at the core of our goal here.

The demand for hosted outdoor events is also growing. We've already had a few requests to cater small low-key private gatherings on the property, to possibly include a small tent and casual outdoor buffet service. The numbers here would be very small and would never exceed our parking lot capacity. Again, these 'once-in-a-while' private events would end by 8:00 p.m.

This location is now a strictly takeout food service and specialty grocery store. We are requesting permission for additional use for this property by adding an addendum to the Special Use Permit that was originally approved on July 1, 2015. We wish to add the option for outdoor dining on 10 picnic tables in the shaded/grassy area on the right side adjacent to the building. Our customers can then choose to bring their purchased food outside, and safely consume it in a pleasant environment in the outdoor air.

This request simply moves the original INDOOR seating approval of 41 seating capacity (per septic capacity as outlined in Section 7.15 of the original Site Plan Approval dated July 1, 2015), and moves that same 41 seat capacity to an OUTDOOR seating arrangement onto 10 high quality picnic tables with umbrellas. There will be no accommodation for any indoor dining for the foreseeable future. The existing outdoor stone patio on the other side of the building (originally approved for 14 seats) will instead be used for several outdoor retail sales displays in the Spring and Summer.

(continued on page 2)

COMMENTS AND SUGGESTED AMENDMENTS TO THE SPECIAL PERMIT & SITE PLAN APPROVAL DATED JULY 1, 2015

I have attached a completed "Appendix 1" to this letter, ("Petition for Special Permit"), along with comments here on page 3.

- We wish to begin the process of amending the original Special Permit, and will follow your guidelines. Our desired timeline is agreement and full approval within 90 days - by April 15th, 2021 at the latest - with outdoor dining beginning on or around May 1st.

New Construction: We see no need for any new major outdoor construction. Minor changes will be in the interests of safety, cleanliness, proper sanitation and an upgrade to plantings/bushes, etc. Additional plantings to increase privacy on behalf of adjacent residents may be appropriate. The historic character of this property will be maintained and enhanced.

Outdoor Lighting: In the interests of safety we'll need some additional low-wattage outdoor lighting, nothing elaborate nor intrusive toward adjacent homes. These lights would be turned off soon after our 8:00 PM closing time, just like the existing parking lot lights. New lighting would comply with Sec. 7.14 of the original Special Permit and Sec. 3.8.1.5 of the Bylaws. Regarding any private events (mid-May through September only) there will likely be a need for some temporary lighting - to be removed after each event. We will provide a detailed description.

Outdoor Seating Capacity (Including the rear Slate Patio): The seating capacity for this rear slate patio area (the agreed limit of 14 (Sec. 7.9) will likely never be needed because this space will be used for retail displays during the warmer months. Outdoor seating on the picnic tables will not exceed 41 persons at any one time (per stated septic system capacity).

Planting Boxes: We're also considering building 24" inch high wooden planter boxes around the property. These planters would blend in with the overall property design, and would serve two purposes: (1) to increase safety by creating an additional barrier along stone walls and the edge of the rear patio, and (2) to offer an appealing educational experience by planting common vegetables in these planters.

I thank you for your time and consideration. I'm quite confident that the local community will appreciate these property improvements.

Please contact me at your earliest convenience and let me know how I should proceed. My cellphone is (707) 304-2638. I can provide additional information per your request, along with photos, within a few days. I will then create and deliver the required 21 copies.

Beyond the Appendix 1, I don't think I will need to submit a Development Impact Statement (DIS) / Appendix 2, since there will be no changes to the property, except for possibly a few extra bushes and low wattage lighting across the rear of the grassy area, likely mounted right on the rear property fence. In this case (electrical) I can have Steve Quinn at Quinn Electric complete the DIS regarding the lighting.

SEE APPENDIX 1 COMMENTS ON PAGE 3.

(continued on page 3)

APPENDIX 1 - COMMENTS

We are requesting an addendum to the Special Use Permit Approval originally issued on July 1, 2015, which would allow us to move the pre-approved 41 seat INDOOR dining capacity (per Section 7.15 of the original Site Plant Approval), and move that same 41 seat capacity to an OUTDOOR seating arrangement onto 10 high quality picnic tables with umbrellas. The picnic tables would be placed in the shaded/grassy area on the right side of the building and behind the parking lot.

DEVELOPMENT IMPACT STATEMENT

Description of Proposed or Possible Uses (Applicable Items Only): The only changes to the property will be evening lighting in the outdoor area. A copy of the Special Use Permit is included herein. Health Department Permit is included herein.

LOCUS PLAN: Not Applicable / was part of the original approved Property Plan.

SITE COMPOSITE PLAN: The only changes to the site will be as follows:

- The addition of 10 picnic tables with umbrellas placed in the shady area
- Signage to direct our customers to the outdoor dining area
- Outdoor lighting (for safety, which may consist of low wattage lamps along the fence and pathway lamps. Lamps will be turned off at 8:00 pm
- Additional bushes and landscaping—as needed—to complement the privacy and property-line divisions.
- A slate path across the grassy area.
- Site Utilities: Appropriate waste baskets to collect refuse as customers leave the outdoor dining area.

CONSTRUCTION DETAIL PLAN: Picnic tables will be placed relatively close to the back property line fence. Outdoor lighting fixtures—a string of lights strung from post to post—makes sense. We may include solar-powered pathway lights as well. We may also decide to install additional vertical posts (4x4 pressure-treated) for additional strung lighting. Any strung lights will be waterproof and affixed to appropriate steel cables (restaurant industry standard arrangement/products for outdoor patio dining).

LANDSCAPE PLAN: All landscaping is already installed, but we may likely add a few more bushes in perimeter areas to enhance privacy, and flowering plants and potted tomatoes and herbs to enhance the outdoor dining experience.

The above items are the only items listed in Appendix 1 that are applicable.

Respectfully,

Jordan Mackey

Cell: (707) 304-2638

Picnic Tables: Approximate Locations

Overhead Lighting: Approximate Locations



Nans Market—Outdoor Lighting Cut Sheet

Jordan Mackey, owner/operator at Nans Market, has decades-long experience with outdoor/patio dining. Standard industry lighting will be used for this application, as illustrated below. This equipment is durable, 100% waterproof and non-intrusive low wattage.

Multiple low-wattage bulbs will be used to light the dining area around dusk each day. Lights will be turned off at closing time—8:00 pm Tuesday thru Sunday.

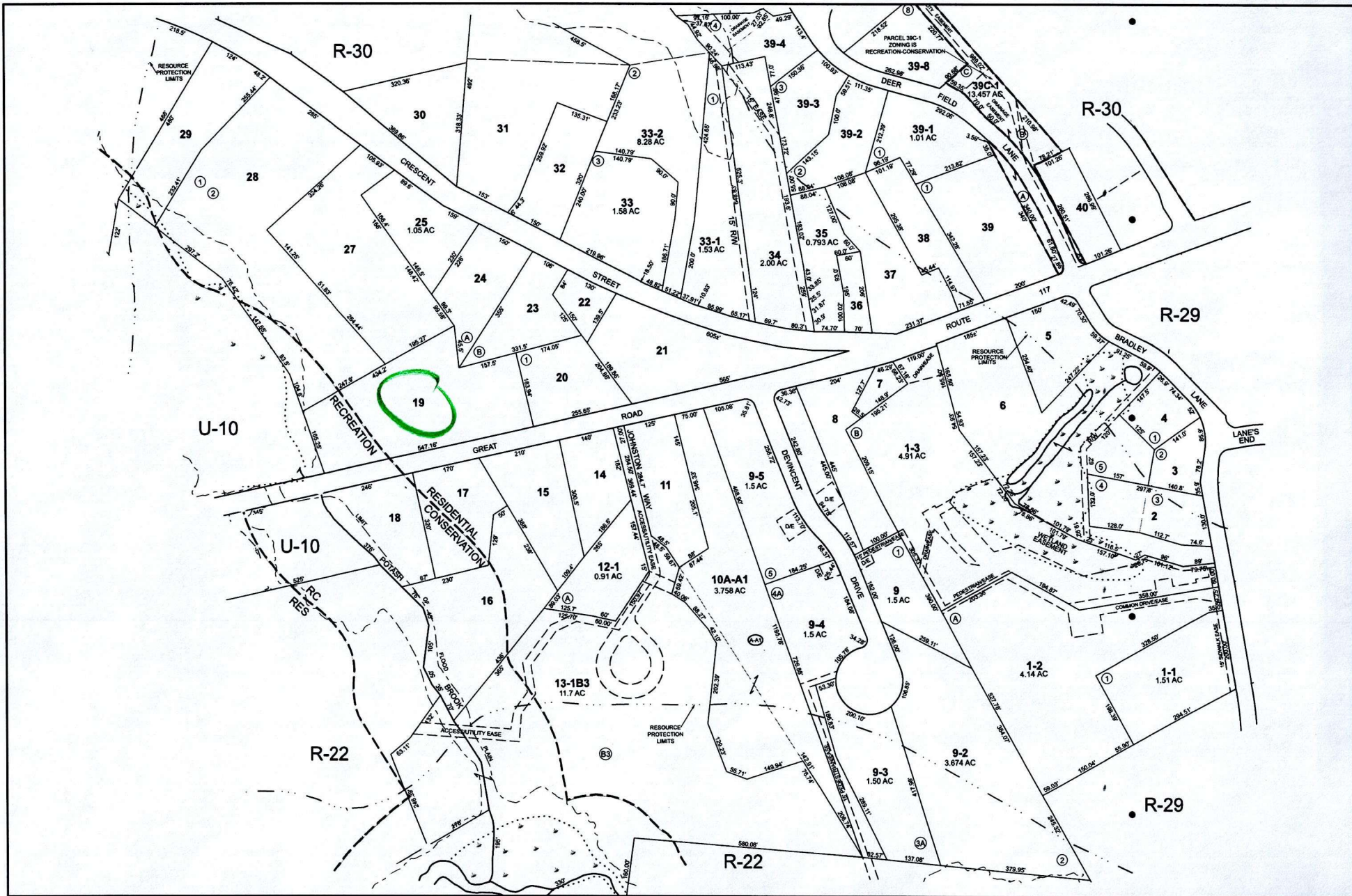
Installation:

An outdoor outlet will be installed by Quinn Electric in Stow (ongoing contractor for all of Nan's electrical needs). Lighting will be a continuous string, suspended along steel cables, so that one outlet with adequate amperage will be all that's required to meet electrical demand.

The lights will be strung across the dining area, approximately 8 ft. above the ground, and placed to eliminate any contact with people, umbrellas, etc. The lights will be strung from the fence to free-standing lightposts (4 or 5 pressure-treated or composite weather-sealed 4x4 poles, planted securely in gravel extending below the frost-line or secured in planters as shown below.



50 ft. standard waterproof light socket string.

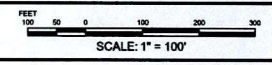


DIGITIZED IN 1998 BY: AERIAL SURVEY AND PHOTO, INC.
 244 AIRPORT ROAD, P.O. BOX 659
 NORRIDGEWOOD, MAINE
 UPDATED JANUARY 1, 2020 BY ROGERS CADASTRAL SERVICES

FROM MAP ORIGINALS COMPILED BY:
 JOHN E. O'DONNELL & ASSOCIATES
 AUBURN, MAINE
 1971

■ DENOTES UNDEVELOPED SUBDIVISION

PROPERTY MAPS
STOW, MASSACHUSETTS

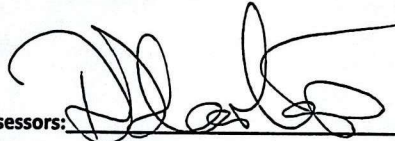


U11

**ABUTTERS LIST
271 Great Rd
MAP U11 PARCELS 19**

MAP/PARCEL	PROPERTY LOCATION	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP CODE	DEED BOOK	DEED PAGE
00R-22 001B-2	0 GREAT RD	PLANTATION APARTMENTS II LLC		22 JOHNSTON WAY	STOW	MA	01775	63503	269
00U-10 000026	323 GREAT RD	TOWN OF STOW		380 GREAT RD	STOW	MA	01775	63833	279
00U-10 000039	305 GREAT RD	TOWN OF STOW		380 GREAT RD	STOW	MA	01775	21394	374
00U-10 000040	0 GREAT RD	TOWN OF STOW		380 GREAT RD	STOW	MA	01775	24015	51
00U-10 000041	0 GREAT RD	TOWN OF STOW		380 GREAT RD	STOW	MA	01775	63833	279
00U-10 000042	302 GREAT RD	MORRESI MARCO		302 GREAT RD	STOW	MA	01775	67163	481
00U-11 000011	256 GREAT RD	MAHON KEITH H		256 GREAT RD	STOW	MA	01775	23465	345
00U-11 000014	260 GREAT RD	LEMOINE D PETER		260 GREAT RD	STOW	MA	01775	69161	311
00U-11 000015	268 GREAT RD	HNATIO DANIEL L		268 GREAT RD	STOW	MA	01775	12282	46
00U-11 000016	272 GREAT RD	MACDONALD JAMES G		8 PARKER ST	MAYNARD	MA	01754	59547	66
00U-11 000017	274 GREAT RD	ANDERSON JAMES J		274 GREAT RD	STOW	MA	01775	12142	538
00U-11 000018	280 GREAT RD	HALLOCK FREDERICK A		280 GREAT RD	STOW	MA	01775	27670	587
00U-11 000019	271 GREAT RD	PHILLIPS HERITAGE LLC		200 BARTON RD	STOW	MA	01775	66554	592
00U-11 000020	259 GREAT RD	ESTABROOK HENRY H		259 GREAT RD	STOW	MA	01775	9959	25
00U-11 000021	245 GREAT RD	PAUL J DEVELLIS		245 GREAT RD	STOW	MA	01775	73918	470
00U-11 000022	159 CRESCENT ST	CLEARY SARAH		159 CRESCENT ST	STOW	MA	01775	43232	237
00U-11 000023	155 CRESCENT ST	MCCARTHY BRIAN		155 CRESCENT ST	STOW	MA	01775	44517	357
00U-11 000024	151 CRESCENT ST	JOHNS IRREVOCABLE TRUST		151 CRESCENT ST	STOW	MA	01775	63820	572
00U-11 000025	143 CRESCENT ST	YOUNG WILLIAM T		143 CRESCENT ST	STOW	MA	01775	20614	67
00U-11 000027	135 CRESCENT ST	MAJOR VICTORIA		135 CRESCENT ST	STOW	MA	01775	67133	182
00U-11 000028	133 CRESCENT ST	KORN DAVID L		133 CRESCENT ST	STOW	MA	01775	23137	50
00U-11 13-1B3	22 JOHNSTON WY	PLANTATION APARTMENTS LP	C/O MARVIN F. POER & COMPANY	PO BOX 52427	ATLANTA	GA	30355	44383	35

Certified by the Stow Board of Assessors:



Date Certified or Re-Certified:

1/27/21

Ft:

300-



RECEIVED

FEB 05 2021

Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-5098
FAX (978) 897-4534

SPECIAL PERMIT AND SITE PLAN APPROVAL

Historic and/or Culturally Significant BUILDINGS and STRUCTURES
271 Great Road

July 1, 2015

1. Petition

This document is the DECISION of the Planning Board (hereinafter, the Board) on the Petition of Phillips Heritage, LLC (hereinafter, the Petitioner) for a Special Permit and Site Plan Approval under sections 3.2.3.5, 9.2 and 9.e of the Town of Stow Zoning Bylaw (hereinafter the Bylaw).

This Decision is in response to a Request for Special Permit and Site Plan Approval to permit renovation of historic buildings and the site to change the use from the existing 6-bedroom Bed and Breakfast Establishment, currently known as the Stowaway Inn, to a mixed use facility comprising of a café, retail gift shop, residential dwelling and associated infrastructure.

2. Owner

Douglas and Celia Hyde
271 Great Road
Stow, MA 01775

Phillips Heritage, LLC
200 Barton Road
Stow, MA 01775

3. Location

Said property is located at 271 Great Road, Stow Massachusetts. The land is further identified and shown as Parcel 19 on Assessor's Map Sheet U-11 (hereinafter, the site).

4. Board Action

After due consideration of the Petition, the record of proceedings, and based upon the findings set forth below, the Board, on July 1, 2015, by a vote of four (4) members and one (1) associate member present at the public hearing, voted to **GRANT** a Special Permit and Site Plan Approval under Sections **3.2.3.5, 9.2 and 9.3** of the Bylaw, subject to and with benefit of the following findings, waivers and conditions.

5. Proceedings

The Petitioner presented the Petition and Site Plan to the Board at a duly noticed public hearing held on April 8, 2015. The Public Hearing was continued to May 6, 2015 and June 10, 2015, and closed at the conclusion of the June 10, 2015 session.

The following Board members were present throughout the proceedings: Stephen Quinn, Leonard Golder, Ernest Dodd, Margaret Costello and Associate Member Mark Jones. The record of proceeding and submission upon which this decision is based may be referred to in the Office of the Town Clerk or the Office of the Planning Board.

6. Exhibits

Submitted for the Board's deliberation were the following exhibits:

EXHIBIT 1 Plans entitled Proposed Site Improvement, 271 Great Road, Stow, Massachusetts, revised through June 10, 2015, prepared by Ducharme & Dillis Civil Design Group, Inc., consisting of the following sheets:

- Sheet 1 Title Sheet
- Sheet 2 Existing Conditions Plan
- Sheet 3 Site Improvements Plan
- Sheet 4 Lighting & Landscaping Plan
- Sheet 5 Detail Sheet

EXHIBIT 2 Supplementary documents required by the Rules consisting of the following:

1. Petition for Special Permit
2. Application for Site Plan Approval
3. Project narrative
4. Draft Legal Advertisement
5. Record Deed
6. Development Impact Statement
7. Certified Abutters List
8. Floor Plan
9. Stormwater Report

EXHIBIT 3 Additional Correspondence submitted by the Petitioner:

1. Wallpack Light Fixture Detail
2. Letter dated June 10, 2015 from Ducharme & Dillis Civil Design Group, Inc.
3. Summary Points submitted by Phillips Heritage LLC

EXHIBIT 4 Comments from the Board's Consulting Engineer

1. Letter, Dated April 8, 2015 from Places Associates, Inc.
2. Email from Places Associates, Inc.

EXHIBIT 5 Comments received from Town Boards and Committees:

1. Memorandum, dated March 11, 2015 from the Treasurer
2. Memorandum, dated March 18, 2015 from the Conservation Commission
3. Memorandum, dated March 23, 2015 from the Building Commissioner
4. Memorandum, dated March 23, 2015 from the Board of Assessors
5. Memorandum dated May 6, 2015 from the Historical Commission

EXHIBIT 6 Additional Correspondence

7. Findings, Waivers and Conditions

Based upon its review of the exhibits and the record of proceedings, the Board finds and concludes that:

- 7.1 **Finding:** The approval hereby granted is based on and specifically applies to a parcel of land located at 271 Great Road, shown on the Stow Property Map Sheet U-11 as Parcel 19.
- 7.2 **Finding:** The 2.65 acre site is located in the Residential District.
- 7.3 **Finding:** The proposed project includes renovation of the site to change the use from from the existing 6-bedroom Bed and Breakfast Establishment, currently known as the Stowaway Inn, to a mixed use facility comprising of a café, retail gift shop, residential dwelling and associated infrastructure.
- 7.4 **Finding:** Section 3.2.3.5 of the Zoning Bylaw provides for uses not otherwise permitted in the Residential District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Residential District.
- 7.5 **Finding:** The Board finds that the existing dwelling and barn are historic structures (circa 1830-45). The Stow Assessors records describes the dwelling as being a 4,890 s. f. antique style dwelling built in 1835 with 16 rooms and 7 bedrooms. The Stow Historical House Inventory conducted in 1982 by Architectural Preservation Association and the Stow Historical Commission describes the dwelling to be circa 1831-45 with an attached barn. The narrative describes the dwelling as having "been added to over the years in several building programs" and the house later becoming "an Inn called "Stow Away" in the decades of 1900-20's", which "had a roadside stand and served meals to travelers".
- Finding:** The Stow Historical Commission reported that they met with the Petitioner on two occasions and have no objections to the proposed uses as they do not change the overall look of the building.
- 7.6 **Finding:** The Petition states that the majority of building renovations to accommodate the use change to be interior.

Exterior modifications include:

1. A 375 sq. ft. addition to the rear (north) of the dwelling.
2. A 140 sq. ft. addition to the barn for a basement stairwell on the easterly side of the barn
3. Replacement of the front façade windows with same size and shape, historically appropriate windows.
4. Replacement of same shape main barn bay door
5. Replacement of the contemporary style casement windows on the 1996 front solarium bump out addition.
6. Installation of additional historically appropriate windows in the front portion of the barn to add more interior light.
7. Existing front door on the house and barn may require some change to comply with relevant Architectural Access Board requirements.

8. Installation of a 700 sq. ft. patio

Finding: The Board finds the proposed building renovations, as conditioned herein, will not significantly alter the historic and cultural significance of the historic buildings.

Condition: The exterior of the historic structures shall be maintained in such a manner that will retain the historic character in keeping with the existing historic façade using like materials.

7.7 **Finding:** The Petitioner stated that the hours of operation will be 7:00 am to 9:00 pm.

Condition: Hours of operation shall be limited to 7:00 am to 9:00 pm. Any proposed expansion of hours shall require a modification to this decision.

7.8 **Finding:** During the Public Hearing the Petitioner was asked if the patio could be relocated to another portion of the property so as not to be visible to the abutters. The Petitioner advised that they considered other locations and found that the proposed location is the most feasible because it is located adjacent to the proposed café and service counter and is partially screened by the barn addition, privacy fence and landscaping.

Finding: The Board finds that logistically, there is no other reasonable place to relocate the patio.

7.9 **Finding:** During the Public Hearing the abutting 151 Crescent Street Property owner raised concern about loss of privacy and noise due to the proposed patio at the rear of the property. The Petitioner revised the original plan submission by reducing the size of the patio from 1,100 sq. ft. to 700 sq. ft. to accommodate 14 outdoor seats, and adding a six foot high privacy fence and a landscape plan to block view of the patio and address privacy concerns raised by the abutter.

Finding: The Board finds the Plan, as conditioned herein, adequately addresses concerns raised by the abutter concerning noise and privacy due to the proposed patio.

Condition: The number of outdoor seats shall be limited to 14.

7.10 **Finding:** The Plan shows the existing Great Road entrance driveway to be widened to twenty four feet (24") to accommodate two-way in and out traffic circulation and room for vehicles to queue on the site.

Finding: The Board finds the Plan, as conditioned herein, adequately addresses traffic circulation related to access to the site by alleviating the potential for vehicles causing traffic delays on Great Road.

7.11 **Finding:** The Plan shows a total of 24 parking spaces.

Finding: During the Public Hearing, concern was raised by the abutting 151 Crescent Street property owner concerning loss of privacy and noise from the traffic in and out of the proposed parking spaces and retail establishment and café. The Petitioner revised the original Plan by eliminating parking spaces behind the barn and including a landscaping plan that provides for screening in the form of fencing and vegetation to address concerns raised by the abutter.

Finding: The Board finds that the Plan as amended adequately addresses the concerns raised by the abutter concerning loss of privacy and noise from the traffic in and out the site.

Finding: The Board finds that adequate parking is provided to serve the proposed residence, café and retail gift shop.

Finding: The Plan, as conditioned herein, complies with the requirements of Section 7 (Parking) of the Bylaw.

7.12 Finding: The Plan includes a landscaping plan, which includes:

1. A six foot high privacy fence and landscaped area along edges of parking area with over-story trees of pine, hemlock, maple and red oak; holly and winterberry; and a mix of native perennials in lower story.
2. Additional screening in the northeast corner to augment the gap in existing vegetation to provide an uninterrupted natural screen.
3. Shielding closer to the patio with lattice type screening to provide a buffer as well as some interest of patio patrons.
4. Three street trees along Great Road.

Finding: The Board finds that the Landscaping Plan, as proposed and conditioned herein, meets the requirements of Section 7 (Parking) of the bylaw and provides sufficient buffer from abutting properties.

7.13 Finding: The Petition includes a stormwater drainage system.

Finding: The Board reviewed the drainage design and finds that the project as designed meets the requirements of Section 3.8.1.9 (Drainage) of the Bylaw.

7.14 Finding: The Plan shows lighting to include:

1. Two (2) Wall Pack Fixtures to be installed on the barn
2. Four (4) LED Bollard Fixtures in the parking area
3. Three existing Light Poles to remain.

Finding: The Board finds that the proposed lighting complies with the requirements of Section 3.8.1.5 of the Bylaw. The Board further finds the total design output is 9,930 lumens and, therefore, a Special Permit under Section 3.8.15 of the Bylaw is not required.

Condition: No exterior lighting shall shine on adjacent properties or towards any street in such a manner as to create a nuisance or hazard.

Condition: All exterior lighting shall comply with Section 3.8.1.5 of the Bylaw.

7.15 Finding: The Plan shows the location of a new Title 5 Septic System and proposed Public Water Supply. The septic system was designed for a total of 41 seats for the café.

Finding: During the public hearing, the abutting 151 Crescent Street property owner noted concern about potential negative impact on their water supply due to new wells proposed for the proposed uses.

Finding: The Board finds that any new wells are subject to requirements of the Department Environmental Protection Agency.

Condition: This approval shall not be deemed approval by the Department of Environmental Protection or the Board of Health.

Condition: The number of seats in the café shall be limited to the total number as approved by the Board of Health for the Title 5 Septic System and by the Department of Environmental Protection for the Public Water Supply.

- 7.16 **Finding:** During the Public Hearing, the abutting 151 Crescent Street property owner noted concern that the plan as proposed represents a significant change in use in what is zoned as a residential area.

Finding: The Board finds that the proposed uses, as conditioned herein, are permitted in the residential district subject to Special Permit

- 7.17 **Finding:** During the public hearing, abutters noted concern about the potential for a liquor license to be issued for the proposed café use. The Petitioner advised that they do not plan to serve alcohol at this time.

Finding: The Board finds that issuance of a liquor license is under the jurisdiction of the Board of Selectmen and the Alcoholic Beverages Control Commission and subject to the requirements of M. G. L. c. 138, §15A and 16B.

Condition: This approval shall not be deemed approval to serve alcohol. In the event the Petitioner proposes to serve alcohol, a separate application for license shall be filed with the Board of Selectmen.

- 7.18 **Finding:** The Town of Stow Treasurer's office stated that property taxes were overdue as of March 11, 2015.

Condition: Prior to commencement of construction, all past due property taxes shall be paid in full.

- 7.19 **Finding:** The Building Commissioner advised that the proposed building modifications must include handicapped accessibility.

Condition: The proposed building modifications shall comply with requirements of the Architectural Access Board in accordance with the Americans with Disabilities Act.

- 7.20 **Finding:** The Board finds the proposed use, as conditioned herein, complies with Sections 3.2.3.5 (Uses permitted in the Residential District by special permit, granted by the Planning Board); 9.2 (Special Permit) and 9.3 (Site Plan Approval) of the Bylaw.

- 7.21 **Condition:** In the event the owner proposes to demolish any of the historic structures on the site, the owner shall give 180 days' advance notice, in writing, to the Town of Stow Planning Board, Building Commissioner, Historical Commission, Community Preservation Committee and Board of Selectmen. This condition shall be specifically referenced in the property deed.

- 7.12 **Condition:** This approval shall not be deemed approval by any other authority having its separate jurisdiction and inspection requirements.

7.13 Finding – The Board reserves the right to enter the property to review ongoing compliance with the conditions imposed within the Special Permits approved herein.

Condition – The Petitioner shall grant permission to agents of the Town of Stow, as said agency is determined by the Stow Planning Board, to enter, inspect and take whatever related actions are necessary to ensure completion of the ways and related infrastructure within the subject property.

7.14 Condition: This Special Permit/Site Plan Approval shall lapse in two (2) years from the date of this Decision, unless substantial use or construction has commenced.

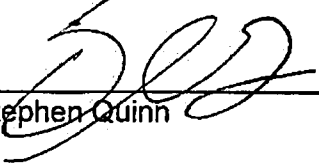
7.15 Condition: The terms, conditions and provisions of this Decision shall run with the land and shall be binding upon the Petitioner, its successors in interest and assigns, and shall be enforceable by the Town of Stow.

7.16 Condition: This Special Permit shall be recorded in the Middlesex South Registry of Deeds and duly indexed or noted on the Owner's Certificate of Title. Prior to issuance of a Building Permit, a copy of the recorded Decision, certified by the Registry, or notification by the Owner of the recording, including recording information, shall be furnished to the Town Clerk, the Building Commissioner and the Planning Board.

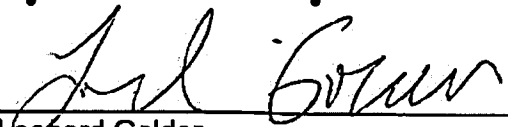
8. APPEALS

Appeals, if any, shall be made pursuant to Section 17 of the Massachusetts General Laws, Chapter 40A and shall be filed within twenty (20) days after the date of filing this decision with the Town Clerk.

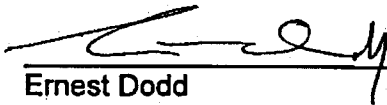
Witness our hands this 1st day of July 2015



Stephen Quinn



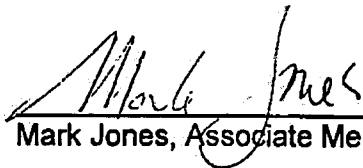
Leonard Golder



Ernest Dodd



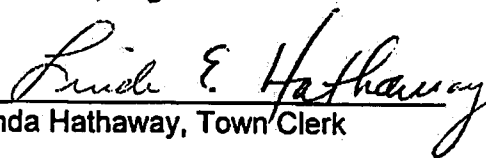
Margaret Costello



Mark Jones, Associate Member

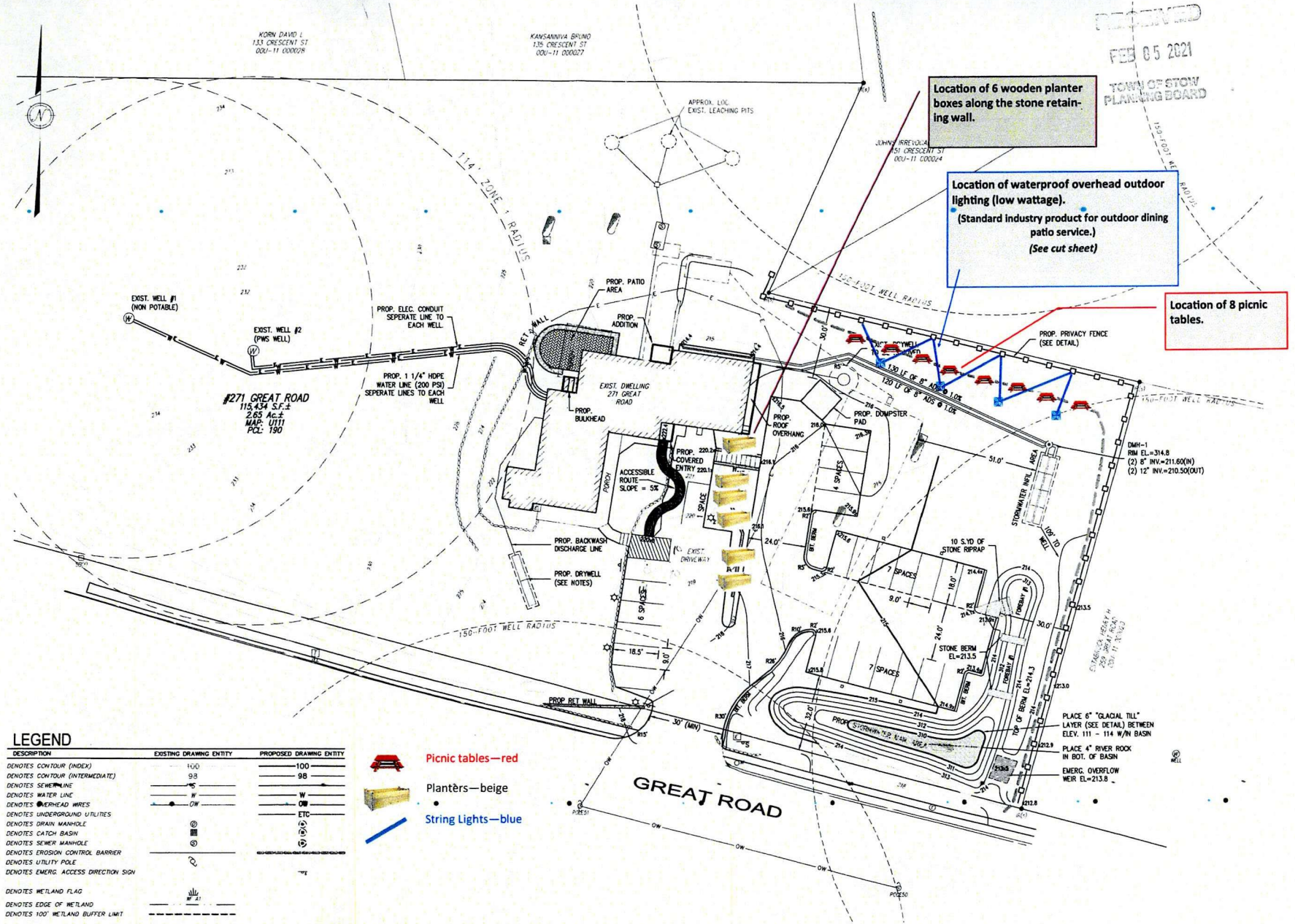
July 10, 2015
Date

Received and Filed
Volume II, Page 596



Linda Hathaway, Town Clerk

RECEIVED
 FEB 05 2021
 TOWN OF STOW
 PLANNING BOARD






Location of 6 wooden planter boxes along the stone retaining wall.

Location of waterproof overhead outdoor lighting (low wattage).
 (Standard industry product for outdoor dining patio service.)
 (See cut sheet)

Location of 8 picnic tables.

LEGEND

DESCRIPTION	EXISTING DRAWING ENTITY	PROPOSED DRAWING ENTITY
DENOTES CONTOUR (INDEX)	1/50	1/100
DENOTES CONTOUR (INTERMEDIATE)	9/8	9/8
DENOTES SEWER LINE	W	W
DENOTES WATER LINE	W	W
DENOTES OVERHEAD WIRES	OW	OW
DENOTES UNDERGROUND UTILITIES		ETC
DENOTES DRAIN MANHOLE	⊙	⊙
DENOTES CATCH BASIN	⊙	⊙
DENOTES SEWER MANHOLE	⊙	⊙
DENOTES EROSION CONTROL BARRIER	—	—
DENOTES UTILITY POLE	⊙	⊙
DENOTES EMERG. ACCESS DIRECTION SIGN	⊙	⊙
DENOTES METLAND FLAG	—	—
DENOTES EDGE OF METLAND	—	—
DENOTES 100' METLAND BUFFER LIMIT	---	---

-  Picnic tables—red
-  Planters—beige
-  String Lights—blue

PLACE 6" GLACIAL TILL LAYER (SEE DETAIL) BETWEEN ELEV. 111 - 114 W/N BASIN
 PLACE 4" RIVER ROCK IN BOT. OF BASIN
 EMERG. OVERFLOW WER EL=213.8



Town of Stow
BOARD OF APPEALS
380 Great Road
Stow, Massachusetts 01775-2127
978-897-2784

February 22, 2021

NOTICE and DECISION
74 Pine Point Road
SPECIAL PERMIT

Applicant: Anthony Labiento and Aleta Labiento

Owner: Anthony Labiento and Aleta Labiento

Address: 333 East Shore Drive,
Massapequa, NY 11758

Premises Affected:

74 Pine Point Road, Stow, shown on Stow Property Map Sheet U-1 as Parcel No. 27 containing 12,045+/- sq. ft.

Property Deed: Middlesex Registry of Deeds Book 71944, Page 326

Special Permit Requested:

A special permit is sought under G.L.c.40A, s.6 and Stow Zoning Bylaw Section 3.9 (Non-Conforming Uses and Structures), to allow construction of a dwelling and garage on a pre-existing, nonconforming lot.

A duly posted public hearing was held online via Zoom Web Conferencing Service on December 7, 2020 and continued to January 4, 2021, February 1, 2021 and February 8,, 2021. The Public Hearing closed at the conclusion of the February 8, 2021 session. Zoning Board of Appeals Members, Mark Jones, William Byron, Ernest Dodd and Associate Members Leonard Golder and Andrew DeMore were present throughout the proceedings.

The following documents were submitted for the Board's consideration:

1. Application comprising of the following documents:

- Application form
- Letter dated October 9, 2020 from Lawrence F. Army, Esquire of Army & Roche, LLC
- Property Deed Book 71944, Page 326
- Memorandum in Support of Special Permit

February 22, 2021

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- Site Plans entitled "Site Plans – Proposed Residence, 74 Pine Point Road, Stow, Massachusetts 01775" dated August 12, 2020, prepared by McCarty Engineering Inc., comprising of the following sheets:
 - Sheet 1 – Existing Conditions Plan
 - Sheet 2 – Site Plan (dated August 7, 2000 and revised through January 27, 2021)
 - Sheet 3 – Grading Plan
- Architectural Plans entitled "74 Pine Point Road Alteration and Addition", dated April 24, 2014, prepared by Thomas Rovero, AIA, comprising of the following sheets:
 - T-1 – List of Drawings (revised through 09/09/15)
 - A-1 – Walk-Out Level Main Floor & Half Story Plans (Revised through 3/23/19)
 - A-2 – Walk-Out Level Main Floor & Half Story Framing (Revised through 3/23/19)
 - A-3 – Exterior Elevations (Revised through 3/23/19)
 - A-4 - Exterior Elevations (Revised through 3/23/19)
 - A-5 – Garage W/Studio Plans, Framing & Exterior Elevations
- Revised Architectural Plans prepared by prepared by Thomas Rovero, AIA, dated January 27, 2021 comprising of the following sheets:
 - ZB3 – Reduced Sq. Ft. Walk-Out, First Floor and Second Floor Plan
 - ZB4 – Proposed Exterior Elevations (northwest, northeast, southwest)
 - ZB5 – Proposed Exterior Elevations (southeast, southwest, northeast)
- Grading Plan prepared by McCarty Engineering, Inc., dated 07/01/20, revised through 2/04/21
- Plot Plan entitled ZBA Exhibit, prepared by McCarty Engineering, Inc., dated 07/01/20, revised through 01/27/21
- Architectural Plan ZB3 entitled Reduced sq. ft. walkout First & second Floor Plans, prepared by Thomas Rovero, AIA, dated 01/27/21
- Architectural Plan ZB4 entitled Proposed Exterior Elevations, prepared by Thomas Rovero, AIA, dated 01/24/21
- Architectural Plan ZB5 entitled Proposed Exterior Elevations, prepared by Thomas Rovero, AIA, dated 01/24/21

2. Correspondence from Boards and Committees

- Order of Conditions, dated September 4, 2020 from the Conservation Commission

3. Correspondence from others

- Email correspondence from Michelle Walsh 76 Pine Point Road including photographs and videos

February 22, 2021

Findings:

1. The property is located in the Residential District.
2. Parcel 27, as shown on the Town of Stow Assessors Map Sheet U-1 is pre-existing nonconforming as to size and frontage. The pre-existing nonconforming lot is 12,045+/- sq. ft. according to the Stow Assessors Map and indicated in the Application. The property is bisected by Pine Point Road, a private way, with 81-feet of frontage on the northerly side of Pine Point Road and 59.98-feet of frontage on the southerly side of Pine Point Road.
3. The Applicant proposes to raze the existing dwelling and construct a new dwelling on the southerly side of Pine Point Road and to construct a garage on the northerly side of Pine Point Road.
4. The existing dwelling is nonconforming as to front, side and rear yard requirements.
5. Dwelling – front side - The westerly corner of the existing dwelling is located 17.6-feet from the property encroaching into the current zoning bylaw 30-foot front yard setback requirement. The westerly corner of the proposed dwelling is located 19-feet from the front property line and the easterly corner of the proposed dwelling is located 21.4-feet from the front property line. The Board finds this portion of the proposed dwelling is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
6. Dwelling – westerly side – The existing dwelling is located 15.6-feet+ from the westerly side property line. The southwesterly corner of the proposed dwelling is located 13.1-feet from the westerly side property line encroaching into the current zoning bylaw 25-foot side yard setback requirement. The Board finds this portion of the proposed dwelling is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
7. Proposed Dwelling – easterly side - The existing dwelling is located 11.4-feet from the easterly side property line. The proposed dwelling is located 12.7-feet from the easterly property line. A portion of the proposed dwelling (entry way) is located 10.8-feet from the easterly property line. The Board finds this portion of the proposed dwelling is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
8. Proposed Dwelling – rear side -The existing dwelling is located 4.68-feet from the rear property line (Lake Boon) encroaching into the setback from the current zoning bylaw 40-foot rear yard setback requirement. The proposed structure is located 16.6-feet from the rear property line. The Board finds this portion of the proposed dwelling is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
9. The Applicant proposed to raze the existing garage and construct a new 3-car garage on the

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northerly side of Pine Point Road.

10. The existing garage is nonconforming as to front and side yard requirements.
11. Garage – Front Yard - A portion of the existing garage is located within the Pine Point Road right-of-way encroaching into the current zoning bylaw 30-foot front yard setback requirement. The proposed garage is located 7-feet from the front property line. The Board finds this portion of the proposed dwelling is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
12. Garage – easterly side - The existing garage is located 8.6-feet from the easterly property line encroaching into the current zoning bylaw 25-foot setback requirement. The proposed garage is located 10-feet from the easterly property line. The Board finds this portion of the proposed garage is subject to this Special Permit as an alteration to a pre-existing nonconforming structure on a non-conforming lot. As this portion of the structure is pre-existing nonconforming, no variance is required.
13. During the public hearing concern was raised about the size and height of the proposed dwelling. The Board finds that these concerns were addressed with plan revisions as shown on a revised plan, dated January 27, 2021 entitled ZBA Exhibit and Architectural Plans entitled ZB3, ZB4, and ZB5, which indicate a reduction in the size of the structure.

The proposed living area of 1,988 sq. ft. (first and second floors – not including the basement, which the applicant describes as storage area) is larger in comparison to surrounding residences on Pine Point Road:

70 Pine Point Road – 1,404 sq. ft.

72 Pine Point Road – 1,597 sq. ft.

76 Pine Point Road - 1,552 sq. ft.

78 Pine Point Road - 1,386 sq. ft.

80 Pine Point Road – 1,152 sq. ft.

Although the proposed living areas is larger in comparison the surrounding residences on Pine Point Road, the proposed foundation is substantially consistent with the existing foundation with the exception that the existing porch (old boat house) is to be demolished and replaced with a 9-foot extension to the existing foundation which improves the rear yard setback and reduces the encroachment into the 35-foot no build buffer to the lake.

14. During the Public Hearing concern was raised about the height of the proposed building and its potential impact to the abutter property at 76 Pine Point Road. The Board finds that height of the proposed building complies with the Zoning Bylaw. The Board further finds that the proposed dwelling will be lower than the abutting property at 72 Pine Point Road and although higher than the abutting property at 76 Pine Point Road, it will not impede the lake vista from 76 Pine Point Road.
15. During the Public Hearing concern was raised about the proposed change in elevation at the front of the proposed house and the potential to impact the existing catch basin in Pine Point Road and the potential for runoff onto the abutting 76 Pine Point Road property. The Board finds these concerns were addressed in the revised plan entitled "Grading Plan, dated

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February 4, 2021.

16. During the public hearing it was noted that the Stow Conservation Commission Order of conditions indicated installation of infiltration trenches for roof runoff, which is not shown on the ZBA Plan. The Applicant indicated that infiltration trenches for roof runoff will be installed as required by the Conservation Commission.
17. During the public hearing concern was raised about the potential for the proposed loft above the garage to be converted to living space. The Applicant proposes the loft area as an office with a bathroom, for use by the owner of the property. The Board finds this concern is addressed by the applicant's agreement to limit plumbing for only a commode and sink and to a condition that the garage shall not be used as living space.
18. The Board finds the proposed use and construction is not substantially more detrimental than the existing nonconforming use and does not substantially intensify or result in any additional nonconformities.

The proposed garage setbacks are more conforming than existing encroachments. The Board further finds that the proposed garage is in keeping with the design, size and location of most garage structures on the north side of Pine Point Road.

The proposed dwelling is located substantially in the same location of the existing dwelling with the following exceptions:

- The rear yard setback is more conforming by 11.92-feet,
 - the southwest corner of the proposed dwelling located 2.4-feet closer to the side property line, and
 - the proposed entry way on the northeast corner of the dwelling located 2.1-feet closer to the easterly property line.
19. The Board makes the following mandatory findings as required by Section 9.2.6 of the Zoning Bylaw:
The Board finds the proposed use and development, as conditioned herein:
 - a. is in harmony with the purpose and intent of the Zoning Bylaw;
 - b. will not be detrimental or injurious to abutting properties or ways, the neighborhood, community amenities or the Town of Stow;
 - c. is appropriate for the site for which the petition is submitted and is related harmoniously to the terrain and to the use, scale and proportions of existing and proposed BUILDINGS in the immediate vicinity that have functional or visual relationship to the proposed use;
 - d. includes sufficient mitigating measures for any adverse effects noted in reports from town boards and agencies, reports from consultants and public hearings;
 - e. will result in no pollution or contamination of the GROUND WATER, a GROUND WATER recharge area, a well, pond, stream, watercourse or inland wetland;
 - f. will result in no significant effect on the "level of service" (LOS) of the town roads or intersections of these roads;
 - g. will result in no significant effect on level of service for any service provided by the Town;

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- h. will result in no redirection of existing surface water runoff such that there would be material impact on abutting parcels or downstream properties;
- i. will result in no transport by air or water of erodible material beyond the boundary line of the LOT;
- j. will provide adequate provision for pedestrian traffic; and
- k. will comply with requirements of Site Plan Approval and all other applicable requirements of this Bylaw.

Pursuant to Massachusetts General Laws Chapter 40A, after referring to the application for Special Permit, the following decision has been made by the Stow Board of Appeals as hereby certified after the public hearing.

VOTE

The Board, by roll call vote of the five members present throughout the proceedings (Mark Jones, William Byron, Ernest Dodd and Associate members Andrew DeMore and Leonard Golder) **VOTES TO GRANT A SPECIAL PERMIT** to allow construction of single-family dwelling and detached garage, subject to the following conditions:

CONDITIONS

1. The proposed construction shall result in no pollution or contamination of the GROUND WATER, a GROUND WATER recharge area, a well, pond, stream, watercourse or inland wetland.
2. The proposed construction shall result in no redirection of existing surface water runoff such that there would be material impact on abutting parcels or downstream properties;
3. The proposed construction shall result in no transport by air or water of erodible material beyond the boundary line of the LOT.
4. The design and construction shall be essentially in conformance with the following Plans:
 - Grading Plan prepared by McCarty Engineering, Inc., dated 07/01/20, revised through 2/04/21
 - Plot Plan entitled ZBA Exhibit, prepared by McCarty Engineering, Inc., dated 07/01/20, revised through 01/27/21
 - Architectural Plan ZB3 entitled Reduced sq. ft. walkout First & second Floor Plans, prepared by Thomas Rovero, AIA, dated 01/27/21
 - Architectural Plan ZB4 entitled Proposed Exterior Elevations, prepared by Thomas Rovero, AIA, dated 01/24/21
 - Architectural Plan ZB5 entitled Proposed Exterior Elevations, prepared by Thomas Rovero, AIA, dated 01/24/21
5. Infiltration trenches for roof runoff shall be installed as required by the Conservation Commission's Order of Conditions.
6. Plumbing in the garage building shall limited to no more than a commode and sink.

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7. The proposed garage building shall not be used as living space.
8. Compliance with other Town Departments, Boards and Commissions is required.
9. The proposed construction shall comply with all applicable requirements of the Zoning Bylaw.
10. Exterior construction activity shall take place only between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays), and 8:00 a.m. to 12:00 p.m. Saturdays unless specific approval is granted by the Building Commissioner.

The Board has complied with all statutory requirements in the granting of this Special Permit.

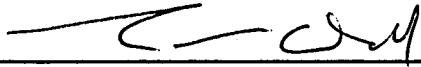
Two copies of this decision, together with copies of the application for special permit, site plans, other plans and records, have been filed with the Town Clerk. A detailed record of the proceedings, setting forth the reasons for the decision, shall be filed within fourteen (14) days with the Town Clerk and shall be a public record. Copies of this decision have been or will be mailed to all parties, persons and boards as required by Chapter 40A, Sections 11 and 15.

This Special Permit shall lapse with two (2) years of recording unless substantial use or construction has commenced or in the case of a permit for construction or reconstruction, if construction has not begun by such date, except for good cause (Massachusetts General Laws Chapter 40A, Section 9).

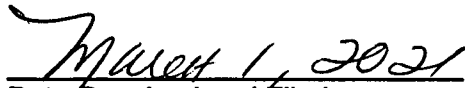
This Special Permit shall not take effect until a copy of the decision has been recorded, at the owner's expense, in the Registry of Deeds and duly indexed or noted on the owner's certificate of title. A copy of the recorded decision, certified by the Registry, or notification by the owner of the recording including recording information, shall be furnished to the Board of Appeals, Town Clerk and Building Inspector.

Any appeal from this decision shall be made pursuant to Massachusetts General Laws Chapter 40A, Section 17 and must be filed within twenty (20) days after the decision has been filed with the Town Clerk.

Signed on behalf of and with the permission of the Zoning Board of Appeals.



Ernest E. Dodd
Zoning Board of Appeals Clerk



Date Received and Filed
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Linda E. Hathaway, Stow Town Clerk