

AGENDA  
BOARD OF SELECTMEN  
April 13, 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 the non-executive session proceedings in real time via Zoom.**

Join Zoom Meeting

<https://zoom.us/j/91067915397?pwd=UXFkNjNwVGRKcjdjOUNMRUpmVldKZz09>

Meeting ID: 910 6791 5397

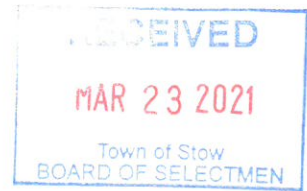
Passcode: 887560

1. Public input
2. Chairman's comments
3. Appointments:
  - o Joseph Jacobs to the position of Veterans Services Officer through June 30, 2022
  - o Liz Beck to the Open Space Committee through June 30, 2023
4. Discussion and Possible Vote
  - o Discussion of FY22 State Budget with Rep. Kate Hogan and Sen. Jamie Eldridge
  - o Promotions - Updated Policy – Chief Sallese
  - o Sign Inter-Municipal Agreement for Animal Control Services
  - o Sign Inter-Municipal Agreement: Making Connections Pilot Program (Go STOW!)
  - o Disposition of Surplus Goods and Equipment (Facilities)
  - o Town Meeting Discussion
    - Logistics
    - Consent Calendar
  - o FY2022 Budget Discussion
  - o Discussion of March 10, 2020 Executive Session minutes
5. Town Administrator's Report
6. Liaison reports
7. Meeting minutes
  - o March 23, 2021
  - o July 8, 2020
  - o June 18, 2020
  - o June 9, 2020
  - o June 9, 2020 Executive Session
  - o May 1, 2020 Executive Session
8. Correspondence
9. Executive Session
  - o Pursuant to MGL c. 30A, sec.21 (a) (2), to conduct contract negotiations with the Town Administrator.
10. Adjournment

Posted Friday, 4/09/2021

# APPOINTMENTS

23 March 2021



To the Honorable Board of Selectmen

Stow Ma

I Joseph Jacobs do want to be reappointed to the position of  
Veterans Service Officer for the Town of Stow Massachusetts.

Respectively

A handwritten signature in black ink that reads "Joseph Jacobs". The signature is written in a cursive style.

Joseph Jacobs



*Town of Stow*  
*Office of the*  
*Town Administrator*

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

*Denise M. Dembkoski*  
*Town Administrator*  
[townadministrator@stow-ma.gov](mailto:townadministrator@stow-ma.gov)

After reviewing the application letter and speaking to the candidate, I am recommending Liz Beck to the Open Space Committee through June 30, 2023.

*Denise M Dembkoski*





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 VACANCY**

**OPEN SPACE COMMITTEE**  
**Two members**

**Duties:** Advise the Board of Selectmen, and other public and private stakeholders, on the protection of the Town's open space priorities.

Prioritize and evaluate Chapter 61 and other parcels for their significant conservation and open space values.

Lead in the implementation and updating of the Open Space and Recreation Plan.

Participate in monthly meeting of the Open Space Committee.

**Qualifications:** Registered voter of Stow.

**Term:** Appointment by the Board of Selectmen, two members for 3-year terms expiring June 30, 2023.

**Application:** The Board of Selectmen will accept letters of application until the positions are filled. If you are interested, please contact the Selectmen's Office at [selectmen@stow-ma.gov](mailto:selectmen@stow-ma.gov) or 978-897-4515.

Posted October 22, 2020

**Phoebe Haberkorn**

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**From:** Liz Beck [liz@stowicpoint.com]  
**Sent:** Saturday, December 05, 2020 2:25 PM  
**To:** selectmen@stow-ma.gov  
**Subject:** OPEN SPACE COMMITTEE- application request

Hello,

I am a new resident of Stow and am interested in participating on the Open Space Committee. Are you able to provide additional information and send along an application?

I look forward to hearing from you.

Best,  
Liz

Liz Beck  
617.777.4665

*25 Hallock Point Rd  
Stow*

*Emailed 2/22/2021 1/5/2021 \$*

# **DISCUSSION & POSSIBLE VOTE**

**FY2022 State Budget  
with Rep. Kate Hogan  
and Sen. Jamie Eldridge**

**Promotions**  
**Updated Policy**  
**Chief Sallese**

# PROMOTIONS

|  |                          |
|--|--------------------------|
| POLICY & PROCEDURE NO.<br><b>4.33.1</b>  | ISSUE<br>DATE: _____     |
|  | EFFECTIVE<br>DATE: _____ |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: <b>34.1.1; 34.1.2;<br/>34.1.3; 34.1.5; 34.1.6; 34.1.7</b> | REVISION DATE:<br>_____  |

## I. GENERAL CONSIDERATIONS AND GUIDELINES

This policy applies to promotions for sworn personnel only.

Our department's commitment to developing employees to take on increasing levels of authority, responsibility and leadership is embodied in promotions. Eligible candidates have an opportunity to apply and participate in the promotion process as set forth in this policy.

Promotions must be based upon the merits of the individuals and their personal performance in the promotion process, and never on favoritism or seniority alone. A promotion is an investment in the future, not only for the department, but also for the employees who will be supervised and guided by the promoted member.

## II. POLICY

It is the policy of this department to promote employees based upon their training, experience and merit.

No employees will be denied promotion based upon any discriminatory criteria, including, but not limited to, their sex or sexual orientation, race, religion, nationality or union membership.

## III. DEFINITIONS

- A. *Time in Grade*: The number of years and months that an employee has held a specific rank or pay grade.
- B. *Bypass*: The selection of a person or persons whose name or names, by reason of score, merit preference status, court decree, decision on appeal from a court or administrative agency, or legislative mandate, appear lower on a certification

than a person or persons who are not appointed and whose names appear higher on said certification.

#### **IV. PROCEDURES**

1. **DEPARTMENT ROLE IN THE PROMOTION PROCESS:** This department shall notify employees of the promotion process, and shall provide testing and performance evaluations, and shall evaluate training, experience, seniority, and work history. The results of selection evaluations shall be reported to the appointing authority. [34.1.1]
  
2. **PROMOTION PROCESS MANAGER:** The Chief of Police and Town Administrator shall manage and coordinate promotions within this department and shall have the authority necessary to carry out the duties of the position. The duties shall include the following: [34.1.2]
  - a. Be knowledgeable of the promotion processes for all employees;
  - b. Provide and post any written announcements of any scheduled promotional opportunities;
  - c. Maintain data on eligibility requirements for positions above entry level;
  - d. Maintain copies of active promotion lists;
  - e. If used, coordinate with any companies or consultants contracted to participate in the promotion process;
  - f. Coordinate with any other government agencies or entities involved in the promotion process; and
  - g. Protect the integrity of the promotional process by ensuring that all promotional materials, documents, scores, evaluations forms, and completed evaluations remain confidential and are kept in a secure, locked location. [34.1.3(h)]
  - h. Promotional materials shall be retained for at least three years. Once a promotional process has been completed, all appeals have been exhausted or appeal periods have expired, and no litigation is pending, promotional materials shall be destroyed by shredding.
  
3. **NOTICE OF PROMOTION:**
  - a. All promotions will be posted internally for 7 days, prior to any external posting, which will remain posted for a period of an additional 7 days.

- b. No outside recruiting will occur during the 7 days of internal posting, except for Deputy Chief or Chief of Police
  - c. Such notice shall be:
    - 1. Posted in a prominent place;
    - 2. Forwarded to supervisors to be read at roll-call;
    - 3. Sent to all affected personnel in the form of an e-mail; and
    - 4. Mailed to any officers who are out sick or injured, on extended leave, on active military duty, or otherwise not likely to receive notice.
  - d. The notice shall include:
    - 1. Eligibility requirements as described in job descriptions;
    - 2. Job descriptions
    - 3. The selection process;
    - 4. Method of applying;
    - 5. Process for promotion
    - 6. Closing date for each step;
    - 7. Duration of the process; and
4. ELIGIBILITY: To be eligible for promotion to each successive rank:
- a. An officer must be a permanent member employed by this department for at least five years.
  - b. Officers must be in good standing with the Stow Police Department.
  - c. Lateral transfer officers must be an officer for a total time as an officer for 5 years.
  - d. An officer must be a permanent police officer.
  - e. Reserve officers are not eligible for promotion to permanent ranks.
  - f. Ineligible officers may not reapply until such time that they become eligible. [34.1.3(f)]
5. PROCESS [34.1.3(D)]
- a. Promotional announcement with Sergeant Job Description
  - b. Cover Letter and Resume to the Chief on intent to take part in Sergeant Process



- c. Essay questions give to candidates
- d. Essay questions turned into Promotional Board
- e. Sergeant Promotional Board to review, score and rank essays
- f. Promotional Board interview
- g. Candidates scored, reviewed and ranked by Promotional Board
- h. Scores, Ranking, Notes on Candidates and essay given to area Command Interview Board.
- i. Command Interview Board (Area Police Chiefs) Interview
- j. Command Board score and rank candidates
- k. Top 3 Candidates interview with Town Administrator and Police Chief

6. CANDIDATE EVALUATIONS [34.1.3(A)]

- a. The Chief and Town Administrator shall have the right to select the individual that they believe to be the best candidate for the position. In making their decision, they shall consider criteria which may include but not be limited to: [34.1.1] [34.1.2]
  - 1) Written Essays or Test: Weight 20 %;
  - 2) Oral Interview with Chiefs: Weight 25 %;
  - 3) Oral Interview with Chief and Town Administrator: Weight 25%;
  - 4) Training, education, experience: Weight 15 %;
  - 5) Seniority: Weight 10 %
  - 6) Veteran: Weight 5%
- b. Candidates shall be ranked by the cumulative score. In the event that two or more candidates obtain identical cumulative scores, ranking shall be determined by seniority, test score, time in service, time in grade. Candidates may also be listed as "tied."
- c. A cumulative score will be reported to each candidate after all candidates have been interviewed, at a time determined by the Chief of Police and Town Administrator and prior to being made available to the employees at large. The score shall also show the

employees' scores on each individual component of the promotion process.

7. CANDIDATE APPEAL AND REVIEW [34.1.3(E)]

- a. Within seven days of receiving notice of individual promotion process component scores, an employee may appeal to the Town Administrator. He or she may also refer his/her decision to the Board of Selectman to conduct a review of any or all of the components.
- b. Upon completion of such review, the employee shall be advised in writing of the results of the review and in the event of a change, the scores and ranking shall be adjusted accordingly.

8. CANDIDATE SELECTION [43.1.6(E)]

- a. The number of candidates to be included in any final selection for promotion shall be determined by the appointing authority.
- b. The Chief of Police and Town Administrator shall recommend candidates to the appointing authority in an order of preference.
- c. In creating such recommendations, the following shall be considered at a minimum:
  - a. Cumulative score ranking;
  - b. Work history;
  - c. Sick use history;
  - d. Disciplinary history;
  - e. Seniority; and
  - f. Any and all specialty training.
- d. PROBATIONARY PERIOD: All employees promoted to a higher rank shall be subject to a six month probationary period [34.1.7]

**Sign Inter-Municipal  
Agreement for  
Animal Control Services**

**INTERMUNICIPAL AGREEMENT**  
**ANIMAL CONTROL SERVICES**

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Stow, a municipal corporation with a principal office at Town Hall, 380 Great Road, Stow, MA 01775-2127 ("Stow").

Whereas, Stow is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Stow seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Stow.

NOW THEREFORE the Towns agree as follows:

**Term**

1. The Term of this Agreement shall be from July 1, 2021, through June 30, 2022, subject to appropriation of funding by Stow.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Stow Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

**Boxborough's Commitment to Provide ACO Services to Stow**

5. Basic Services: Boxborough shall provide routine ACO services to Stow as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. Emergency Services: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Stow to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

**Stow's Financial Commitment to Pay Boxborough for Animal Control Services**

7. In consideration for the basic services provided under this Agreement, Stow shall pay Boxborough one-third (1/3) of the total cost of the Animal Control Officer, including wages, fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down

as follows:

|  |                    |
|--|--------------------|
| Annual Wages (2088 hours @ \$24.60/hour)                           | \$51,365.00        |
| Medicare (1.45% x \$51,365.00)                                     | 745.00             |
| Estimated Medicare on additional compensation<br>(1.45% x \$7,675) | 111.00             |
| Health insurance family plan                                       | 21,650.00          |
| Vehicle purchase, maintenance and insurance                        | 10,000.00          |
| Cell phone (@ \$90/month plus Ipad)                                | 1,080.00           |
| Administration fee (10% x \$51,365.00)                             | 5,136.00           |
|  | <b>\$90,087.00</b> |

Stow's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2021 through June 30, 2022 shall be Thirty Thousand Twenty-Nine Dollars (\$30,029), to be paid in eleven monthly installments of Two Thousand Five Hundred Two Dollars and Fifty Cents (\$2,502.50) and one final installment of Two Thousand Five Hundred One Dollars and Fifty Cents (\$2,501.50).

8. In consideration for the emergency services provided under this Agreement, Stow shall pay Boxborough the sum of \$36.90 per hour, with a four-hour minimum per call, for the period July 1, 2021 through June 30, 2022.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Stow Town Administrator, Boxborough's Accountant will invoice Stow on a monthly basis, and Stow's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Stow warrants and represents that it has appropriated funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Stow warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Stow has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

### **Fees, Licensing and Fines**

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
  - a) \$10 Dog Pick-up fee
  - b) \$50 Dog picked up not displaying a valid license
  - c) \$40 Dog kenneling per day
13. Dog owner shall be responsible for paying licensing and fines directly to Stow.
14. In the event of non-payment, abandoned animal or unknown animal, Stow will be responsible for unpaid fees, which will be added to the monthly invoice.

### **Record Keeping**

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

### **Personnel**

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Stow under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Stow.

### **Rights and Indemnities**

18. By entering into this Agreement, Boxborough and Stow have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Stow are the sole and exclusive beneficiaries of the Agreement. No third-party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Stow agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

### **Procedure to Request Services**

20. If available, Stow Police shall provide initial response to all animal complaints in Stow and determine if ACO services are required.
21. If Stow Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Stow Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Stow Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

### **Scope of ACO Services**

23. ACO Services under this Agreement shall include the following:
  - a) Catching stray and/or injured dogs.
  - b) Seeking treatment for ill/injured impounded dogs as necessary.
  - c) Responding to complaints regarding stray or injured animals.

- d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
  - e) Working with the Stow Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
  - f) Verifying rabies and licensing status of impounded dogs.
  - g) Prosecuting violators of Stow's animal control bylaws.
  - h) Checking dead animals for microchip. Stow shall be responsible for final disposition.
  - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Stow shall be responsible for cost.
  - j) Providing advice and information to residents regarding pest control options.
  - k) ACO shall pick up destroyed animals and arrange with Stow's Animal Inspector for testing if necessary. Stow shall be responsible for paying the testing fees and for final disposition of destroyed animals.
24. The ACO shall have enforcement jurisdiction in Stow under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
25. ACO shall attend dog hearings as requested.
26. Stow Police should destroy severely injured dogs if possible and safe to do so.
27. Stow Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

### **Administration**

29. The Boxborough Town Administrator and the Stow Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Stow shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

### **Termination**

32. Either Boxborough or Stow, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of

paragraphs 19 and 20 above.

**Notices**

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Stow Town Administrator, Town Hall, 380 Great Road, Stow, MA 01775, with a copy to the Boxborough Board of Selectmen at the same address.

**Assignment**

34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

**Entire Agreement**

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Ryan Ferrara, Boxborough Town Administrator

\_\_\_\_\_  
Denise M. Dembkoski, Stow Town Administrator

APPROVED BY: Select Board of  
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of  
Stow

\_\_\_\_\_  
Wesley I. Fowlks, Chair

\_\_\_\_\_  
Thomas E. Ryan III, Chair

\_\_\_\_\_  
John M. Markiewicz, Clerk

\_\_\_\_\_  
Megan Birch-McMichael

\_\_\_\_\_  
Maria E. Neyland

\_\_\_\_\_  
Cortni Frecha

\_\_\_\_\_  
Leslie R. Fox

\_\_\_\_\_  
Ellen Sturgis

\_\_\_\_\_  
Robert T. Stemple

\_\_\_\_\_  
James H. Salvie

**Sign Inter-Municipal  
Agreement for Making  
Connections Pilot Program  
(Go STOW!)**

# Memo

**To:** Board of Selectmen  
**From:** Jesse Steadman – Town Planner  
**Date:** 3.10.2021  
**Re:** Making Connections Pilot Program | Inter-Municipal Agreement

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## **Introduction**

The Purpose of this memo is to request the Town's commitment to join an Inter-Municipal Agreement between the Towns of Sudbury, Acton, Bolton, Boxboro, Carlisle and Stow for the purpose of developing and implementing a state funded transportation pilot program called "Making Connections" and to be implemented locally as *Go STOW!*. The *Making Connections* program is focused on connecting seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities with on-demand transportation services via contracts with *Uber* and *Lyft* to offer subsidized ride service.

## **Program Overview**

In the spring of 2019 the participating Towns were awarded a Community Compact Best Practices grant by the Commonwealth of Massachusetts, to create a regional program of on-demand transportation pilots. Since that time, MAPC has been providing technical assistance in the startup process, which involved crafting an Inter-municipal Agreement (IMA) to be entered into by and between the participating Towns. Participating communities used a portion of the funding to hire the transportation planning firm, Nelson Nygaard, to play the role of the Program Manager and assist communities in rolling out their pilot programs.

## **Inter-Municipal Agreement**

The IMA document is based upon similar agreements involving municipalities throughout the Commonwealth, but has been tailored to the *Making Connections* program. Through this IMA, each Town can craft an individualized Pilot Program that utilizes ride-hailing applications, such as Uber and Lyft, as well as taxi companies, to augment the existing COA transportation services, and specifically, to provide subsidized rides for residents at times when the Town's service is not running. As you can see in the attached Community Compact Grant Application, the policy goal of the *Making Connections* program is to create a framework for gathering data on community transportation needs and to disseminate that data to our Regional Transit Authorities as a way to justify and incentivize future service expansion in our region.

Joining the IMA does not obligate the Town to expend any funds, nor definitively take part in a pilot. Rather, it allows staff to continue to support and develop the program and work with other Departments to determine the best pilot program for Stow to propose and implement.

The Board of Selectmen previously approved a disclosure agreement for KP Law, to acknowledge KP Law's dual obligations to both the Town of Stow and Sudbury in reviewing and approving the IMA language.

I look forward to further discussion with the Board of Selectmen on this matter.

## Intermunicipal Agreement for the Making the Connections Program

This Intermunicipal Agreement (hereinafter “Agreement”), is entered into by and between the Towns of Sudbury, Acton, Bolton, Carlisle, Concord, Lincoln, Maynard, Stow, and Weston hereinafter referred to collectively as “Municipalities”, and individually as a “Municipality”, this \_\_\_\_ day of \_\_\_\_\_, 2021, as follows:

WHEREAS, the Town of Sudbury was awarded a Community Compact Best Practices grant by the Commonwealth of Massachusetts to create a multijurisdictional program of on-demand transportation pilots, called Making the Connections (grant application with tasks in Exhibit A, and hereinafter “Program”);

WHEREAS, this Program focuses on connecting seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities with on-demand transportation services;

WHEREAS, many communities offer some variety of on-demand or reservation-required paratransit, and some offer general public vans or commuter shuttles, there are times when these services do not cover all transportation needs; it is these unmet needs the Program will attempt to meet through pilot services, and will collect data to determine the need and feasibility of creating new transit services;

WHEREAS, the Municipalities desire to share the services of a Program Manager for the Program;

WHEREAS, the Town of Sudbury, entering the Community Compact Best Practices agreement with the Commonwealth of Massachusetts is willing and capable of managing the Community Compact grant and obtaining the services of the Program Manager;

WHEREAS, each Municipality has the authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW THEREFORE, in consideration the mutual covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Making the Connections Community Compact. There is hereby established a collaborative of the Parties to be known as “Making the Connections Community Compact”, which shall hereinafter be referred to as the “Compact”. The Compact, acting by and through a Steering Committee and Program Manager will coordinate, manage, and direct the activities of the parties with respect to the subject matter of the Community Compact Grant Agreement between the Town of Sudbury and the Commonwealth of Massachusetts, attached hereto as “Exhibit A” and incorporated herein, and other programs and serves related thereto.
2. Term. The term of this Agreement shall commence on the date set forth above and shall expire when the Community Compact Best Practices agreement entered by and between the Town of Sudbury and the Commonwealth of Massachusetts expires, which is currently scheduled to expire on May 21, 2021, or when the funds for the Program are no longer available, whichever is earlier or when terminated in accordance with this Agreement, but in no event shall the Term of this Agreement exceed twenty-five (25) years.
3. Lead Municipality. During the term of this agreement, the Town of Sudbury, acting as the Lead Municipality, shall oversee the Program and the Program Manager, including hiring the Program

Manager, subject to the approval of the Steering Committee. As the Lead Municipality, Sudbury shall act for the Compact with respect to all grant applications to be submitted and gifts and grants received collectively by the Parties. Sudbury shall act as the Parties' purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Steering Committee to be entered into collectively by the Parties. Final approval of any such contract is subject to approval of the Steering Committee and appropriation by each party, to the extent required.

4. Program Manager. The Town of Sudbury, as Lead Municipality, shall contract with an individual or firm, subject to the approval of the Steering Committee, who shall perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement all in accordance with the policies and procedures established by the Steering Committee, as set forth herein. The Program Manager will be an independent consultant, with their services paid for entirely from the allocated amount within the Community Compact Best Practices grant, or such other funds as may be received by the Compact from time-to-time. The Town of Sudbury, with the approval of the Steering Committee, shall have the ability to relieve the Program Manager of their duties and replace it with another individual or firm.
5. Steering Committee. There shall exist a Steering Committee (the "Committee") comprised of one (1) representative from each Municipality, who shall be appointed by the appropriate appointing authority of that Municipality. The Steering Committee will work to mutually guide the Program in accordance with Exhibit A. Within one (1) calendar year of the starting date of the Program Manager the Steering Committee shall mutually develop the goals of the Program, which shall generally conform to the stated goals of the grant proposal as set forth in Exhibit A, and guidelines to evaluate how well the Program has met these goals. The Steering Committee shall meet as needed, and at least quarterly. The Program Manager, with direction from the Town of Sudbury as the Lead Municipality, shall prepare and send to each Municipality a quarterly status report at least one (1) week prior to the quarterly meeting. The Town of Sudbury, or its designee, shall maintain the files and notes of the Steering Committee meetings.

Each member of the Committee shall be entitled to one (1) vote. A majority of members of the Committee shall constitute a quorum for the purpose of transacting business. A quorum of the Committee may act by a majority of those present and voting. Any action of the Committee shall be made in a duly noticed meeting held in accordance with the provisions of the Massachusetts Open Meeting Law, G.L. c. 30A, §18-25, including the requirements for posting notice and keeping minutes.

6. Program Participation. Each Municipality as part of this Agreement shall participate in the Program as follows:
  - a. The Municipality will either join an existing on-demand transportation pilot, or will create a new transportation pilot consistent with the terms and conditions of this Agreement, that will address the mobility and access needs noted in this Agreement, and that is approved by the Steering Committee.
  - b. The Municipality will be a member of the Steering Committee as established pursuant to this Agreement.
  - c. The Municipality will ensure the representative to the Steering Committee and/or other staff representatives will attend any required training sessions and will participate in the Steering Committee meetings (either in-person or via remote access) throughout the life of the Program.

- d. The Municipality will work with and through their respective TNC contractor(s) to ensure the collection of the necessary data as agreed to by the Steering Committee to help determine the trip needs, origins, and destinations that will help scale additional transportation programs beyond the pilot, and to help determine how well the pilot has met the goals of the Program.
- e. The Municipality shall have the authority to determine eligibility for riders in its jurisdiction (e.g., residents or workers within its municipal or service boundaries, or clients for their services) as part of the Program.
- f. The Municipality, in determining ride eligibility, will prioritize rides when and where existing transportation (including CrossTown Connect, Council on Aging, MBTA, or Regional Transit Authorities) is not in service, or the time required to access such transportation is not possible, to ensure the Program provides a complementary transportation service, and does not replace existing transportation services.
- g. The Municipality will help promote and market the Program to the clients and community residents served.

7. Payment. Notwithstanding the terms of this Agreement, no party shall be obligated to incur any financial cost above the amount made available to the Compact through grants and gifts or other sources, unless the financial obligation is supported by an appropriation made in accordance with law. The Committee may authorize a disbursement of funds to reimburse any member Municipality that incurs costs in creating and/or operating a transportation pilot program consistent with the terms of this Agreement and Exhibit A, and/or for any program, service, or benefit consistent with the terms of this Agreement and Exhibit A. If a Municipality intends to draw on funds authorized by the Committee, the Municipality will submit monthly invoices to the Town of Sudbury for reimbursement from the Community Compact funds for the Program. The Town of Sudbury will pay the invoice within 30 days, subject to the availability of funds; provided, however, that Sudbury shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Compact through grants and gifts or other sources appropriated for the purposes of this Agreement. Any funds contributed by the Minuteman Advisory Group on Interlocal Coordination (MAGIC) shall only be used for pilots serving MAGIC member municipalities.

Pursuant to G.L. c. 40, §4A, any funds received by the Compact or the Town of Sudbury pursuant to this Agreement, shall be deposited with the Treasurer of the Town of Sudbury and held as a separate account and may be expended, with the approval of the Committee, under the provisions of G.L. c. 44, §53A, for contribution toward the cost of the Compact only.

Pursuant to G.L. c. 40, §4A, any party may, but shall not be required to, raise money by any lawful means to further the purposes of the Compact and any such funds shall be held by Sudbury and expended pursuant to the terms of this Agreement.

Individual party costs incurred outside the scope of this Agreement and specific to the needs of that party will be borne solely by that party.

8. Addition of New Municipalities to Agreement. Any municipality, not a part of this Agreement, may petition the parties involved in the Agreement to join the Agreement if authorized by its approving authority as set forth in G.L. c. 40, §4A. In order to approve the addition of a new entity to the Agreement, no less than a two-thirds vote of the Committee shall be required.

9. Withdrawal. Any Municipality other than the Town of Sudbury as Lead Municipality, by a vote of its respective approving authority as set forth in G.L. c. 40, §4A, may withdraw from this Agreement with the provision of at least three (3) months prior written notice to the Lead Municipality.

The Town of Sudbury as Lead Municipality, by a vote of its Select Board, may withdraw from this Agreement upon the provision of at least three (3) months prior written notice to all of the participating Municipalities. , Prior to the expiration of said three month period, a new Lead Party shall thereafter be designated by the Committee, by a vote of the representatives of the remaining parties, not including Sudbury. Prior to the effective date of its withdrawal, Sudbury shall transfer all funds held pursuant to this Agreement to the new Lead Party as designated by the Committee.

Upon such withdrawal, the Program Manager shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the Committee, which shall authorize disbursement of any such funds to the withdrawing Municipality for payment within thirty (30) days thereafter.

10. Termination. This Agreement may be terminated by a vote of a majority of the Parties' representatives of the Committee, at a meeting of the Committee called for that purpose; provided the representative's vote has been authorized by the approving authority as set forth in G.L. c. 40, §4A. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the parties have agreed to an equitable allocation of all remaining costs, expenses and assets.
11. Conflict Resolution. The Steering Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality. Notwithstanding any resolution suggested by the Committee, the parties shall reserve all rights that shall have in law or in equity to enforce the terms of this Agreement or any disputes pertaining thereto.
12. Financial Safeguards. The Town of Sudbury as Lead Municipality shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities and hereto, and all contributions received from the Municipalities.
13. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.
14. Amendment. This Agreement may be amended only in writing pursuant to a vote by all Municipalities, duly authorized thereunto.
15. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
16. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.
17. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.



18. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below.

Town of Sudbury  
Town Manager  
278 Old Sudbury Road  
Sudbury, MA 01776

Town of Acton  
Town Manager  
472 Main Street  
Acton, MA 01720

Town of Bolton  
Town Administrator  
663 Main Street  
Bolton, MA 01740

Town of Carlisle  
Town Administrator  
66 Westford Street  
Carlisle, MA 01741

Town of Concord  
Town Manager  
PO Box 535  
Concord, MA 01742

Town of Lincoln  
Town Administrator  
16 Lincoln Road  
Lincoln, MA 01773

Town of Maynard  
Town Administrator  
195 Main Street  
Maynard, MA 01754

Town of Stow  
Town Administrator  
380 Great Road  
Stow, MA 01775

Town of Weston  
Town Manager  
PO Box 378  
Weston, MA 02493



19. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

**Exhibit A:** Proposal to Community Compact Cabinet Best Practices Program: MAGIC Communities' On-Demand Transportation Pilot – *Making the Connections*

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF SUDBURY SELECT BOARD:

\_\_\_\_\_  
Janie W. Dretler

\_\_\_\_\_  
Jennifer Roberts

\_\_\_\_\_  
Daniel E. Carty

\_\_\_\_\_  
Charles Russo

\_\_\_\_\_  
William Schineller

COMMONWEALTH OF MASSACHUSETTS

Middlesex County, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, personally appeared \_\_\_\_\_, and proved to me through satisfactory evidence of identification which was \_\_\_\_\_ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Town of Acton

Town of Bolton

Town of Carlisle

Town of Concord

Town of Lincoln

Town of Maynard

Town of Stow

Town of Weston

## EXHIBIT A

### Proposal to Community Compact Cabinet Best Practices Program: MAGIC Communities' On-Demand Transportation Pilot – *Making the Connections*

Municipal Designation: Town

City or Town Name: Sudbury

Contact: Alice Sapienza, DBA

Contact Phone: 978 443 2878

Contact Email: [alicesapienza@verizon.net](mailto:alicesapienza@verizon.net)

Compact Signatory: Robert Haarde

Signatory Title: Chair, Board of Selectmen

Best Practice Area #1: Age and Dementia Friendly Best Practice: “Develop policies and services to improve elder economic security and help people age in community, such as... transportation for non-drivers...”

Are you applying for this best practice with other communities? Yes

Why did you choose this best practice and what assistance would you need to accomplish this best practice?

#### **Why did you choose this best practice?**

In the Minuteman Advisory Group on Interlocal Coordination (MAGIC) region generally, between 11% and 27% of residents are 65 years of age or older; in 2030, this will jump to between 14% and 36%. Area Agencies on Aging (AAA) report the top unmet need is transportation for medical, social, recreational, and other requirements. According to Centers for Disease Control and Prevention (CDC) data: (1) 60% of adults 65 years and older report at least one basic action difficulty or complex activity limitation; (2) about 15% of adults report hearing trouble; and (3) about 9% of adults report vision trouble. Cognitive disability among seniors in our region averages 15%, and several towns are characterized as “vulnerable” according to the CDC’s Social Vulnerability indices for disability and transportation.

Studies of individual MAGIC towns underscore the urgency of transportation needs, such as the recently completed livable assessment of Sudbury:

- 42% of residents with a participation limitation reported they “had missed, canceled, or rescheduled a medical appointment due to lack of transportation.”
- Nearly half of residents 60+ are not satisfied with their “ability to get where they want to go.”
- When questioned in a public forum on results, the principal investigator answered that the town’s biggest need was “transportation.”

The town of Carlisle completed a community health needs assessment in 2017, with similar results:

- Almost 25% of Carlisle residents age 65 or older have a disability.

- More than 50% of those with a disability noted that they had problems with mobility.
- Nearly 50% of residents did not have a relative nearby to rely upon for help.
- More than 50% of survey respondents had concerns about the lack of transportation options.
- To improve transportation, the assessment recommended exploring pooling of resources and funding opportunities.

Data from recent community health assessments in the town of Acton illustrate the same challenges. The lack of access to transportation is a significant barrier to seniors and especially to the most vulnerable (including seniors), who experience limited access to food pantries and grocery stores; to employment opportunities; to medical services; and to social opportunities. More than 20% of Acton households earn less than \$50,000 per year, and nearly 25% of households qualify for state-aided housing. The three most critical needs facing veterans are financial stability, ability to manage money, and transportation, primarily to employment opportunities.

In addition, domestic violence reports in Acton and Boxborough are higher than in other area towns. Although victims benefit from a strong partnership between the police departments and the Domestic Violence Services Network (DVSN), victims lack transportation to jobs and to the court house; to legal and immigration assistance; and to secure housing

This application—*Making the Connections*—is submitted to the CCC by Acton, Bolton, Boxborough, Carlisle, Stow, and Sudbury, acting as lead municipality. We are focusing on seniors, people with disabilities, financially vulnerable residents, and veterans, with the objective of providing them with transportation services to health and community resources as well as economic opportunities. We chose this best practice, because we have more than adequate data to prove that transportation needs are urgent.

Recognizing the regional importance of the above transit needs, MAGIC towns voted in 2018 that Metropolitan Area Planning Council (MAPC) provide technical assistance to determine what types of on-demand transit might meet the needs of the communities, and provided up to \$10,000 from their common fund for this work. It should be emphasized that, in April 2018, all MAGIC towns were admitted to the AARP Age and Dementia Friendly Network and committed to focus initially on housing and transportation initiatives.

### **What assistance would you need to accomplish this best practice?**

A unique challenge this pilot seeks to address is transportation for non-drivers, who live in rural towns and “rural” areas of suburban communities. A new report from AARP stated: “Rural areas are aging at a faster rate than the general population; [and] older adults also disproportionately live in rural areas.... [Aging] in place can prove difficult in rural regions where spread-out geographies and a lack of public transportation make accessing needed supportive services and amenities difficult.”

Indeed, the above data illustrate that our target population is at risk of isolation, loss of work, reduced access to medical care, etc. Our pilot is thus designed to address the gaps and, simultaneously, to collect demand data that can help regional transit authorities provide effective and cost-efficient services in the future. By partnering with vehicle providers that utilize appropriate dispatch and operational software, the collaborating communities will finally be able to quantify such data as ride numbers, destinations, points of origin, time, etc. At the end of the pilot, we expect to identify potential hubs and fixed route services that regional transit authorities could serve economically and, at the same time, increase equity and inclusiveness as features of age and dementia friendly communities.

Using data from this pilot, we intend to (1) explore the future applicability of shared microtransit platforms to optimize transit programs and regional cooperation in the larger MAGIC subregion of the MAPC, and (2) ensure the sustainability and continuous improvement of regional transportation, particularly to our most needy residents. By adopting new and useful ride-hailing technologies in a three-RTA region, we overcome the hurdle of providing and funding inter-RTA transportation.

To accomplish our goals, we are seeking \$80,000 to support four major tasks:

Task 1. Coordination: The pilot will be governed by a steering committee composed of representatives from each participating community, as well as from Cross Town Connect. Regional transit authorities – including MetroWest RTA and Lowell RTA, which provide senior and fixed route public transit in portions of the area, and representatives from the Massachusetts Bay Transit Authority (MBTA), which provides commuter rail services in the area, will be invited to participate. MAPC will provide technical expertise. This committee will meet regularly and, at the start of the pilot, will:

- Identify “small win” options within and across towns addressing priority needs, pressing gaps, and key preferences.
- Determine target subgroups, geographic coverage, eligible pickup locations and destinations, days, hours, etc., and rider eligibility requirements.
- Develop policies, including interjurisdictional agreements among participating municipalities (likely in the forms of memoranda of agreements) and, with MAPC, determine clear roles among the agencies.
- Procure project manager to oversee daily operations of the pilot.
- Create a list of possible taxi, bus, livery and TNC providers and intersections with Council on Aging and RTA services (see Task 2).
- Describe same-day, door-to-door options in detail.
- Outline Plan/Do/Study/Act (PDSA) continuous quality improvement policies and processes for each option. This includes marketing and outreach plans to help spread the word of the new services.

Implementation of this pilot will help fill gaps in existing public transit services within the MAGIC subregion for weekday needs such as medical trips, employment, and social services, as well as connections to existing transit and paratransit services. Other gaps to be addressed are evening and weekend transportation needs. The steering committee will establish policies informing rules for trip eligibility, rider eligibility, geographic guidelines (eligible trip origins, destinations, etc.), time of day rules, and maximum trip lengths and subsidies. A major objective is to find ways to extend the reach of existing transit services (local shuttles, buses, and commuter rail), and particularly serve areas without transit service, and not switch transit trips to ride-hailing. Included in this goal is the provision of a sizable proportion of shared rides, to be determined by the steering committee and embedded in emerging policies and procedures.

Implementation will include coordination with area RTAs and Councils on Aging and surveys of pilot participants, to ensure the program provides additional coverage and does not shift riders from existing services. As needed, the pilot will always be subject to modification of implementation policies and practices, to ensure it meets program goals.

Task 2. Procurement: After the goals, policies, metrics, and geography have been established, a request for proposals will be developed and opened to transportation and technology providers, to populate the pilot program. The procurement process will include a requirement for one or more of the vendors to provide wheelchair accessible vehicles, ensuring that persons with disabilities have service. The procurement process will also require the provision of multiple modes of requesting services (e.g., smart device app, internet, telephone, walk-up), including possible concierge service, in which a local organization takes care of securing rides for individuals who require that level of assistance. The steering committee will provide input into the procurement process and members will be involved in the selection process of the preferred vendor. MAPC will provide technical assistance in the procurement process and in best policies and best practices on contracting terms.

Simultaneous with procurement, the steering committee (in whole or in designated part) will:

- Explore voucher, gift certificate, bundling options, sponsorships, etc., to support rides and help ensure future sustainability in the towns.
- Compile, from stakeholder management activities, likely demands or opposition; assess, craft responsive strategies; assign implementation responsibility.
- Assign PDSA oversight responsibility for options. This will entail continuous STUDY of real time outcomes using established measures and modifying parameters as needed (ACT), to improve.
- Craft policies to assure continuity and effectiveness of documentation and communications.

Task 3. Implementation of Pilot and Monitoring of Progress: As noted above, a Plan/Do/Study /Act process of continuous improvement will assure real-time effectiveness and efficiency. Be-

cause of the latter process, data sharing on rides, including origins and destinations, time of day, trip types, and costs are important components, and a data sharing agreement will be a key portion of the contract with the vendor. Given the importance of the customer in transit endeavors, rider surveys and other forms of feedback will be instituted. MAPC will provide additional technical support on the data analysis and rider surveys, along with steering committee members with quality improvement expertise.

Task 4. Pilot Assessment and Development of Future Initiatives: At the end of the pilot, the steering committee will review data from all PDSA documentation, provide summary analytics, and compile lessons learned. The data on trip demands will be a critical input to developing future initiatives that will close gaps for regional residents by improving the effectiveness and efficiency of (1) existing Cross Town Connect services, (2) CoA senior transportation, and (3) RTA services, likely in the form of a future microtransit initiative and revised ride-hailing partnerships.

As noted above, MAPC will provide technical assistance and will provide required staff time using its existing resources. Specific new expenditures required for this pilot are the following (total: \$80,000):

- Project manager (part time), to manage initiative tasks and subtasks, reporting to the steering committee. Because this is a multi-jurisdictional pilot, it is vital to have one individual identified as responsible for day-to-day operations. This individual will work with the steering committee as a whole and with each individual participating municipality on rider and trip eligibility, cost sharing arrangements, and provide assistance in booking trips and monitoring the data to ensure the pilot is meeting its goals. The eligible project manager will be an individual with municipal and transportation operations expertise. While this individual will likely be a municipal employee or contractor with one of the participating municipalities, we expect this individual will have several temporary spaces from which to work and travel among the towns. *Cost: \$45,000, to cover labor and travel expenses.*
- Marketing and outreach staff for the towns. In these rural communities, many of the proposed transportation services are new. To ensure effectiveness of the pilot, research shows that communication, advocacy, and customer support are vital. Although printed materials and social media will be an important component, we propose having individuals who know and understand riders and can provide help as needed to serve as community advocates. Some advocates may live in affordable developments in the towns; others may be retired seniors active in their communities. They can help book trips, coordinate with the vendors, and (under supervision of the project manager) compile customer input for the steering committee. *Cost: \$15,000 to support part time labor, plus travel, printing, and other direct costs.*



- Matching subsidies. The towns involved in the pilot are expected to seek their own subsidies in the form of donations, mitigation funds, Community Health Needs Assessment funds, etc. However, as experience is gained in the implementation, additional funds may be necessary. We have prepared estimates of ride-hail ride costs (based on the CAR experience) and weekly numbers of rides, based on several subsidy assumptions. *Cost: \$20,000 to supplement town subsidy funds.*

Additional details for this application may be found in the following document: “E&R grant exhibit 1”



# **Disposition of Surplus Goods and Equipment**

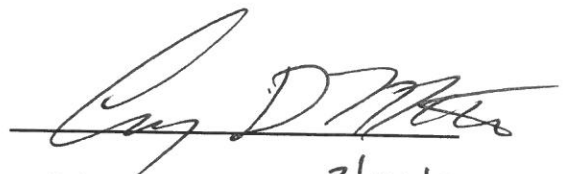
March 25, 2021

To: Honorable Town of Stow Select Board,

This packet is for your consideration/vote to declare the listed items in this packet for Disposition of Surplus Goods and Equipment Valued at less than \$10,000 at your earliest convenience, so we may proceed to the next phase in the process.

Custodian Geoff Beharrell was authorized by me, Craig Martin, P.E., to organize and prepare this packet and all aspects of these items, per the Town of Stow Disposition Policy , adopted 10/27/2020.

Thank You,

A handwritten signature in black ink, appearing to read "Craig D. Martin", written over a horizontal line.

Craig Martin, P.E. Building Facilities Director.

3/26/21



# Town of Stow

## *Disposition Policy*

### Disposition of Surplus Goods and Equipment Valued at Less than \$10,000

1. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request that the Board of Selectmen authorize the disposition of such surplus goods and equipment. Then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, or C.
  - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  - B. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
  - C. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
2. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment, the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Board of Selectmen, and then may be disposed of in conformance with procedures of Massachusetts General Law Chapter 30B.

Town of Stow, Disposition of Surplus Goods & Equipment Valued at  
 Less than \$10,000.

| Description                 | Model           | Serial #               | Department |
|-----------------------------|-----------------|------------------------|------------|
| 1) Lenovo Desktop           | ThinkCentre M83 | MG00FRQ3               | Police.    |
| 2) Dell Desktop             | D12M            | 4TBQSW1                | Police.    |
| 3) Dell Desktop             | D12M            | HW98PS1                | Police.    |
| 4) Dell Desktop             | DCSM            | 8NYXGC1                | Police.    |
| 5) Dell Color Printer       | C1660W          | 898E6649               | Police.    |
| 6) HP Officejet All in one  | 6110            | MY3BFH768J             | Police.    |
| 7) Panasonic Toughbook      | CF-31           | 1K TSA28688            | Police.    |
| 8) Panasonic Toughbook      | CF-31           | 1J TSA25730            | Police.    |
| 9) Panasonic Toughbook      | CF-31           | 2GTYA80808             | Police.    |
| 10) Panasonic Toughbook     | CF-31           | 1DKYB63450             | Police.    |
| 11) Brother Intelefax 4100e | FAX4100E        | U61639L7J736987        | Police.    |
| 12) Dell Desktop            | DCNE            | CWJ5JG1                | Police.    |
| 13) Linksys 5 Port Router   | EFAH05W         | RA13045000635          | Police.    |
| 14) Asante 5 Port Router    | FH305           | 051D502                | Police.    |
| 15) HP Pavilion Monitor     | F1703           | MYAHQ0B020             | Police.    |
| 16) HP Pavilion Monitor     | F1703           | CNCHROC672             | Police.    |
| 17) HP Monitor              | 1502            | CNC4221J56             | Police.    |
| 18) Dell Monitor            | E193FPc         | CN0G84326418057F13CS   | Police.    |
| 19) Acer LCD Monitor        | AL1717 F        | ETL7208207808245CB427C | Police.    |
| 20) Compaq Monitor          | S7500           | 226CP76PG75            | Police.    |
| 21) Dell Monitor            | E771p           | MX0419TG478011ABH05Y   | Police.    |
| 22) Emerson 19in TV/VCR     | VT1922          | 451-41009103           | Police.    |
| 23) Compaq Monitor          | S7500           | 226CP76PG630           | Police.    |

|  |                      |                      |               |
|--|----------------------|----------------------|---------------|
| 24) Dell Monitor                                   | E771p                | MX0419TG478011ABH05F | Police.       |
| 25) Compaq Monitor                                 | S7500                | 226CP76PF769         | Police.       |
| 26) Compaq Server                                  | Agency Series ES1017 | D232FRT1D014         | Police.       |
| 27) Compaq Monitor                                 | S720                 | 144CP43AB175         | Police.       |
| 28) Dell Monitor                                   | E173FPc              | CN0F503564180CB1BVS  | Police.       |
| 29) HP Monitor 1530                                | PE1235               | CNP422BL7W           | Police.       |
| 30) Dell Server                                    | ECM01                | JR1F4F1              | Police.       |
| 31) Ativa Shredder                                 | 391S                 | 310145852            | Police.       |
| 32) Belkin Omniview Pro3                           | F1DA108Z             | 0920000027           | Police.       |
| 33) Box of Computer cables/adapters/mouse          |                      |                      | Police.       |
| 34) Box of 7 various keyboards                     |                      |                      | Police.       |
| 35) Staples Monitor                                | SP7106               | 9046CVA001047        | COA.          |
| 36) 33 Wooden chairs w/fabric padding              |                      |                      | Selectboard.  |
| 37) KonicaMinolta Copier                           | bizhub250            | FK-50306104812N      | Fire.         |
| 38) 4 HP ink cartridges                            | #311A                | for copier           | Fire.         |
| 39) 6 Felt panel Art boards w/hardware             |                      |                      | Library.      |
| 40) 2 -60x30 metal tables with formica top         |                      |                      | TA office.    |
| 41) 2 draw fireproof file cabinet on castors       |                      |                      | Treasurer.    |
| 42) 28 foldable voting booths in various condition |                      |                      | Town Clerk.   |
| 43) Broad Air AC compressor                        | BC36-14D241G-28S1RB  |                      | Facilities.   |
| 44) RUUD 40 gallon gas hot water heater            | PROG40S-40N RU62     |                      | Facilities.   |
| 45) Brother Electric Typewriter                    | ML300                | E7K269445            | Conservation. |
| 46) 11 Foot Plow 1999                              | ?                    | JB009                | Highway.      |
| 47) 4 ink cartridge boxes HP 95, color/black       |                      |                      | Health.       |

Town of Stow, Disposition of Surplus Goods & Equipment  
Valued at Over \$10,000.

| Description  | Model            | Serial # | Department |
|--|------------------|----------|------------|
| 1) 1941 Buffalo Springfield Pressure Cylinder Scarifier* |                  |          | Highway    |
|  | Shop Number 4410 |          |            |

\* Need to follow Massachusetts General Law Chapter 30B on this unit since it's most likely valued over \$10,000. Will not be sold on Municibids at this time with other items, but needs to be voted as surplus to begin the process. The value of this is all over the place as it's a collectable machine. Comparable functioning machines are selling for over \$24,000, so need more research to determine value before offering to public.

# **Town Meeting Discussion**

## TOWN MEETING DISCUSSION

What time do you want TM to begin?

What set-up do you want there to be?

- Recommendation to keep it the same as last year with both an indoor and outdoor component

## CONSENT CALENDAR

What items should be included?

(See current list and suggested additions)



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# **FY2022 Budget Discussion**



*Town of Stow*  
*Office of the*  
*Town Administrator*

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

*Denise M. Dembkoski*  
*Town Administrator*  
[townadministrator@stow-ma.gov](mailto:townadministrator@stow-ma.gov)

To: Select Board, Finance Committee, and Stow Residents

From: Denise M. Dembkoski, Town Administrator

Re: FY22 Budget Recommendations

Date: April 6, 2021

The Fiscal Year 2022 (FY22) Operating Budget process provided an opportunity for management to undertake an honest assessment of town functions to determine what is working and what changes are necessary. Some of the recommended changes contained within this memorandum will have cost implications for the FY22 budget. With that said, it is important to note that staffing needs in some departments have not kept up with the Town's operational needs or staffing levels within peer communities. The choices that are outlined within this memorandum are the accumulation of years of conservative budgeting, which while assisting the town in limiting our expenditure outlay and increased our Unused Levy Capacity to \$2.4M, has created other operational issues within the Town. Regardless of the decisions made for FY22, the staffing issues outlined within this memorandum will need to eventually be addressed to provide employees and residents with quality resources.

In this proposed budget, there are three new staff positions being recommended. The first is an Assistant Town Administrator/HR Director. I know the criticism will be that I was just hired and already looking for an assistant. Well, that is somewhat true. I knew on my first day that Human Resources was severely lacking in Stow and there would need to be a dedicated effort to bring us up to standards in policies, compliance, and training. While I've made some progress over the last seven months, there is so much more than needs to be done and really needs someone dedicating the majority of their time on it. Another criticism I have heard is "why are you calling it an Assistant Town Administrator? Why not just an HR Director?" That is also a very valid point. Calling the position an Asst. TA gives me some flexibility if there are projects or meetings I would need this person to assist with. The salary range in the budget is that of an HR Director, and not a true Asst. TA. Additionally, using the Asst. TA title should open up the potential candidates to a wider pool.

The added expense for this proposed position is \$75,667; however, I believe the net impact will be much less. Over the last several years there have been a number of personnel issues that were not dealt with in an expeditious fashion and cost the town a significant amount of money in terms of unearned salary, medical costs, training, and unemployment. Also, having someone provide regular training will help avoid injuries, lawsuits, and employee turnover.



The second position I am proposing is a laborer for the Highway Department. This position will share their time between the highway and cemetery. This will be the first step in the process of fully consolidating the Cemetery & Highway Department to create a Department of Public Works. With the goal of having that ready to go for Fiscal Year 2023. The cost of this position is \$44,557.92 and again, the net impact will be less than that, as we will be able to do more in-house, including road work, snow plowing, and cemetery maintenance.

The final new position being proposed is a librarian for the Library. We are currently have only 1 full-time employee (Director) and 5 part-time employees. This part-time librarian will focus on Circulation and Technical Services and will allow a reorganization of other staff to cover Reference and Outreach. I believe this position is imperative for us to stay on par with other libraries in our area and of the same demographics. The cost of this position is \$20,068.16.

In the Fire Department, I am supporting an increase to call wages for Lieutenants. This increase will be utilized to compensate the On-Call Lieutenants for one hour during their overnight shift. This will increase accountability and require the On-Call Lieutenant to report to the station at the beginning of the overnight shift to perform the standard administrative duties that have been lacking during this shift. Our Fire Department is remarkably efficient and this minimal increase of \$15,086 will allow us to continue offering 24/7 response with more accountability and oversight.

I am also proposing an increase to the Snow & Ice Budget. The Town has budgeted \$165,000 for the last five fiscal years. Over that same period of time, the average expense for this budget has been \$216,635. Snow & Ice is an account that can be deficit spent and funds can be made up with available funds or through the Tax Levy. My position is, just because we CAN deficit spend, does not mean we should not be fiscally responsible and budget better so we are not trying to find \$40k-\$50 additional a year. Salaries and expenses increase every year, so it is only prudent to revisit this budget every 3-5 years to bring it more in line with spending. I am recommending we increase this budget to \$200,000 at this time. Cost of this recommendation is \$35,000.

The Board of Health has been reconfigured to budget for the expenditures properly. The monies for the public health nurse had been funded through an article, but really should be a budgeted expense, so they have been moved there. Additionally, expenses have been historically included under the salary line items, so there are adjustments made to rectify that situation. The net increase to this department is only a 1.7% increase.

Other notable changes in the operating budget are the following:

- Board of Appeals – 4 additional hours per week for the Board Secretary for a cost of \$5,661.
- Municipal Building – Additional cost for dehumidifier at Pompo and rising cost of electric bills – increase of \$12,000
- Highway/Cemetery – additional funds for part-time/seasonal grounds work – cost of \$7,950
- Recreation – With the revolving fund almost entirely depleted during COVID, funds have been added to cover some staff wages until the revolving account can be replenished and again cover these expenses. Cost of \$11,065

As stated in my opening paragraph, these deficiencies need to be addressed. If not for Fiscal 2022, they will come up again in 2023. I am recommending favorable action on these requests, while we have the funding in a year with a decreased NRSD school assessment. Please know, I scrutinize every budget request to determine if it is something we need, if it is something we can afford, and if it is sustainable. I firmly believe the increases, proposed in this budget are warranted and will enhance the service we provide to the residents and employees.

Even with these recommended changes, this budget is only up 2.14% over FY21. I welcome an opportunity to discuss my proposed budget and look forward to a productive Fiscal 2022.

TOWN OF STOW  
2021 ANNUAL TOWN MEETING  
FY22 BUDGET REQUEST REPORT - FINAL

Date: 4/8/2021

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|  | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET<br>REQUESTED | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|--|----------------------------|--|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>INCOME USED FOR OPERATIONS</b>          |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| PROPERTY TAX                               | 28,924,175.32              | 32,389,679.00                              | 11.98%                          | 32,289,679.00   | 11.64%                          | 32,158,072.00  | 11.18%                          | 32,158,321.00              | 11.18%                          |
| STATE AID                                  | 509,755.00                 | 495,556.00                                 | -2.79%                          | 495,556.00  | -2.79%                          | 495,556.00   | -2.79%                          | 495,556.00                 | -2.79%                          |
| STATE AID - SCHOOL BUILDING ASSISTANCE     | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| LOCAL RECEIPTS                             | 1,645,000.00               | 1,632,000.00                               | -0.79%                          | 1,632,000.00  | -0.79%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| TRANSFER FROM OTHER FUNDS                  | 260,426.54                 | 232,926.54                                 | -10.56%                         | 255,305.50  | -1.97%                          | (0.02)   | -100.00%                        | 0.00                       | -100.00%                        |
| FREE CASH                                  | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| STABILIZATION FUND                         | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| OVERLAY SURPLUS FUNDS                      | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| CARRYOVER ARTICLES                         | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| <b>INCOME USED FOR CAPITAL OUTLAYS</b>     |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| PROPERTY TAX                               | 255,000.00                 | 255,000.00                                 | 0.00%                           | 255,000.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| FREE CASH FOR OPEB                         | 440,835.00                 | 958,619.00                                 | 117.46%                         | 883,419.00  | 100.40%                         | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| FREE CASH - FOR CAPITAL ARTICLES           | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| OVERLAY SURPLUS FUNDS FOR OPEB             | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| OVERLAY SURPLUS FUNDS FOR CAPITAL ARTICLES | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| FREE CASH FOR STABILIZATION                | 0.00                       | 200,000.00                                 | 100.00%                         | 200,000.00  | 100.00%                         | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| CARRYOVER ARTICLES                         | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| BORROW                                     | 0.00                       | 0.00                                       | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| <b>TOTAL INCOME</b>                        | <b>32,015,189.86</b>       | <b>36,143,780.54</b>                       | <b>12.90%</b>                   | <b>35,990,959.50</b>                                    | <b>12.42%</b>                   | <b>32,653,627.98</b>                                   | <b>1.99%</b>                    | <b>32,653,877.00</b>       | <b>1.99%</b>                    |
| <b>EXPENDITURES</b>                        |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| GENERAL MUNICIPAL BUDGET TOTAL             | 7,386,040.00               | 7,781,141.02                               | 5.35%                           | 7,785,191.00  | 5.40%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| NASHOBA REG SCH DIST ASSESSMENT            | 18,135,162.00              | 18,059,890.00                              | -0.42%                          | 18,059,890.00   | -0.42%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| MINUTEMAN VOC TECH ASSESSMENT              | 1,286,083.00               | 1,580,804.00                               | 22.92%                          | 1,580,804.00  | 22.92%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| DEBT SERVICE                               | 2,090,560.00               | 2,090,130.00                               | -0.02%                          | 2,090,130.00  | -0.02%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| SPECIAL ARTICLES- RAISE & APPROPRIATE      | 600,675.00                 | 734,975.00                                 | 22.36%                          | 732,500.00  | 21.95%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| SPECIAL ARTICLES - APPROPRIATE & TRANSFER  | 465,426.54                 | 466,966.90                                 | 0.33%                           | 690,305.50  | 48.32%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| CAPITAL ARTICLES                           | 660,855.00                 | 958,619.00                                 | 45.06%                          | 883,419.00  | 33.68%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| TAX RECAP ITEMS                            | 1,390,408.32               | 1,439,100.00                               | 3.50%                           | 1,441,347.00  | 3.66%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>TOTAL EXPENDITURES</b>                  | <b>32,015,189.86</b>       | <b>33,111,625.92</b>                       | <b>3.42%</b>                    | <b>33,263,586.50</b>                                    | <b>3.90%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>BUDGET SURPLUS (DEFICIT)</b>            | <b>0.00</b>                | <b>3,032,154.62</b>                        | <b>100.00%</b>                  | <b>2,727,373.00</b>                                     | <b>100.00%</b>                  | <b>32,653,627.98</b>                                   | <b>100.00%</b>                  | <b>32,653,877.00</b>       | <b>100.00%</b>                  |

TOWN OF STOW  
2021 ANNUAL TOWN MEETING  
FY22 BUDGET REQUEST REPORT - FINAL

|  | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|--|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>PROPERTY TAX REVENUES</b>                         |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| PROP 2 1/2 LEVY LIMIT                                | 27,908,186.00              | 28,945,474.00                 | 3.72%                           | 28,945,474.00   | 3.72%                           | 28,945,474.00  | 3.72%                           | 28,945,474.00              | 3.72%                           |
| AMENDED NEW GROWTH                                   | 243.00                     |                               | -100.00%                        |   | -100.00%                        |  | -100.00%                        | 243.00                     | 0.00%                           |
| 2.5% INCREASE  | 697,711.00                 | 723,637.00                    | 3.72%                           | 723,637.00  | 3.72%                           | 723,637.00   | 3.72%                           | 723,637.00                 | 3.72%                           |
| NEW GROWTH   | 339,334.00                 | 250,000.00                    | -26.33%                         | 150,000.00  | -55.80%                         |  | -100.00%                        |                            | -100.00%                        |
| OVERRIDE   | 0.00                       |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| <b>PROP 2 1/2 LEVY LIMIT</b>                         | <b>28,945,474.00</b>       | <b>29,919,111.00</b>          | <b>3.36%</b>                    | <b>29,919,111.00</b>                                    | <b>3.02%</b>                    | <b>29,669,111.00</b>                                   | <b>2.50%</b>                    | <b>29,669,111.00</b>       | <b>2.50%</b>                    |
| <b>ADD: DEBT EXCLUSIONS</b>                          |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| DEBT EXCLUSION - NRSD MINUTEMAN                      | 1,958,656.00               | 1,926,484.00                  | -1.64%                          | 1,926,484.00  | -1.64%                          | 1,944,877.00   | -0.70%                          | 1,944,877.00               | -0.70%                          |
|  | 439,588.00                 | 544,084.00                    | 23.77%                          | 544,084.00  | 23.77%                          | 544,084.00   | 23.77%                          | 544,084.00                 | 23.77%                          |
| <b>MAXIMUM ALLOWABLE</b>                             | <b>31,343,718.00</b>       | <b>32,389,679.00</b>          | <b>3.34%</b>                    | <b>32,389,679.00</b>                                    | <b>3.02%</b>                    | <b>32,158,072.00</b>                                   | <b>2.60%</b>                    | <b>32,158,321.00</b>       | <b>2.60%</b>                    |
| DEDUCT: UNUSED LEVY CAPACITY                         | (2,419,544.68)             |                               | -100.00%                        |   | -100.00%                        |  | -100.00%                        |                            | -100.00%                        |
| <b>TAX LEVY RAISED</b>                               | <b>28,924,173.32</b>       | <b>32,389,679.00</b>          | <b>11.98%</b>                   | <b>32,389,679.00</b>                                    | <b>11.64%</b>                   | <b>32,158,072.00</b>                                   | <b>11.18%</b>                   | <b>32,158,321.00</b>       | <b>11.18%</b>                   |
| <b>PROPERTY TAX USED FOR CAPITAL OUTLAY</b>          | <b>0.00</b>                | <b>0.00</b>                   | <b>0.00%</b>                    | <b>0.00</b>   | <b>0.00%</b>                    | <b>0.00</b>  | <b>0.00%</b>                    | <b>0.00</b>                | <b>0.00%</b>                    |
| <b>PROPERTY TAX USED FOR OPERATIONS</b>              | <b>28,924,173.32</b>       | <b>32,389,679.00</b>          | <b>11.98%</b>                   | <b>32,389,679.00</b>                                    | <b>11.64%</b>                   | <b>32,158,072.00</b>                                   | <b>11.18%</b>                   | <b>32,158,321.00</b>       | <b>11.18%</b>                   |
| <b>STATE AID</b>                                     |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| LOSS TAXES - STATE OWNED LAND                        | 0.00                       |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| LOSS TAXES - VETS. BLIND. SURVIVING SPOUSE & ELDERLY | 13,091.00                  | 10,561.00                     | -19.33%                         | 10,561.00   | -19.33%                         | 10,561.00  | -19.33%                         | 10,561.00                  | -19.33%                         |
| CHAPTER 70   | 2,668.00                   | 2,736.00                      | 2.55%                           | 2,736.00  | 2.55%                           | 2,736.00   | 2.55%                           | 2,736.00                   | 2.55%                           |
| UNRESTRICTED GENERAL GOVERNMENT AID                  | 447,024.00                 | 462,670.00                    | 3.50%                           | 462,670.00  | 3.50%                           | 462,670.00   | 3.50%                           | 462,670.00                 | 3.50%                           |
| ADDITIONAL LOCAL AID                                 | 0.00                       |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| STATE AID HIGHWAY FUND CH. 81                        | 0.00                       |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| MUNICIPAL STABILIZATION AID                          | 0.00                       |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| VETERANS BENEFITS                                    | 46,972.00                  | 19,589.00                     | -58.30%                         | 19,589.00   | -58.30%                         | 19,589.00  | -58.30%                         | 19,589.00                  | -58.30%                         |
| PUBLIC LIBRARIES                                     | 9,207.00                   | 11,048.00                     | 20.00%                          | 11,048.00   | 20.00%                          | 11,048.00  | 20.00%                          | 11,048.00                  | 20.00%                          |
| <b>GROSS STATE AID</b>                               | <b>518,962.00</b>          | <b>506,604.00</b>             | <b>-2.38%</b>                   | <b>506,604.00</b>                                       | <b>-2.38%</b>                   | <b>506,604.00</b>                                      | <b>-2.38%</b>                   | <b>506,604.00</b>          | <b>-2.38%</b>                   |
| DEDUCT: CHERRY SHEET OFFSETS                         | (9,207.00)                 | (11,048.00)                   | 20.00%                          | (11,048.00)   | 20.00%                          | (11,048.00)  | 20.00%                          | (11,048.00)                | 20.00%                          |
| <b>NET STATE AID</b>                                 | <b>509,755.00</b>          | <b>495,556.00</b>             | <b>-2.79%</b>                   | <b>495,556.00</b>                                       | <b>-2.79%</b>                   | <b>495,556.00</b>                                      | <b>-2.79%</b>                   | <b>495,556.00</b>          | <b>-2.79%</b>                   |



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|   | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|---|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| STATE AID - SCHOOL BUILDING ASSISTANCE  | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| LOCAL RECEIPTS                          |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| MOTOR VEHICLE EXCISE REV                | 1,050,000.00               | 1,050,000.00                  | 0.00%                           | 1,050,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| OTHER EXCISE                            | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| PENALTY & INT ON TAX & EXCISE           | 40,000.00                  | 40,000.00                     | 0.00%                           | 40,000.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| PAYMENT IN LIEU OF TAXES                | 125,000.00                 | 125,000.00                    | 0.00%                           | 125,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| CHARGES FOR SERVICES - AMBULANCE FEES   | 200,000.00                 | 200,000.00                    | 0.00%                           | 200,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| FEES                                    | 65,000.00                  | 65,000.00                     | 0.00%                           | 65,000.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| RENTALS                                 | 100.00                     | 100.00                        | 0.00%                           | 100.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| DEPT REVENUE - LIBRARY                  | 2,400.00                   | 2,400.00                      | 0.00%                           | 2,400.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| DEPT REVENUE - CEMETERY                 | 9,000.00                   | 9,000.00                      | 0.00%                           | 9,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| DEPT REVENUE - OTHER                    | 5,000.00                   | 5,000.00                      | 0.00%                           | 5,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| LICENSES AND PERMITS                    | 100,000.00                 | 100,000.00                    | 0.00%                           | 100,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| FINES                                   | 5,500.00                   | 5,500.00                      | 0.00%                           | 5,500.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| INTEREST ON EARNINGS                    | 43,000.00                  | 30,000.00                     | -30.23%                         | 30,000.00   | -30.23%                         |  | -100.00%                        |                            | -100.00%                        |
| SUPPLEMENTAL TAXES                      | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| ROLLBACK TAXES                          | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| MISCELLANEOUS NON-RECURRING             | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| TOTAL LOCAL RECEIPTS                    | 1,645,000.00               | 1,632,000.00                  | -0.79%                          | 1,632,000.00  | -0.79%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| TRANSFER FROM OTHER FUNDS               |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| PEG ACCESS AND CABLE RELATED FUND       | 160,941.50                 | 160,941.50                    | 0.00%                           | 183,063.00  | 13.75%                          |  | -100.00%                        |                            | -100.00%                        |
| COMMUNITY PRESERVATION COMMITTEE        | 37,500.00                  | 40,000.00                     | 6.67%                           | 40,000.00   | 6.67%                           |  | -100.00%                        |                            | -100.00%                        |
| WETLANDS PROTECTION FUND                | 2,334.50                   | 2,334.50                      | 0.00%                           | 3,627.50  | 55.39%                          |  | -100.00%                        |                            | -100.00%                        |
| CONSERVATION LAND MAINTENANCE           | 2,355.00                   | 2,355.00                      | 0.00%                           | 3,615.00  | 53.50%                          |  | -100.00%                        |                            | -100.00%                        |
| RE-APPROPRIATE UNEXPENDED CAPITAL FUNDS | 30,000.00                  | 27,295.74                     | -9.01%                          | 25,000.00   | -17.00%                         |  | -100.00%                        |                            | -100.00%                        |
| SALE OF CEMETERY LOTS                   | 27,295.74                  | 27,295.74                     | 0.00%                           | 25,000.00   | -8.41%                          |  | -100.00%                        |                            | -100.00%                        |
| TOTAL TRANSFER FROM OTHER FUNDS         | 260,426.54                 | 252,926.54                    | -2.88%                          | 255,305.50  | -1.97%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| FREE CASH USED FOR OPERATIONS           |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| HOUSING MANAGEMENT SERVICES             | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| FREE CASH FOR FY21 DEFICITS             | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| FREE CASH - TO REDUCE TAX RATE          | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| FREE CASH - FOR SNOW AND ICE ACCOUNT    | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| TOTAL FREE CASH USED FOR OPERATIONS     | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |

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|  | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|--|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>FREE CASH USED</b>                          |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| OPEB TRUST FUND                                | 235,000.00                 | 235,000.00                    | 0.00%                           | 235,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| STABILIZATION                                  | 0.00                       | 200,000.00                    | 100.00%                         | 200,000.00  | 100.00%                         |  | 0.00%                           |                            | 0.00%                           |
| OTHER CAPITAL                                  | 440,835.00                 | 958,619.00                    | 117.46%                         | 958,619.00  | 117.46%                         |  | 0.00%                           |                            | 0.00%                           |
| <b>TOTAL FREE CASH USED FOR OPERATIONS</b>     | <b>675,835.00</b>          | <b>1,393,619.00</b>           | <b>106.21%</b>                  | <b>1,393,619.00</b>                                     | <b>106.21%</b>                  | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>GENERAL BUDGET EXPENDITURES</b>             |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>GENERAL GOVERNMENT</b>                      |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>MODERATOR</b>                               |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| MODERATOR'S SALARY                             | 45.00                      | 45.00                         | 0.00%                           | 45.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| MODERATOR'S EXPENSES                           | 46.00                      | 46.00                         | 0.00%                           | 46.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| MODERATOR EXPENSES                             | 91.00                      | 91.00                         | 0.00%                           | 91.00   | 0.00%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>TOWN ADMINISTRATOR</b>                      |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| SELECTMEN'S OFFICE WAGES                       | 91,338.00                  | 81,454.00                     | -10.82%                         | 81,454.00   | -10.82%                         |  | -100.00%                        |                            | -100.00%                        |
| SELECTMEN'S OFFICE EXPENSES                    | 12,100.00                  | 11,980.00                     | -0.99%                          | 11,980.00   | -0.99%                          |  | -100.00%                        |                            | -100.00%                        |
| TOWN ADMINISTRATOR SALARY                      | 147,411.00                 | 145,950.00                    | -0.99%                          | 145,950.00  | -0.99%                          |  | -100.00%                        |                            | -100.00%                        |
| ASSISTANT TOWN ADMINISTRATOR/HR DIRECTOR WAGES | 9,335.00                   | 85,000.00                     | 810.75%                         | 85,000.00   | 810.75%                         |  | -100.00%                        |                            | -100.00%                        |
| TOWN ADMINISTRATOR EXPENSES                    | 5,500.00                   | 11,250.00                     | 104.55%                         | 11,250.00   | 104.55%                         |  | -100.00%                        |                            | -100.00%                        |
| <b>TOWN ADMINISTRATOR TOTAL</b>                | <b>265,682.00</b>          | <b>335,634.00</b>             | <b>26.33%</b>                   | <b>335,634.00</b>                                       | <b>26.33%</b>                   | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>FINANCE COMMITTEE</b>                       |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| FINANCE COMMITTEE WAGES                        | 4,544.00                   | 4,657.00                      | 2.49%                           | 4,657.00  | 2.49%                           |  | -100.00%                        |                            | -100.00%                        |
| RESERVE FUND                                   | 80,000.00                  | 80,000.00                     | 0.00%                           | 80,000.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| FINANCE COMMITTEE EXPENSES                     | 1,600.00                   | 1,600.00                      | 0.00%                           | 1,600.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>FINANCE COMMITTEE TOTAL</b>                 | <b>86,144.00</b>           | <b>86,257.00</b>              | <b>0.13%</b>                    | <b>86,257.00</b>  | <b>0.13%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOWN ACCOUNTANT</b>                         |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| ACCOUNTANT'S SALARY                            | 66,000.00                  | 67,650.00                     | 2.50%                           | 67,650.00   | 2.50%                           |  | -100.00%                        |                            | -100.00%                        |
| ACCOUNTANT'S OFFICE WAGES                      | 400.00                     | 450.00                        | 12.50%                          | 450.00  | 12.50%                          |  | -100.00%                        |                            | -100.00%                        |
| ACCOUNTANT'S EXPENSES                          | 2,125.00                   | 2,125.00                      | 0.00%                           | 2,125.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>TOWN ACCOUNTANT TOTAL</b>                   | <b>68,525.00</b>           | <b>70,225.00</b>              | <b>2.48%</b>                    | <b>70,225.00</b>  | <b>2.48%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |

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|                                      | FY 2021<br>VOTED<br>BUDGET | 2021 AIM<br>FY 2022<br>BUDGET<br>REQUESTED | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|--------------------------------------|----------------------------|--|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>ASSESSORS</b>                     |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| PRINCIPAL ASSESSOR WAGES             | 76,652.00                  | 80,779.00                                  | 5.38%                           | 80,779.00   | 5.38%                           |  |                                 |                            | -100.00%                        |
| ASSESSORS' CLERICAL WAGES            | 75,781.00                  | 80,090.60                                  | 5.69%                           | 80,091.00   | 5.69%                           |  |                                 |                            | -100.00%                        |
| ASSESSORS' EXPENSES                  | 10,700.00                  | 8,200.00                                   | -23.36%                         | 8,200.00  | -23.36%                         |  |                                 |                            | -100.00%                        |
| <b>ASSESSORS' TOTAL</b>              | 163,133.00                 | 169,069.60                                 | 3.64%                           | 169,070.00  | 3.64%                           | 0.00   | 0.00                            | 0.00                       | -100.00%                        |
| <b>TREASURER-COLLECTOR</b>           |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| TREASURER-COLLECTOR SALARY           | 76,794.00                  | 78,714.00                                  | 2.50%                           | 78,714.00   | 2.50%                           |  |                                 |                            | -100.00%                        |
| TREAS-COLLECTOR CLERICAL WAGES       | 89,000.00                  | 88,501.00                                  | -0.56%                          | 88,501.00   | -0.56%                          |  |                                 |                            | -100.00%                        |
| TREASURER-COLLECTOR EXPENSES         | 45,054.00                  | 49,174.00                                  | 9.14%                           | 49,174.00   | 9.14%                           |  |                                 |                            | -100.00%                        |
| <b>TREASURER-COLLECTOR TOTAL</b>     | 210,848.00                 | 216,389.00                                 | 2.63%                           | 216,389.00  | 2.63%                           | 0.00   | 0.00                            | 0.00                       | -100.00%                        |
| <b>INFORMATION TECHNOLOGY</b>        |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| IT WAGES                             | 41,539.00                  | 42,419.00                                  | 2.12%                           | 42,578.00   | 2.50%                           |  |                                 |                            | -100.00%                        |
| IT EXPENSES                          | 171,000.00                 | 177,540.00                                 | 3.82%                           | 172,540.00  | 0.90%                           |  |                                 |                            | -100.00%                        |
| <b>IT TOTAL</b>                      | 212,539.00                 | 219,959.00                                 | 3.49%                           | 215,118.00  | 1.21%                           | 0.00   | 0.00                            | 0.00                       | -100.00%                        |
| <b>TOWN CLERK</b>                    |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| TOWN CLERK'S SALARY                  | 79,822.00                  | 81,818.00                                  | 2.50%                           | 81,818.00   | 2.50%                           |  |                                 |                            | -100.00%                        |
| TOWN CLERK'S OTHER WAGES             | 69,384.00                  | 81,344.98                                  | 17.24%                          | 66,566.00   | -4.06%                          |  |                                 |                            | -100.00%                        |
| TOWN CLERK EXPENSES                  | 19,755.00                  | 18,615.00                                  | -5.77%                          | 18,615.00   | -5.77%                          |  |                                 |                            | -100.00%                        |
| <b>TOWN CLERK TOTAL</b>              | 168,961.00                 | 181,777.98                                 | 7.59%                           | 166,999.00  | -1.16%                          | 0.00   | 0.00                            | 0.00                       | -100.00%                        |
| <b>CONSERVATION COMMISSION</b>       |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| CONSERVATION DIRECTOR                | 74,270.00                  | 76,127.00                                  | 2.50%                           | 76,127.00   | 2.50%                           |  |                                 |                            | -100.00%                        |
| CONSER COMMISSN CLERICAL WAGES       | 34,050.00                  | 36,854.61                                  | 8.24%                           | 36,855.00   | 8.24%                           |  |                                 |                            | -100.00%                        |
| CONSER COMMISSION EXPENSES           | 5,050.00                   | 4,900.00                                   | -2.97%                          | 4,900.00  | -2.97%                          |  |                                 |                            | -100.00%                        |
| <b>CONSERVATION COMMISSION TOTAL</b> | 113,370.00                 | 117,881.61                                 | 3.98%                           | 117,882.00  | 3.98%                           | 0.00   | 0.00                            | 0.00                       | -100.00%                        |
| <b>PLANNING BOARD</b>                |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| TOWN PLANNER                         | 84,303.00                  | 86,411.00                                  | 2.50%                           | 86,411.00   | 2.50%                           |  |                                 |                            | -100.00%                        |
| PLANNING BOARD CLERICAL WAGES        | 79,072.00                  | 82,117.73                                  | 3.85%                           | 82,118.00   | 3.85%                           |  |                                 |                            | -100.00%                        |
| PLANNING BOARD EXPENSES              | 5,750.00                   | 5,850.00                                   | 1.74%                           | 5,850.00  | 1.74%                           |  |                                 |                            | -100.00%                        |
| <b>PLANNING BOARD TOTAL</b>          | 169,125.00                 | 174,378.73                                 | 3.11%                           | 174,379.00  | 3.11%                           | 0.00   | 0.00                            | 0.00                       | -100.00%                        |

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|                                       | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|---------------------------------------|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>BOARD OF APPEALS</b>               |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| BOARD OF APPEALS CLERICAL WAGES       | 15,560.00                  | 28,887.20                     | 85.65%                          | 21,610.00   | 38.88%                          |  | -100.00%                        |                            | -100.00%                        |
| BOARD OF APPEALS EXPENSES             | 2,200.00                   | 2,200.00                      | 0.00%                           | 2,200.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>BOARD OF APPEALS TOTAL</b>         | 17,760.00                  | 31,087.20                     | 75.04%                          | 23,810.00   | 34.07%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>MUNICIPAL BUILDING</b>             |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| MUN BUILDING & PROPERTY WAGES         | 143,073.00                 | 139,719.00                    | -2.34%                          | 139,719.00  | -2.34%                          |  | -100.00%                        |                            | -100.00%                        |
| MUN BUILDING & PROPERTY EXPENSE       | 150,700.00                 | 162,700.00                    | 7.96%                           | 162,700.00  | 7.96%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>MUNICIPAL BUILDING TOTAL</b>       | 293,773.00                 | 302,419.00                    | 2.94%                           | 302,419.00  | 2.94%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>OTHER GENERAL GOVERNMENT</b>       |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| TOWN REPORTS EXPENSES                 | 7,850.00                   | 7,500.00                      | -4.46%                          | 7,500.00  | -4.46%                          |  | -100.00%                        |                            | -100.00%                        |
| CAPITAL PROGRAM COMMITT EXPENS        |                            |                               | 0.00%                           |   | 0.00%                           |  | 0.00%                           |                            | 0.00%                           |
| <b>OTHER GENERAL GOVERNMENT TOTAL</b> | 7,850.00                   | 7,500.00                      | -4.46%                          | 7,500.00  | -4.46%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>TOTAL GENERAL GOVERNMENT</b>       | 1,777,801.00               | 1,912,669.12                  | 7.59%                           | 1,885,773.00  | 6.07%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>PUBLIC SAFETY</b>                  |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>POLICE DEPT</b>                    |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| POLICE CHIEF SALARY                   | 129,867.00                 | 131,514.00                    | 1.27%                           | 131,514.00  | 1.27%                           |  | -100.00%                        |                            | -100.00%                        |
| POLICE & DISPATCH WAGES               | 1,389,085.00               | 1,439,556.00                  | 3.63%                           | 1,447,955.00  | 4.24%                           |  | -100.00%                        |                            | -100.00%                        |
| POLICE & DISPATCH EXPENSES            | 93,500.00                  | 98,850.00                     | 5.72%                           | 116,850.00  | 24.97%                          |  | -100.00%                        |                            | -100.00%                        |
| <b>POLICE DEPT TOTAL</b>              | 1,612,452.00               | 1,669,920.00                  | 3.56%                           | 1,696,319.00  | 5.20%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>FIRE AND EMS</b>                   |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| FIRE CHIEF'S SALARY                   | 110,871.00                 | 113,642.94                    | 2.50%                           | 113,643.00  | 2.50%                           |  | -100.00%                        |                            | -100.00%                        |
| FIRE AND EMS WAGES                    | 620,192.00                 | 646,725.97                    | 4.28%                           | 646,726.00  | 4.28%                           |  | -100.00%                        |                            | -100.00%                        |
| FIRE AND EMS EXPENSES                 | 79,500.00                  | 79,500.00                     | 0.00%                           | 79,500.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>FIRE AND EMS TOTAL</b>             | 810,563.00                 | 839,868.91                    | 3.62%                           | 839,869.00  | 3.62%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |

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|   | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|---|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>BUILDING INSPECTOR</b>                 |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| BUILDING INSPECTOR WAGES                  | 79,133.00                  | 81,111.00                     | 2.50%                           | 81,111.00   | 2.50%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| BUILDING DEPARTMENT CLERICAL WAGES        | 53,840.00                  | 57,567.00                     | 6.92%                           | 57,567.00   | 6.92%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| BUILDING INSPECTOR EXPENSES               | 6,995.00                   | 6,695.00                      | -4.29%                          | 6,695.00  | -4.29%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>BUILDING INSPECTOR TOTAL</b>           | <b>139,968.00</b>          | <b>145,373.00</b>             | <b>3.86%</b>                    | <b>145,373.00</b>                                       | <b>3.86%</b>                    | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL PUBLIC SAFETY</b>                | <b>2,562,983.00</b>        | <b>2,655,161.91</b>           | <b>3.60%</b>                    | <b>2,681,561.00</b>                                     | <b>4.63%</b>                    | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>PUBLIC WORKS AND FACILITIES</b>        |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>HIGHWAYS AND GROUNDS</b>               |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| SUPT OF STREETS SALARY                    | 107,559.00                 | 110,248.39                    | 2.50%                           | 110,249.00  | 2.50%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| HIGHWAYS & GROUNDS WAGES                  | 562,901.00                 | 621,189.00                    | 10.35%                          | 621,189.00  | 10.35%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| HIGHWAYS & GROUNDS EXPENSES               | 143,050.00                 | 154,775.00                    | 8.20%                           | 154,775.00  | 8.20%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| SNOW AND ICE REMOVAL EXPENSE              | 165,000.00                 | 165,000.00                    | 0.00%                           | 200,000.00  | 21.21%                          | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>HIGHWAYS &amp; GROUNDS TOTAL</b>       | <b>978,510.00</b>          | <b>1,051,212.39</b>           | <b>7.43%</b>                    | <b>1,086,213.00</b>                                     | <b>11.01%</b>                   | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>MUNICIPAL LIGHTING</b>                 | <b>7,500.00</b>            | <b>7,000.00</b>               | <b>-6.67%</b>                   | <b>7,000.00</b>   | <b>-6.67%</b>                   | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>GASOLINE &amp; DIESEL FUEL EXPENSE</b> | <b>80,000.00</b>           | <b>80,000.00</b>              | <b>0.00%</b>                    | <b>76,000.00</b>  | <b>-5.00%</b>                   | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>CEMETERY DEPT</b>                      |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| CEMETERY SUPERINTENDENT                   | 70,180.00                  | 71,935.00                     | 2.50%                           | 71,935.00   | 2.50%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| CEMETERY SALARY AND WAGES                 | 500.00                     | 19,384.00                     | 3776.80%                        | 9,450.00  | 1790.00%                        | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| CEMETERY EXPENSES                         | 6,000.00                   | 6,450.00                      | 7.50%                           | 6,450.00  | 7.50%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>CEMETERY DEPT TOTAL</b>                | <b>76,680.00</b>           | <b>97,769.00</b>              | <b>27.50%</b>                   | <b>87,835.00</b>  | <b>14.55%</b>                   | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL PUBLIC WORK &amp; FACILITIES</b> | <b>1,142,690.00</b>        | <b>1,235,981.39</b>           | <b>8.16%</b>                    | <b>1,257,048.00</b>                                     | <b>10.01%</b>                   | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>HUMAN SERVICES</b>                     |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>HEALTH DEPT</b>                        |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| HEALTH OFFICE ADMINISTRATOR               | 59,277.00                  | 60,759.00                     | 2.50%                           | 60,759.00   | 2.50%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| HEALTH DEPARTMENT WAGES                   | 67,552.00                  | 80,040.00                     | 18.49%                          | 17,901.00   | -73.50%                         | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| HEALTH DEPARTMENT EXPENSES                | 6,600.00                   | 6,150.00                      | -6.82%                          | 65,876.00   | 898.12%                         | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| <b>HEALTH DEPT TOTAL</b>                  | <b>133,429.00</b>          | <b>146,949.00</b>             | <b>10.13%</b>                   | <b>144,536.00</b>                                       | <b>8.32%</b>                    | <b>0.00</b>                                  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |

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|                                       | FY 2021<br>VOTED<br>BUDGET | 2021 ATM<br>FY 2022<br>BUDGET<br>REQUESTED | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|---------------------------------------|----------------------------|--|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>COUNCIL ON AGING</b>               |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| EXECUTIVE DIRECTOR'S SALARY           | 75,141.00                  | 77,020.00                                  | 2.50%                           | 77,020.00   | 2.50%                           |  | -100.00%                        |                            | -100.00%                        |
| COUNCIL ON AGING WAGES                | 162,786.00                 | 165,115.40                                 | 1.43%                           | 165,115.00  | 1.43%                           |  | -100.00%                        |                            | -100.00%                        |
| COUNCIL ON AGING EXPENSES             | 12,948.00                  | 12,358.00                                  | -4.56%                          | 12,358.00   | -4.56%                          |  | -100.00%                        |                            | -100.00%                        |
| <b>COUNCIL ON AGING TOTAL</b>         | <b>250,875.00</b>          | <b>254,493.40</b>                          | <b>1.44%</b>                    | <b>254,493.00</b>                                       | <b>1.44%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>VETERANS DEPT</b>                  |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| VETERANS' AGENT SALARY                | 2,245.00                   | 2,301.00                                   | 2.49%                           | 2,301.00  | 2.49%                           |  | -100.00%                        |                            | -100.00%                        |
| VETERANS' AGENT EXPENSES              | 300.00                     | 300.00                                     | 0.00%                           | 300.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>VETERANS DEPT TOTAL</b>            | <b>2,545.00</b>            | <b>2,601.00</b>                            | <b>2.20%</b>                    | <b>2,601.00</b>   | <b>2.20%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL HUMAN SERVICES</b>           | <b>586,849.00</b>          | <b>404,043.40</b>                          | <b>4.44%</b>                    | <b>401,630.00</b>                                       | <b>3.82%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>CULTURE AND RECREATION</b>         |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| <b>LIBRARY DEPT</b>                   |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| LIBRARY DIRECTOR'S SALARY             | 71,542.00                  | 73,331.00                                  | 2.50%                           | 73,331.00   | 2.50%                           |  | -100.00%                        |                            | -100.00%                        |
| LIBRARY WAGES                         | 125,084.00                 | 135,964.00                                 | 8.70%                           | 136,364.00  | 9.02%                           |  | -100.00%                        |                            | -100.00%                        |
| LIBRARY EXPENSES                      | 80,964.00                  | 76,851.00                                  | -5.08%                          | 76,851.00   | -5.08%                          |  | -100.00%                        |                            | -100.00%                        |
| <b>LIBRARY TOTAL</b>                  | <b>277,590.00</b>          | <b>286,146.00</b>                          | <b>3.08%</b>                    | <b>286,546.00</b>                                       | <b>3.23%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>RECREATION COMMISSION</b>          |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| RECREATION DIRECTOR                   | 66,673.00                  | 71,935.00                                  | 7.89%                           | 71,935.00   | 7.89%                           |  | -100.00%                        |                            | -100.00%                        |
| RECREATION WAGES                      | 600.00                     | 22,731.20                                  | 3688.53%                        | 11,665.00   | 1844.17%                        |  | -100.00%                        |                            | -100.00%                        |
| RECREATION EXPENSES                   | 24,500.00                  | 24,500.00                                  | 0.00%                           | 24,500.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>RECREATION TOTAL</b>               | <b>91,773.00</b>           | <b>119,166.20</b>                          | <b>29.85%</b>                   | <b>108,100.00</b>                                       | <b>17.79%</b>                   | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>LAKE BOON COMMISSION</b>           |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| LAKE BOON COMMISSION EXPENSES         | 3,000.00                   | 2,333.00                                   | -22.23%                         | 2,333.00  | -22.23%                         |  | -100.00%                        |                            | -100.00%                        |
| <b>LAKE BOON COMMISSION TOTAL</b>     | <b>3,000.00</b>            | <b>2,333.00</b>                            | <b>-22.23%</b>                  | <b>2,333.00</b>   | <b>-22.23%</b>                  | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>HISTORICAL COMMISSION EXPENSES</b> |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| MEMORIAL DAY EXPENSES                 | 1,200.00                   | 1,200.00                                   | 0.00%                           | 1,200.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| MEMORIAL DAY EXPENSES                 | 900.00                     | 900.00                                     | 0.00%                           | 900.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| LIGHTING OF CLOCK EXPENSES            | 100.00                     | 100.00                                     | 0.00%                           | 100.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>TOTAL CULTURE AND RECREATION</b>   | <b>374,563.00</b>          | <b>409,845.20</b>                          | <b>9.42%</b>                    | <b>399,179.00</b>                                       | <b>6.57%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |

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|---------------------------------------|----------------------------|-------------------------------|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| <b>TOWN WIDE EXPENSES</b>             |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| GROUP INSURANCE                       | 955,518.00                 | 968,440.00                    | 1.35%                           | 960,000.00  | 0.47%                           |  | -100.00%                        |                            | -100.00%                        |
| INSURANCE & BONDS                     | 165,636.00                 | 175,000.00                    | 5.65%                           | 180,000.00  | 8.67%                           |  | -100.00%                        |                            | -100.00%                        |
| TELEPHONE                             | 20,000.00                  | 20,000.00                     | 0.00%                           | 20,000.00   | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>TOTAL TOWN WIDE EXPENSES</b>       | <b>1,141,154.00</b>        | <b>1,163,440.00</b>           | <b>1.95%</b>                    | <b>1,160,000.00</b>                                     | <b>1.65%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>GENERAL MUNICIPAL BUDGET TOTAL</b> | <b>7,386,940.00</b>        | <b>7,781,141.02</b>           | <b>5.35%</b>                    | <b>7,785,191.00</b>                                     | <b>5.40%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>EDUCATION</b>                      |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>SCHOOL DISTRICTS</b>               |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| OTHER VOCATIONAL EDUCATION EXP        | 0.00                       | 0.00                          | 0.00%                           | 0.00  | 0.00%                           | 0.00   | 0.00%                           | 0.00                       | 0.00%                           |
| NASHOBA REG SCH DIST ASSESSMENT       | 18,135,162.00              | 18,059,890.00                 | -0.42%                          | 18,059,890.00   | -0.42%                          |  | -100.00%                        |                            | -100.00%                        |
| MINUTEMAN VOC TECH ASSESSMENT         | 1,286,083.00               | 1,580,804.00                  | 22.92%                          | 1,580,804.00  | 22.92%                          |  | -100.00%                        |                            | -100.00%                        |
| <b>DISTRICT ASSESSMENTS</b>           | <b>19,421,245.00</b>       | <b>19,640,694.00</b>          | <b>1.13%</b>                    | <b>19,640,694.00</b>                                    | <b>1.13%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL EDUCATION</b>                | <b>19,421,245.00</b>       | <b>19,640,694.00</b>          | <b>1.13%</b>                    | <b>19,640,694.00</b>                                    | <b>1.13%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>DEBT SERVICE</b>                   |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| <b>PRINCIPAL</b>                      |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| MATURING PRIN LONG-TERM DEBT          | 1,167,000.00               | 1,207,000.00                  | 3.43%                           | 1,207,000.00  | 3.43%                           |  | -100.00%                        |                            | -100.00%                        |
| MATUR PRIN LONG-TRM DBT/NON-EXEMPT    | 65,000.00                  | 115,000.00                    | 76.92%                          | 115,000.00  | 76.92%                          |  | -100.00%                        |                            | -100.00%                        |
| <b>MATURING PRINCIPAL</b>             | <b>1,232,000.00</b>        | <b>1,322,000.00</b>           | <b>7.31%</b>                    | <b>1,322,000.00</b>                                     | <b>7.31%</b>                    | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>INTEREST</b>                       |                            |                               |                                 |   |                                 |  |                                 |                            |                                 |
| INT ON LONG-TERM DEBT-BONDS           | 811,109.00                 | 737,876.00                    | -9.03%                          | 737,876.00  | -9.03%                          |  | -100.00%                        |                            | -100.00%                        |
| INT LONG-TERM DEBT/NON-EXEMPT         | 46,451.00                  | 29,254.00                     | -37.02%                         | 29,254.00   | -37.02%                         |  | -100.00%                        |                            | -100.00%                        |
| INT ON TEMPORARY LOANS-REVENUE        | 1,000.00                   | 1,000.00                      | 0.00%                           | 1,000.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| <b>INTEREST ON MATURING DEBT</b>      | <b>858,560.00</b>          | <b>768,130.00</b>             | <b>-10.53%</b>                  | <b>768,130.00</b>                                       | <b>-10.53%</b>                  | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL DEBT SERVICE</b>             | <b>2,090,560.00</b>        | <b>2,090,130.00</b>           | <b>-0.02%</b>                   | <b>2,090,130.00</b>                                     | <b>-0.02%</b>                   | <b>0.00</b>  | <b>-100.00%</b>                 | <b>0.00</b>                | <b>-100.00%</b>                 |
| <b>TOTAL BUDGET REQUEST</b>           | <b>28,897,845.00</b>       | <b>29,511,965.02</b>          | <b>2.14%</b>                    | <b>29,516,015.00</b>                                    | <b>2.14%</b>                    |  |                                 |                            |                                 |



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|  | 2021 ATMI            |                          | FY 2022                |                                     | FY 2022                |                                    | FY 2022                |                      | %        | %        | %        |
|--|----------------------|--------------------------|------------------------|-------------------------------------|------------------------|------------------------------------|------------------------|----------------------|----------|----------|----------|
|  | FY 2021 VOTED BUDGET | FY 2022 BUDGET REQUESTED | % CHANGE OVER PRIOR YR | BUDGET TOWN ADMINISTRATOR RECOMMEND | % CHANGE OVER PRIOR YR | BUDGET FINANCE COMMITTEE RECOMMEND | % CHANGE OVER PRIOR YR | FY 2022 VOTED BUDGET |          |          |          |
| <b>SPECIAL ARTICLES - RAISE AND APPROPRIATE</b>  |                      |                          |                        |                                     |                        |                                    |                        |                      |          |          |          |
| RESERVE FUND                                     | 0.00                 | 0.00                     | 0.00%                  | 0.00                                | 0.00%                  | Moved to Budget                    | 0.00%                  | 0.00%                | 0.00%    | 0.00%    | 0.00%    |
| LEGAL SERVICES                                   | 50,000.00            | 75,000.00                | 50.00%                 | 75,000.00                           | 50.00%                 |                                    | 0.00%                  | 50.00%               | -100.00% | -100.00% | -100.00% |
| L-AND COURT-TAX TITLE FORECLOSURE                | 2,000.00             | 2,000.00                 | 0.00%                  | 2,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| SELECTMEN'S SMALL PURCHASES                      | 5,000.00             | 5,000.00                 | 0.00%                  | 5,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| AUDIT TOWN'S FINANCIAL RECORDS                   | 25,000.00            | 25,000.00                | 0.00%                  | 25,000.00                           | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| WEIGHTS AND MEASURES                             | 1,000.00             | 1,000.00                 | 0.00%                  | 1,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| PLANNING BOARD - ENGIN CONSULT/MASTER PLAN       | 15,000.00            | 15,000.00                | 0.00%                  | 15,000.00                           | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| CONSERVATION TRUST FUND                          | 5,000.00             | 5,000.00                 | 0.00%                  | 5,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| PROF ASSIST-PROPERTY VALUATION                   | 41,300.00            | 12,000.00                | -70.94%                | 12,000.00                           | -70.94%                |                                    | -70.94%                | 0.00%                | -100.00% | -100.00% | -100.00% |
| BINDING AND REPAIRING TOWN RECORDS               | 200.00               | 200.00                   | 0.00%                  | 200.00                              | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| CULTURAL COUNCIL-SPRINGFEST                      | 5,500.00             | 0.00                     | -100.00%               | 0.00                                | -100.00%               |                                    | -100.00%               | 0.00%                | -100.00% | -100.00% | -100.00% |
| ROAD MACHINERY EXPENSES                          | 65,000.00            | 75,000.00                | 15.38%                 | 75,000.00                           | 15.38%                 |                                    | 0.00%                  | 15.38%               | -100.00% | -100.00% | -100.00% |
| REPAIR PRIVATE WAYS                              | 15,000.00            | 15,000.00                | 0.00%                  | 15,000.00                           | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| WATER OPERATOR                                   | 26,000.00            | 32,000.00                | 23.08%                 | 32,000.00                           | 23.08%                 |                                    | 0.00%                  | 23.08%               | -100.00% | -100.00% | -100.00% |
| HAZARDOUS WASTE COLLECTION DAY                   | 6,000.00             | 6,000.00                 | 0.00%                  | 6,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| MUNICIPAL SOLID WASTE CONTAINER                  | 500.00               | 500.00                   | 0.00%                  | 500.00                              | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| EDUCATIONAL INCENTIVE PROGRAM                    | 145,000.00           | 147,000.00               | 1.38%                  | 145,000.00                          | 1.38%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| EMERGENCY NOTIFICATION SYSTEM                    | 4,000.00             | 5,600.00                 | 40.00%                 | 5,600.00                            | 40.00%                 |                                    | 0.00%                  | 40.00%               | -100.00% | -100.00% | -100.00% |
| WATER HOLE MAINTENANCE                           | 5,000.00             | 5,000.00                 | 0.00%                  | 5,000.00                            | 0.00%                  |                                    | 0.00%                  | 0.00%                | -100.00% | -100.00% | -100.00% |
| STOW NURSE                                       | 8,600.00             | 0.00                     | -100.00%               | 0.00                                | -100.00%               |                                    | -100.00%               | 0.00%                | -100.00% | -100.00% | -100.00% |
| MUNICIPAL PARKING LOT MAINTENANCE                | 0.00                 | 10,000.00                | 100.00%                | 10,000.00                           | 100.00%                |                                    | 100.00%                | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| VETERANS BENEFITS                                | 29,800.00            | 26,900.00                | -9.73%                 | 26,900.00                           | -9.73%                 |                                    | 26,900.00              | -9.73%               | -100.00% | -100.00% | -100.00% |
| HOLIDAY DECORATION FUND                          | 5,000.00             | 6,500.00                 | 30.00%                 | 6,500.00                            | 30.00%                 |                                    | 6,500.00               | 30.00%               | -100.00% | -100.00% | -100.00% |
| LAKE BOON WATER QUALITY REMEDIATION              | 12,000.00            | 20,000.00                | 66.67%                 | 20,000.00                           | 66.67%                 |                                    | 20,000.00              | 66.67%               | -100.00% | -100.00% | -100.00% |
| ECONOMIC DEVELOPMENT & INDUSTRIAL COMMISSION     | 0.00                 | 1,500.00                 | 100.00%                | 1,500.00                            | 100.00%                |                                    | 1,500.00               | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| NORFOLK COUNTY AGRICULTURAL HS                   | 50,475.00            | 50,475.00                | 0.00%                  | 35,000.00                           | -30.66%                |                                    | 35,000.00              | -30.66%              | -100.00% | -100.00% | -100.00% |
| LAKE BOON SAFETY BOAT PATROL                     | 0.00                 | 5,000.00                 | 100.00%                | 5,000.00                            | 100.00%                |                                    | 5,000.00               | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| MS4 PERMIT REQUIREMENTS                          | 0.00                 | 40,000.00                | 100.00%                | 40,000.00                           | 100.00%                |                                    | 40,000.00              | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| SHARED HOUSING SERVICES                          | 12,000.00            | 0.00                     | -100.00%               | 12,000.00                           | -100.00%               |                                    | 12,000.00              | -100.00%             | -100.00% | -100.00% | -100.00% |
| HIGHWAY DIAGNOSTIC SOFTWARE                      | 0.00                 | 10,000.00                | 100.00%                | 10,000.00                           | 100.00%                |                                    | 10,000.00              | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| SALARY RESERVE LINE TO IMPLEMENT CLASSIFICATIONS | 0.00                 | 80,000.00                | 100.00%                | 80,000.00                           | 100.00%                |                                    | 80,000.00              | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| ONLINE PERMIT AND LICENSE FEES                   | 0.00                 | 15,000.00                | 100.00%                | 15,000.00                           | 100.00%                |                                    | 15,000.00              | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| CLEARGOV BUDGETING SOFTWARE                      | 0.00                 | 20,000.00                | 100.00%                | 20,000.00                           | 100.00%                |                                    | 20,000.00              | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| CONTRIBUTION TO OAR -ASSABET RIVER CLEANUP       | 2,300.00             | 2,300.00                 | 0.00%                  | 2,300.00                            | 0.00%                  |                                    | 2,300.00               | 0.00%                | -100.00% | -100.00% | -100.00% |
| UNEMPLOYMENT COMPENSATION                        | 50,000.00            | 12,000.00                | -76.00%                | 15,000.00                           | -70.00%                |                                    | 15,000.00              | -70.00%              | -100.00% | -100.00% | -100.00% |
| CENETERY TRAILER                                 | 4,000.00             | 0.00                     | -100.00%               | 0.00                                | -100.00%               |                                    | 0.00                   | -100.00%             | -100.00% | -100.00% | -100.00% |
| COMMUNTER RAIL VAN TRANSPORTATION SERVICE        | 10,000.00            | 0.00                     | -100.00%               | 0.00                                | -100.00%               |                                    | 0.00                   | -100.00%             | -100.00% | -100.00% | -100.00% |
| CENETERY GROUND PROTECTION MATS                  | 0.00                 | 9,000.00                 | 100.00%                | 9,000.00                            | 100.00%                |                                    | 9,000.00               | 100.00%              | 0.00%    | 0.00%    | 0.00%    |
| <b>SPECIAL ARTICLES - RAISE AND APPROPRIATE</b>  |                      |                          |                        |                                     |                        |                                    |                        |                      |          |          |          |
|  | 600,675.00           | 734,975.00               | 22.36%                 | 732,500.00                          | 21.95%                 |                                    | 732,500.00             | 21.95%               | -100.00% | -100.00% | -100.00% |
|  |                      |                          |                        |                                     |                        |                                    | 0.00                   |                      | 0.00     |          | 0.00     |



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|  | FY 2021 VOTED BUDGET | 2021 ATM                 |                | % CHANGE OVER PRIOR YR | FY 2022 BUDGET TOWN ADMINISTRATOR RECOMMEND |                | % CHANGE OVER PRIOR YR | FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND |              | % CHANGE OVER PRIOR YR |
|--|----------------------|--------------------------|----------------|------------------------|---|----------------|------------------------|--|--------------|------------------------|
|  |                      | FY 2022 BUDGET REQUESTED | FY 2022 BUDGET |                        | FY 2022 BUDGET                              | FY 2022 BUDGET |                        |  |              |                        |
| <b>SPECIAL ARTICLES - APPROPRIATE &amp; TRANSFER</b> |                      |                          |                |                        |   |                |                        |  |              |                        |
| CONSERVATION LAND MAINT TO TRUST                     | 2,355.00             | 3,615.00                 | 3,615.00       | 53.50%                 | 3,615.00                                    | 3,615.00       | 53.50%                 | 3,615.00                                   | 3,615.00     | -100.00%               |
| CONS COMM-WET ACT EXP                                | 2,334.50             | 3,627.50                 | 3,627.50       | 55.39%                 | 3,627.50                                    | 3,627.50       | 55.39%                 | 3,627.50                                   | 3,627.50     | -100.00%               |
| FREE CASH TO OPEB                                    | 255,000.00           | 255,000.00               | 255,000.00     | 0.00%                  | 255,000.00                                  | 255,000.00     | 0.00%                  | 255,000.00                                 | 255,000.00   | -100.00%               |
| OVERLAY SURPLUS TO OPEB                              | 0.00                 | 0.00%                    | 0.00%          | 0.00%                  | 0.00%                                       | 0.00%          | 0.00%                  | 0.00%                                      | 0.00%        | 0.00%                  |
| PEG  | 160,941.30           | 159,724.40               | 159,724.40     | -0.76%                 | 183,063.00                                  | 183,063.00     | 13.75%                 | 183,063.00                                 | 183,063.00   | -100.00%               |
| COMMUNITY PRESERVATION COMMITTEE ADMIN               | 37,500.00            | 40,000.00                | 40,000.00      | 6.67%                  | 40,000.00                                   | 40,000.00      | 6.67%                  | 40,000.00                                  | 40,000.00    | -100.00%               |
| FREE CASH TO STABILIZATION                           | 0.00                 | 0.00                     | 0.00           | 0.00%                  | 200,000.00                                  | 200,000.00     | 100.00%                | 200,000.00                                 | 200,000.00   | -100.00%               |
| SALE OF CEMETERY LOTS                                | 27,295.74            | 25,000.00                | 25,000.00      | -8.41%                 | 25,000.00                                   | 25,000.00      | -8.41%                 | 25,000.00                                  | 25,000.00    | -100.00%               |
| <b>SPECIAL ARTICLES-APPROPRIATE &amp; TRANSFER</b>   | 465,426.54           | 466,966.90               | 466,966.90     | 0.33%                  | 690,305.50                                  | 690,305.50     | 48.32%                 | 0.00                                       | 0.00         | -100.00%               |
| <b>CAPITAL ARTICLES</b>                              |                      |                          |                |                        |   |                |                        |  |              |                        |
| POLICE CRUISERS (SUV)                                | 0.00                 | 98,619.00                | 98,619.00      | 100.00%                | 98,619.00                                   | 98,619.00      | 100.00%                | 98,619.00                                  | 98,619.00    | 0.00%                  |
| HALE SCHOOL IMPROVEMENTS                             | 0.00                 | 37,000.00                | 37,000.00      | 100.00%                | 37,000.00                                   | 37,000.00      | 100.00%                | 37,000.00                                  | 37,000.00    | 0.00%                  |
| COMPLETE STREETS FUNDING                             | 0.00                 | 30,000.00                | 30,000.00      | 100.00%                | 30,000.00                                   | 30,000.00      | 100.00%                | 30,000.00                                  | 30,000.00    | 0.00%                  |
| TOWN CENTER CORRIDOR STUDY                           | 0.00                 | 60,000.00                | 60,000.00      | 100.00%                | 60,000.00                                   | 60,000.00      | 100.00%                | 60,000.00                                  | 60,000.00    | 0.00%                  |
| TURNOUT GEAR   | 0.00                 | 71,000.00                | 71,000.00      | 100.00%                | 71,000.00                                   | 71,000.00      | 100.00%                | 71,000.00                                  | 71,000.00    | 0.00%                  |
| POLICE STATION PARKING LOT                           | 0.00                 | 60,000.00                | 60,000.00      | 100.00%                | 60,000.00                                   | 60,000.00      | 100.00%                | 60,000.00                                  | 60,000.00    | 0.00%                  |
| FACILITIES UPGRADES                                  | 0.00                 | 179,000.00               | 179,000.00     | 100.00%                | 103,800.00                                  | 103,800.00     | 100.00%                | 103,800.00                                 | 103,800.00   | 0.00%                  |
| TOWN HALL RENOVATION                                 | 0.00                 | 3,400,000.00             | 3,400,000.00   | 100.00%                | 3,400,000.00                                | 3,400,000.00   | 100.00%                | 3,400,000.00                               | 3,400,000.00 | 0.00%                  |
| STOW ACRES ACQUISITION                               | 0.00                 | 1,500,000.00             | 1,500,000.00   | 100.00%                | 1,500,000.00                                | 1,500,000.00   | 100.00%                | 1,500,000.00                               | 1,500,000.00 | 0.00%                  |
| HALLOCK POINT ACQUISITION                            | 0.00                 | 400,000.00               | 400,000.00     | 100.00%                | 400,000.00                                  | 400,000.00     | 100.00%                | 400,000.00                                 | 400,000.00   | 0.00%                  |
| BUCKET TRUCK S12 1988                                | 0.00                 | 185,000.00               | 185,000.00     | 100.00%                | 185,000.00                                  | 185,000.00     | 100.00%                | 185,000.00                                 | 185,000.00   | 0.00%                  |
| SMALL 6 WHEEL DUMP TRUCK                             | 0.00                 | 135,000.00               | 135,000.00     | 100.00%                | 135,000.00                                  | 135,000.00     | 100.00%                | 135,000.00                                 | 135,000.00   | 0.00%                  |
| PICKUP S1  | 0.00                 | 68,000.00                | 68,000.00      | 100.00%                | 68,000.00                                   | 68,000.00      | 100.00%                | 68,000.00                                  | 68,000.00    | 0.00%                  |
| OCTOBERLANE RESURFACING/CURBING                      | 0.00                 | 35,000.00                | 35,000.00      | 100.00%                | 35,000.00                                   | 35,000.00      | 100.00%                | 35,000.00                                  | 35,000.00    | 0.00%                  |
| POLICE CRUISER (SUV)                                 | 245,000.00           | 0.00%                    | 0.00%          | 0.00%                  | 0.00%                                       | 0.00%          | 0.00%                  | 0.00%                                      | 0.00%        | 0.00%                  |
| HIGHWAY TRUCK PURCHASES                              | 197,835.00           | -100.00%                 | -100.00%       | -100.00%               | -100.00%                                    | -100.00%       | -100.00%               | -100.00%                                   | -100.00%     | -100.00%               |
| HALE SCHOOL IMPROVEMENTS                             | 0.00                 | 0.00%                    | 0.00%          | 0.00%                  | 0.00%                                       | 0.00%          | 0.00%                  | 0.00%                                      | 0.00%        | -100.00%               |
| COMPLETE STREETS FUNDING                             | 110,000.00           | -100.00%                 | -100.00%       | -100.00%               | -100.00%                                    | -100.00%       | -100.00%               | -100.00%                                   | -100.00%     | -100.00%               |
| ROADWAY CULVERT REPLACEMENT                          | 110,000.00           | -100.00%                 | -100.00%       | -100.00%               | -100.00%                                    | -100.00%       | -100.00%               | -100.00%                                   | -100.00%     | -100.00%               |
| LIBRARY BUILDING IMPROVEMENTS                        | 0.00%                | 0.00%                    | 0.00%          | 0.00%                  | 0.00%                                       | 0.00%          | 0.00%                  | 0.00%                                      | 0.00%        | 0.00%                  |
| <b>TOTAL CAPITAL ARTICLES</b>                        | 660,835.00           | 6,258,619.00             | 6,258,619.00   | 847.08%                | 883,419.00                                  | 883,419.00     | 33.68%                 | 0.00                                       | 0.00         | -100.00%               |
| <b>APPROPRIATION DEFICITS TO BE RAISED</b>           |                      |                          |                |                        |   |                |                        |  |              |                        |
| <b>OVERLAY DEFICITS</b>                              |                      |                          |                |                        |   |                |                        |  |              |                        |
| <b>COUNTY RETIREMENT</b>                             | 1,024,958.00         | 1,077,698.00             | 1,077,698.00   | 5.15%                  | 1,077,698.00                                | 1,077,698.00   | 5.15%                  | 1,077,698.00                               | 1,077,698.00 | -100.00%               |

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|                                   | FY 2021<br>VOTED<br>BUDGET | 2021 AIM<br>FY 2022<br>BUDGET<br>REQUESTED | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>TOWN<br>ADMINISTRATOR<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>BUDGET<br>FINANCE<br>COMMITTEE<br>RECOMMEND | %<br>CHANGE<br>OVER<br>PRIOR YR | FY 2022<br>VOTED<br>BUDGET | %<br>CHANGE<br>OVER<br>PRIOR YR |
|-----------------------------------|----------------------------|--|---------------------------------|---|---------------------------------|--|---------------------------------|----------------------------|---------------------------------|
| STATE AND COUNTY CHARGES          |                            |  |                                 |   |                                 |  |                                 |                            |                                 |
| SPECIAL EDUCATION                 | 0.00                       |  | 0.00%                           |   |                                 |  |                                 |                            |                                 |
| MOSQUITO CONTROL PROJECTS         | 53,349.00                  | 53,349.00                                  | 0.00%                           | 54,810.00   | 2.74%                           |  | 0.00%                           |                            | 0.00%                           |
| METRO AIR POLLUTION CONTRL DIST   | 2,543.00                   | 2,543.00                                   | 0.00%                           | 2,558.00  | 0.59%                           |  | -100.00%                        |                            | -100.00%                        |
| ENERGY CONSERVATION ASSESSMENT    | 0.00                       |  | 0.00%                           |   |                                 |  | 0.00%                           |                            | 0.00%                           |
| METRO AREA PLANNING COUNCIL       | 3,872.00                   | 3,872.00                                   | 0.00%                           | 3,985.00  | 2.92%                           |  | -100.00%                        |                            | 0.00%                           |
| MBTA                              | 10,090.00                  | 10,090.00                                  | 0.00%                           | 4,914.00  | -51.30%                         |  | -100.00%                        |                            | -100.00%                        |
| REGIONAL TRANSIT                  | 38,808.00                  | 38,808.00                                  | 0.00%                           | 44,642.00   | 15.03%                          |  | -100.00%                        |                            | -100.00%                        |
| COUNTY TAX                        | 0.00                       |  | 0.00%                           |   |                                 |  | 0.00%                           |                            | 0.00%                           |
| RMV NON-RENEWAL SURCHARGE         | 2,740.00                   | 2,740.00                                   | 0.00%                           | 2,740.00  | 0.00%                           |  | -100.00%                        |                            | -100.00%                        |
| TOTAL INTERGOVERNMENTAL           | 111,402.00                 | 111,402.00                                 | 0.00%                           | 113,649.00  | 2.02%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |
| ALLOWANCE FOR ABATEMENTS & EXEMPT | 254,068.32                 | 250,000.00                                 | -1.60%                          | 250,000.00  | -1.60%                          |  | -100.00%                        |                            | -100.00%                        |
| TOTAL TAX RECAP ITEMS             | 1,390,408.32               | 1,439,100.00                               | 3.50%                           | 1,441,347.00  | 3.66%                           | 0.00   | -100.00%                        | 0.00                       | -100.00%                        |

# MINUTES

**Board of Selectmen Meeting Minutes  
Tuesday, March 23, 2021  
Stow Town Building & Via Zoom**

Attending in the Warren Room in the Stow Town Building: Chair Thomas Ryan, Megan Birch-McMichael, and Cortni Frecha. Attending remotely via Zoom: James Salvie, and Ellen Sturgis.

Also present in the Warren Room: Town Administrator Denise Dembkoski.

Chairman Ryan called the meeting to order at 7:00 p.m.

**Public Input:** Town Clerk Linda Hathaway said that voter registration can be done online through the Secretary of State’s web portal ([sec.state.ma.us/ovr/](http://sec.state.ma.us/ovr/)). The deadline to register to vote is April 16, 2021 for the May 8, 2021 Annual Town Election. The deadline to register to vote is April 30, 2021 for the May 22, 2021 Annual Town Meeting. Vote by mail is coming up and flyers will be sent out soon and will include an application. Applications are also available online now on the Town Clerk’s webpage.

The Town Clerk also reminded people to license their dogs and return their census forms.

**Chairman’s Comments:** This Saturday, March 27<sup>th</sup> from 11 a.m. to 2 p.m. is the “Stuff A Cruiser” food drive at the Lower Village Common. The Planning Board is having a public forum tonight via zoom regarding Active Adult Neighborhoods.

**Appointments**

Andrea Wikerd to the NRSD Audit Advisory Committee (Joint Appointment with the Finance Committee)

The Board thanked Ms. Wikerd for stepping forward and appreciates her willingness to do this.

*In conjunction with the Finance Committee, Selectwoman Birch-McMichael moved to appoint Andrea Wikerd to the NRSD Audit Advisory Committee for a term expiring June 30, 2022. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

The Finance Committee had a majority present and also voted to appoint Andrea Wikerd.

Allison Alter to the Stow Cultural Council

The Board spoke briefly with Ms. Alter and thanked her for stepping forward.

*Selectwoman Birch-McMichael moved to appoint Allison Alter to the Stow Cultural Council, for a three-year term expiring March 22, 2024. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

Michael Naill to the Zoning Board of Appeals

The Board spoke briefly with Mr. Naill and thanked him for stepping forward.

*Selectwoman Birch-McMichael moved to appoint Michael Naill to the Zoning Board of Appeals, for the remainder of a five-year term expiring June 30, 2024. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

Liza Mattison to the Conservation Commission

The Board spoke briefly with Ms. Mattison and thanked her for stepping forward. Selectwoman Frecha noted she served on the Commission with Liza’s mother and we now have a second generation serving.

*Selectwoman Birch-McMichael moved to appoint Liza Mattison to the Conservation Commission, for the remainder of a three-year term expiring June 30, 2022. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### Charlie Aaronson to the Council on Aging

The Board spoke briefly with Mr. Aronson and thanked him for stepping forward. COA Director Alyson Toole said she is in support of the decision and he will be a great asset to the Town.

*Selectwoman Birch-McMichael moved to appoint Charlie Aaronson to the Council on Aging, for an indefinite term. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### Weston “Wes” Fisher to the Board of Registrars

*Selectwoman Birch-McMichael moved to appoint Weston “Wes” Fisher, Democrat, to the Board of Registrar of Voters, for the remainder of a three-year term expiring June 30, 2023. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### **Statement Regarding Racism and Violence Against Asian-Americans**

Selectwoman Birch-McMichael appreciated that a statement was put out from the Town Administrator and the Police Chief decrying the recent uptick in violence against the Asian-American and Pacific Islanders community and asked if the Board would like to put out a similar statement. Selectwoman Sturgis suggested that the Board be added to the existing statement.

*Selectwoman Birch-McMichael moved that the statement issued last week by the Town Administrator and the Chief of Police is amended to include the Board of Selectmen. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### **Donation of Gym Equipment**

There is a letter of support from Chief Michael Sallese, estimating the value at \$6000.00 of the equipment being donated to the Police Department gym by resident and Acting Sergeant David Goguen. Selectman Salvie noted for the record that this is some serious gym equipment to have at the house.

*Selectwoman Birch-McMichael moved to accept the gym equipment for the Police Department donated by David Goguen. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### **Polling Hours for the May 8, 2021 Annual Town Election**

Town Clerk Linda Hathaway proposed a Saturday election from 10 a.m. to 4 p.m. She is not proposing in-person early voting. If someone wants to volunteer to help with the election, please email or call the Town Clerk’s office. If you voted via early voting in the past, you still need to register again for this year.

The Stow Independent has agreed to do Candidates Night remotely on Wednesday, April 14, 2021. Owner/Editor Cyndy Bremer has sent out information to the candidates.

*Selectwoman Birch-McMichael moved, in accordance with MGL Chapter 54, section 64, to reduce the polling hours for Stow’s Annual Town Election on Saturday, May 8 to 10 AM to 4 PM. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

#### **Stow Clean Up Day – Saturday, April 24, 2021**

Resident Sandy Taft was present via Zoom and introduced Jennifer Henderson, also present via Zoom. Mr. Taft said the Department of Public Health advised local Boards of Health that clean-ups are permitted with a maximum group size of 25 per group. Registration will be at the Lower Common and there will be 2 tables to ensure social distancing. Ms. Henderson proposed using SignUpGenius so people could pre-register and choose in advance the street(s) that they will clean over the weekend. The Highway Department will pick up the bags on Monday. No banner will be hung this year; the only formal signage would be small signs in town businesses and 4 political-style yard signs.

*Selectwoman Birch-McMichael moved to permit Sandy Taft and his group of volunteers to use the town's Lower Common on Saturday, April 24, 2021 from 7 a.m. to 12:30 p.m., for the annual Stow Clean Up Day. Bags will be handed out from 8 a.m. until 12 noon and COVID-19 precautions will be taken. Selectwoman Frecha seconded, and the motion was approved unanimously (5-0).*

### **Covenant for Plantation Apartments/Stow Elderly Housing Corporation**

Both Chairman Ryan and Selectman Salvie recused themselves, and the Chairman turned the meeting over to Selectwoman Frecha at 7:35 p.m.

Town Counsel Barbara Carboni was present via Zoom. Atty. Carboni said the proposed covenant from the ZBA (Zoning Board of Appeals) arose from the hearing process for the comprehensive permit for Plantation II. The project as permitted is not consistent and conflicts with some terms of the 1982 covenant that was entered into by the Board of Selectmen and Stow Elderly Housing at the time of the original comprehensive permit. The ZBA found that they did not have the authority to undo the covenant or to enter into a new one, as the Board of Selectmen was the party to the covenant. The ZBA wants to offer the Selectmen the benefit of what it has learned during the permit process and to propose language for the Board to review when they consider entering into a new covenant.

Peter Munkenbeck, consultant for the project, was present via Zoom and introduced Attorney Rita Schwantes of Klein Hornig who was also present via Zoom.

Atty. Schwantes represents Stow Elderly Housing Corp. and explained the two covenants submitted to the Board of Selectmen. One is to amend the existing 1982 covenant permitting the existing 50-unit Plantation Apartments development, and the other is to permit the new proposed 37-unit Plantation Apartments II. There are still some components of the project to be completed by the applicant and she proposed approving and signing the covenants, and holding them in escrow and to not record them until the building permits are pulled and the project moves forward.

*Selectwoman Birch-McMichael moved to accept and sign the covenants for Plantation Apartments/Stow Elderly Housing Corporation as presented on March 23, 2021. Selectwoman Sturgis seconded, and the motion was approved unanimously (3-0) by a by roll call vote: Selectwoman Birch-McMichael –aye, Selectwoman Sturgis –aye, and Chairwoman Frecha –aye.*

Town Administrator Dembkoski informed the Board that Atty. Carboni will be leaving our town counsel firm and moving to the municipal sector. The Board thanked her and wished her the best of luck.

Selectman Ryan resumed as Chair at 7:57 PM.

### **Town Hall Restoration Project**

Vin Antil, Chairman of the Community Preservation Committee (CPC) was present via Zoom. Mr. Antil said the CPC did not vote to support \$3.5 million for the Town Hall Project for the upcoming Town Meeting Warrant. The CPC is willing to put in \$1.75 million to give the Town an opportunity to move forward this year, and to show their support for the project.

Doug Hyde, Chairman of the Town Hall Restoration Committee (THRC), was present via Zoom. Mr. Hyde said what his committee needs now is a commitment from the Board to put an article on the Town Meeting Warrant; they do not necessarily need the Board's support now for the article, as that can be discussed later.

Selectwoman Birch-McMichael feels strongly that this is not the year for this project as it is not ready, and it is being rushed to be put on the warrant this year. She strongly supports the project but does not support this timeline and putting it on the warrant for the \$3.5 million.

Selectwoman Frecha said the funding conversation has been useful and it has become clear that the Board should probably defer. She strongly supports the project and would like to see a Friends of the Town Hall established, as a public relations campaign for the project would make a difference.

Selectwoman Sturgis loves it as an iconic building but said we have not heard the answer to what we are going to do with the building. She stated the Selectmen are supposed to show leadership and thus she does not support putting it on the warrant.

Selectman Salvie does not support the \$3.75 million and suggested putting it off for a year. He does not believe in Selectmen denying another department or board the ability to go to Town Meeting and make their case. He would support a warrant article only if it provided for the excess funding outside of the existing levy limit.

Chairman Ryan believes the THRC should pare the project back. He would not support a debt exclusion. He would not deny the CPC putting the \$1.75 million on the warrant but would recommend against it, or anything other than CPA funding, at Town Meeting.

Town Administrator Dembkoski said a vote of an article at Town Meeting requires a funding source. If it is more than what CPA is authorizing you need either a debt exclusion or to fund it within the levy limit. She recommends a debt exclusion. The THRC meets tomorrow night and if they want a debt exclusion, the Selectmen could call a special meeting to meet the deadline for the election warrant, or it could go to Town Meeting and appear as a debt exclusion question at the next election in May 2022.

### **Hudson Housing Area and Adjacent Property**

The Department of the Army is asking for input on a parcel they are selling which is approximately 46 acres of the Devens Annex, with approximately 5-10 undeveloped acres in Stow. Town Planner Jesse Steadman and Conservation Director Kathy Sferra did not have any comments. It is being sold 'as-is' and if there is further development, including the Stow land, they would have to follow the proper process.

### **Town Administrator's Report**

- The CPC has approved the Kane Land Trail Project going forward to Town Meeting. Denise approved an Eagle Scout's request to build a boardwalk for the back culvert with the understanding that the project has to pass at Town Meeting.
- The Town has joined the City of Marlborough as part of a vaccine collaborative through Marlborough Hospital. Vaccines will be at the Courtyard Marriott in Marlborough with 25% of the appointments guaranteed to the cities and towns in the collaborative, which also includes Hudson and Berlin.
- The Board has received the draft of the FY22 Budget. It will be discussed at the next meeting.

### **Minutes of the March 9, 2021 Meeting**

*Selectwoman Birch-McMichael moved to accept the meeting minutes of March 9, 2021 with amendments. Selectwoman Frecha seconded the motion, and it was approved unanimously (5-0).*

### **Liaison Reports**

- Selectwoman Sturgis attended a MA Selectmen's Association workshop on civil discourse which included suggestions for Selectboards. The COA (Council On Aging) is doing a bang-up job helping seniors sign up for vaccines. For those who want to help, there is a volunteer form on the COA website.  
She would like a future agenda to include a discussion of the roles of liaisons and what their authority is as a liaison.
- Remaining reports were tabled until the next meeting.

**Correspondence:** No comments from the Board.



**Adjournment**

*At 8:33 p.m. Selectwoman Birch-McMichael moved to adjourn. Selectwoman Frecha seconded the motion, and it was passed unanimously (5-0).*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

**Documents used at this meeting:**

*March 9, 2020 Draft Minutes*

*Additional documents can be found in the Selectmen's Office filed with meeting folder.*



**Board of Selectmen's Meeting  
Wednesday, July 8, 2020  
Stow Town Building & Via Zoom**

Present at the meeting: Chair Thomas Ryan, James Salvie, Cortni Frecha, Megan Birch-McMichael, and Ellen Sturgis.

Also present: Town Administrator William Wrigley and Executive Assistant Maureen McKeon.

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

**Chairman's Comments:** The Chairman welcomed new members Ellen Sturgis and Megan Birch-McMichael to the Board. He thanked Brian Burke and Don Hawkes for their service, and Jim Salvie for being the chairman last year.

The Pine Bluffs Recreation Area is open to residents and their guests only. There is an attendant at the main gate from 10 a.m. to 6 p.m. to collect a \$10 parking fee and verify residency. Parking is limited to 30 cars. Parents must stay with their children and are not allowed to just drop them off. Bathrooms will remain closed. The beach is not open and there is no lifeguard; swimming is at your own risk.

**Public Input:** Town Clerk Linda Hathaway reported that there will be in-person early voting for the September primary, and there will also be vote by mail. The Secretary of State's office is mailing out applications for vote by mail for the Primary and the November Election to all registered voters.

The 2020 Census is ongoing. Bolton leads the state with an 86% response and Stow is second at 85.6%. Nationwide, Bolton is tied for 135<sup>th</sup> place and Stow is tied for 166<sup>th</sup> place.

**Minutes:**

*Selectwoman Frecha moved to accept the meeting minutes of the June 6, 2020 meeting as drafted. Selectman Salvie seconded the motion, and it passed 3-0-2 with Selectwoman Birch-McMichael and Selectwoman Sturgis abstaining.*

**Correspondence:** The Board discussed items that they would like to see on upcoming agendas.

**Sign BAN (Bond Anticipation Note) for Lower Village Construction Project**

Town Administrator Wrigley introduced Stow's new Treasurer/Collector, Brad Brightman.

Mr. Brightman presented a history of this Note, which was first issued on 12/16/2017. The Note is being renewed for \$420,000 at 0.95%. Town Administrator Wrigley said the original purpose of a BAN is for short-term temporary borrowing for a project that extends several years, and the permanent bond comes at the conclusion of the project. Mr. Brightman said it is an economical way to borrow money. Town Administrator Wrigley said the vote was taken by the previous Board to issue it and tonight the Board needs to sign the Note.

**Approve and Sign Contract for the New Town Administrator**

The Board decided that they did not need to convene in Executive Session.

Selectman Salvie wanted to clarify the work schedule, which is a full 40 hours between Monday and Thursday, with Friday being a half-day and offering flexibility. For the first 4 months Ms. Dembkoski will be finishing up in Groveland on Fridays. Chairman Ryan said that helping the transition in her former town is a good thing and shows professionalism. He appreciates the reciprocity in the inclusion of this provision if she were to leave Stow.

Selectwoman Sturgis asked about the cell phone allowance, and do we issue company cell phones to senior staff. Town Administrator Wrigley said the Chiefs are reimbursed for their work-related calls on their personal cell phones, and we have been doing it for many years with no issues.

*Selectwoman Frecha moved that the Selectmen approve and sign the contract for new Town Administrator Denise Demboski. Selectman Salvie seconded the motion, and it passed unanimously (5-0).*

### **CARES Grant**

Fire Chief Joe Landry was present via Zoom.

The Chief had provided the Board with background information before the meeting and explained the parameters for submitting expenses related to COVID-19. Stow's allotment of the CARES Grant money is a maximum of \$636,042.00, which is sitting in the system waiting for requests for reimbursement. Each request must meet certain criteria as the grant will only fund things that you cannot get via other federal funding sources. Chairman Ryan added that this helps fund unbudgeted items (such as the tent for Town Meeting) that are absolutely necessary to keep a town functioning. The Chief has had conversations in which he asked do you really need this; if we didn't have the CARES money would you still do this. It does not replace lost revenues. If something is declined, then the Town has to find a way to fund it.

### **Annual Town Meeting Plans**

Moderator David Walrath was present via Zoom.

The Moderator said that weather is the primary issue. He asked the Board if the decision should be made to postpone Town Meeting, and if so, at what level of predicted bad weather do we postpone. He then asked if we do not have a resolution tonight, when would be a reasonable day and time to make a final decision. Highway Supervisor Steve Nadeau has a very accurate weather app that will be utilized. After much discussion, it was decided that the Moderator will make a decision no later than Friday morning. A rain date of Saturday, July 18<sup>th</sup> has been publicized. The tents will go up tomorrow and will stay up until next weekend. The Board agreed with the Moderator's request that Sunday July 12<sup>th</sup> also be considered as a rain date with a start time of 11:30 a.m. If Town Meeting is postponed, a reverse 911 call will go out and an update will be posted to the Town's website. The details for COVID-19 precautions were discussed. The Board agreed that the Chair can coordinate directly with the Moderator and Mr. Nadeau on behalf of the Board.

### **Annual Town Meeting Warrant Articles 4, 41, 44, 52, 58, 59, 60, 61 and Any Other Articles**

Town Administrator Wrigley discussed the current budget (Article 4—General Budget for Fiscal Year 2021) and the few changes that were made since the budget was first presented in March. The budget has been decreased by \$46,000. The budget was previously voted on with unanimous support by the Board.

Town Administrator Wrigley left the meeting at 8:46 p.m.

After some discussion, the Board agreed to revoke the prior Board's votes, then review those votes and discuss each article. The new Board would then recommend approval on the articles.

*Selectman Salvie moved that the Board reconsider its recommendations on Articles 4, 41, 44, 59, 60 and 61. Selectwoman Frecha seconded the motion, and it passed unanimously (5-0).*

*Selectman Salvie moved that the Board make favorable recommendations on Articles 4, 41, 44, 59, 60 and 61. Selectwoman Frecha seconded the motion, and it passed unanimously (5-0).*

*Selectman Salvie moved that the Board reconsider its recommendation on Article 52. Selectwoman Frecha seconded the motion, and it passed unanimously (5-0).*

*Selectman Salvie moved that the Board recommend approval on Article 52. Selectwoman Frecha seconded the motion, and it passed 4-0-1 with Chairman Ryan abstaining.*

*Selectman Salvie moved that the Board reconsider its recommendation on Article 58. Selectwoman Frecha seconded the motion, and it passed unanimously (5-0).*

*Selectman Salvie moved that the Board recommend approval on Article 58. Selectwoman Frecha seconded the motion for discussion.*

Selectman Salvie thinks it is a good idea but due to the coronavirus he feels we need to start saying ‘no’ to things that are a good idea, but just not enough of a good idea. He would not support it at this time.

Selectwoman Birch-McMichael feels it needs to get up to code, but if we don’t have a specific usage it is not a good idea to spend money on it.

Selectwoman Frecha said it is CPA funds which is money that is already put aside specifically for historic preservation and it can’t be used for other reasons. She is a member of the Town Hall Restoration Committee (THRC) and feels it is a small Feasibility Study that is needed to understand the full ramifications of the project.

Selectwoman Sturgis is against this and feels if we don’t have an absolute reason for the usage then we shouldn’t spend \$1 on design funds. When using design funds you are designing for a purpose. CPA funds are tax dollars and we have other historic places in town.

Selectwoman Frecha says the building was heavily used before; we are social animals and we will want to gather again. The usage declined as the building became less comfortable. It is part of what is cool about Stow and this is about making it a usable building for the future.

Chairman Ryan is also on the THRC and said they have talked about bringing it up to code. Its use is irrelevant as there are no major reconfigurations and they are not changing the main function hall area, just fixing it. An elevator may be added between the bottom floor and the main floor where the large hall is located. They want to save a historical building and improve it to make it more usable and energy efficient.

Selectwoman Birch-McMichael commented that we don’t know what a design would be in a post-covid world. Distance restrictions may be in place for a long time.

Selectwoman Frecha said we know how it has been used traditionally. The Community Center is getting heavy use. The conversation the Town will have is do we want free or inexpensive space for community use.

*Selectman Salvie moved to withdraw his previous motion and moved that the Board take no position on Article 58. Selectwoman Frecha seconded the motion, and it passed unanimously (5-0).*

**Liaison Reports:**

- Selectwoman Sturgis asked about the upcoming Board of Health meeting and a permit for the lake.
- Selectwoman Birch-McMichael thought the Planning Board’s warrant article for outdoor dining should include a template from the BOH for how businesses doing so should behave.
- Selectwoman Frecha reported that the CPC received the timeline for the Pine Point Affordable Housing building with occupancy ready for August 2021.

**Adjournment**

*At 9:32 p.m. Selectwoman Birch-McMichael moved to adjourn. Selectman Salvie seconded the motion, and it passed unanimously (5-0).*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

**Documents used at this meeting:**

*Documents can be found in the Selectmen’s Office filed with the meeting folder.*

**Board of Selectmen's Meeting**  
**Tuesday, June 18, 2020**  
**Stow Town Building & Via Zoom**

Present at the meeting: Chair James Salvie, Brian Burke, Cortni Frecha, and Tom Ryan.

Also present: Town Administrator William Wrigley, Executive Assistant Maureen McKeon, Town Moderator David Walrath, Town Clerk Linda Hathaway, and Denise Dembkoski.

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

**Public Input:** None

**Minutes:** None

**Correspondence:** The Board discussed various correspondence and what they would like to see as upcoming agenda items for discussion.

**Chairman's Comment:** None

**Executive Session**

*At 7:07 p.m. Selectman Ryan moved to convene in Executive Session, pursuant to MGL Ch. 30A, Sec. 21(a)(2), to conduct strategy sessions in preparation for negotiation with non-union personnel and to conduct negotiation with non-union personnel and reconvene to open session. Selectwoman Frecha seconded the motion, and it was approved unanimously by a roll call vote: Selectman Ryan -aye, Selectwoman Frecha -aye, Selectman Burke -aye, Chairman Salvie -aye.*

*At 7:50 p.m. Selectman Ryan motioned to return to Open Session. Selectman Burke seconded the motion, and it was approved unanimously by a roll call vote: Selectman Ryan, -aye, Selectman Burke, -aye, Selectwoman Frecha -aye, and Chairman Salvie -aye.*

Chairman Salvie announced that the Board is pleased to welcome Denise Dembkoski as the new Town Administrator for Stow effective September 1, 2020. Chairman Salvie had spoken with Groveland's chairman of the Board of Selectmen, who said that Groveland's loss is Stow's gain.

**Annual Town Meeting Plans**

Moderator David Walrath said the date being considered is July 11, 2020. Chairman Salvie said communication is as important as the date, and the Independent should publish the information the week before the meeting. The Moderator said there are three possible locations: Hale Middle School with a combination of indoor/outdoor; the Nashoba football field (Stow's bylaws allow for a town meeting in any adjoining town); or Center School with a combination of indoor/outdoor, or, the Moderator believes it can all be done outside at Center School.

We need to start moving forward with logistics, including getting the school to agree, getting chairs, and renting portable toilets. The plans for Annual Town Meeting will be discussed further at the next Selectmen's meeting.

**Joint Appointment to Nashoba Regional School District Audit Advisory Committee**

Finance Committee member Richard Eckel and Finance Committee Chair Erika Benedick (joined late) participated via Zoom.

Chairman Salvie said they will note informally that the Finance Committee supports this appointment as there were only two members of the Finance Committee in attendance.

*Selectmen Ryan moved, in a joint appointment with the Finance Committee, to appoint Mark Jones as Representative to Nashoba Regional School District Audit Advisory Committee for a one-year term beginning July 1, 2020 and expiring June 30, 2021. Selectman Burke seconded the motion, and it was approved unanimously by a roll call vote:*

*(Finance Committee) Erika Benedick – aye, Richard Eckel – aye,  
(Board of Selectmen) Selectwoman Frecha – aye, Selectman Burke – aye, Selectman Ryan – aye,  
Chairman Salvie – aye.*

### **Vote to Sign Police and Fire FY 2021 Union Contracts**

The contract changes for each union were approved in the March 10, 2020 Executive Session meeting; tonight's vote is to sign the 3 -year contracts which are effective July 1, 2020.

*Selectwoman Frecha moved to sign the FY 2021 Police and Fire union contracts as discussed. Selectman Burke seconded the motion, and it was approved unanimously 4-0.*

### **Town Administrator's 1/12<sup>th</sup> Budget**

The 1/12<sup>th</sup> budget of \$2,350,148.37 was presented to the Board for approval.

*Selectwoman Frecha moved that the Selectmen approve a budget prepared by the Town Administrator for 1/12<sup>th</sup> of the fiscal year 2021. Selectman Ryan seconded the motion, and it was as approved unanimously 4-0.*

### **FY 2020 Year End Budget Line-Item Transfers**

*Selectwoman Frecha moved that the Selectmen vote to approve the 2020 budget line-item transfers totaling \$45,325.25, from the FY 2020 Principal on Long-Term Debt Account to the accounts detailed below on the Town Administrator's recommendation and contingent upon the Finance Committee's approval, and as described in a budget transfer recommendation document dated June 18, 2020. Selectman Burke seconded the motion, and it was approved unanimously 4-0.*

- transfer \$5,000 to the Audit Town's Finances Account
- transfer \$3,102.50 to the Council on Aging Repair & Maintenance of vehicles account
- transfer \$24,222.75 to the Snow & Ice account
- transfer \$500 to the Postage account
- transfer \$500 to the Payroll & Banking Services account
- transfer \$6,000 to the Utilities (Electric) account
- transfer \$6,000 to the Treasurer/Collector Salary account

**Town Administrator's Report:** incorporated throughout the meeting.

### **Liaison Reports:**

Chairman Salvie noted that Tim Reed had his last Library Trustees meeting on Wednesday, June 10<sup>th</sup> after 28 years of service.

### **Adjournment**

*At 9:17 p.m. Selectman Ryan moved to adjourn. Selectman Burke seconded the motion, and it was passed unanimously 4-0.*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

**Documents used at this meeting:**

*Town Administrator's 1/12<sup>th</sup> Budget*

*Budget Transfer Recommendations*

*Additional documents can be found in the Selectmen's Office filed with meeting folder.*



**Board of Selectmen's Meeting**  
**Tuesday, June 9, 2020**  
**Stow Town Building & Via Zoom**

Present at the meeting: Chair James Salvie, Brian Burke, Cortni Frecha, and Tom Ryan.

Also present: Town Administrator William Wrigley and Executive Assistant Maureen McKeon.

Mr. Salvie called the meeting to order at 7:00 p.m.

**Public Input:** None

**Chairman's Comments:** Chairman Salvie requested a moment of silence for Eila Makey, former Assistant Treasurer and Treasurer/Tax Collector (retired 1988) and widow of former Highway Superintendent John Makey who died in May.

**Meeting Minutes:** *Selectman Ryan moved to accept the meeting minutes of May 26, 2020 as drafted. Selectwoman Frecha seconded the motion, and it was passed unanimously 4-0.*

**Correspondence:** Selectman Burke mentioned emails from residents on Gleasondale Road about the trench built by NStar. It is part of the program for energy reliability. If you are an abutter and have property damage bring it to the Board's attention.

**Finalist Candidates for Town Administrator**

The Board discussed the three finalists, Denise Dembkoski, Thomas Guerino, and Kellie Hebert.

Chairman Salvie noted that, by quite a bit, Denise Dembkoski is the best choice. She has experience in a similar community and sounds like she is a "one-woman band", and he is impressed with her budget process. Chairman Salvie was confident that Thomas Guerino could do the job and thought he did his homework on the town the best by calling department heads. Chairman Salvie thought Kellie Hebert could do the job although she did not communicate that well and he liked her emphasis on building relationships.

Selectwoman Frecha would rank them similarly and found that the connection with Ms. Dembkoski was the strongest. Mr. Guerino is also capable although with a different tone and would understand Stow due to his history with the Pioneer Valley. Selectwoman Frecha would choose Kellie Hebert last. Selectwoman Frecha thought she was affable, and she was impressed with her resume and experience, but thought her answers were less compelling.

Selectman Burke thought they were three superb candidates. He agrees that Denise Dembkoski is the right fit for the town. She has the background and personality that would work well in this town and he feels, more importantly, that it is the right fit for her.

Selectman Ryan said Denise Dembkoski has the entire package that they are looking for. She is smart and no nonsense and he agrees with Selectman Burke that it is a good fit for her also.

Town Administrator Wrigley agreed with the consensus of the first choice. He described Denise Dembkoski as a "professional of practice" meaning what her resume says she does, she does. She is potentially a perfect match and could be here for a long time.

*Selectman Ryan moved that the Selectmen offer the position of Town Administrator of the Town of Stow to Denise Dembkoski subject to final background checks and final reference checks. Selectwoman Frecha seconded the motion, and it was passed unanimously 4-0.*

### **Annual Town Meeting**

Town Moderator David Walrath thinks we can fit Town Meeting into the Hale Middle School gymnasium with the auditorium as overflow, or the Center School if we need a larger overflow. He has been contacted by citizens who are concerned with anything being indoors (due to the pandemic). Other options would be to start on Monday night indoors, but there could be technical challenges; find an outdoor space, maybe similar to Maynard's drive-in Town Meeting, but we would need a way to transmit audio to the cars and have a plan for voting; or to delay or do the minimal that we could on Monday then adjourn to some outdoor site on the weekend.

Discussion ensued about various options. Chairman Salvie summarized that the Board is not comfortable with a meeting completely indoors. They are open to any form of outdoor meeting or a combination of the two. The Board is skeptical that an outdoor meeting can be put together in the next 13 days. Postponing Town Meeting will have no effect on the Annual Town Election.

The Board discussed having Town Meeting with a 1/12 budget in June and postponing Town Meeting to July. Chairman Salvie said this is allowed per Administrative Rule from the Department of Revenue, and Town Administrator Wrigley added that he already has a 1/12 budget ready. Selectwoman Frecha suggested continuing this conversation at the next meeting.

### **Annual Town Meeting Warrant Articles**

#### Article 4 – General Budget for Fiscal Year 2021

*Selectman Ryan moved that the Selectmen support Article 4. Selectwoman Frecha seconded the motion.*

Chairman Salvie asked for discussion.

*Selectman Ryan moved that the Selectmen support Article 4, excluding the item for Nashoba Regional School District. Selectwoman Frecha seconded the motion, and it was approved 3-0-1 with Selectman Burke abstaining.*

Chairman Salvie asked for a motion to reconsider the prior vote.

*Selectman Burke moved to reconsider the prior vote. Selectwoman Frecha seconded the motion, and it was approved unanimously 4-0.*

Chairman Salvie asked for a motion to recommend approval of the budget except for the line items pertaining to Nashoba Regional School District, and Conservation Commission salaries.

*Selectman Burke moved to recommend approval of the budget except for the line items pertaining to Nashoba Regional School District and Conservation Commission salaries. Selectman Ryan seconded the motion, and it was approved 2-0-2 with Chairman Salvie and Selectman Burke abstaining.*

*Selectman Ryan moved to support the Nashoba Regional School District budget. Selectwoman Frecha seconded the motion, and it was approved 3-0-1 with Selectman Burke abstaining.*

*Selectman Ryan moved to support the Conservation Commission budget. Selectwoman Frecha seconded the motion.*

Chairman Salvie asked Selectwoman Frecha to chair this motion.

*Chairwoman Frecha asked for further discussion, and hearing none, the motion was approved 3-0-1 with Selectman Salvie abstaining.*

*Chairman Salvie resumed as Chair.*



Article 41 – Amend General Bylaw - Town Election Date

*Selectwoman Frecha moved that the Selectmen support Article 41. Selectman Ryan seconded the motion for discussion, and it was approved 3-0-1 with Selectman Burke abstaining.*

Article 44 –Box Mill Bridge Article 97 Petition

*Selectman Ryan moved that the Selectmen support Article 44. Selectwoman Frecha seconded the motion, and it was approved unanimously 4-0.*

Article 52 – Commuter Rail Van Transportation Service

*Selectwoman Frecha moved that the Selectmen support Article 52. Selectman Burke seconded the motion, and it was approved 3-0-1 with Selectman Ryan abstaining.*

Article 58 – Design Funds for Stow Town Hall Restoration

*Selectman Burke moved that the Selectmen support Article 58. Selectwoman Frecha seconded the motion, and it was approved 3-0-1 with Chairman Salvie abstaining.*

Article 59 – COVID19 Emergency Rental Assistance Fund

*Selectwoman Frecha moved that the Selectmen support Article 59. Selectman Burke seconded the motion, and it was approved unanimously 4-0.*

Article 60 – PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses

*Selectman Burke moved that the Selectmen support Article 60. Selectwoman Frecha seconded the motion, and it was approved unanimously 4-0.*

Article 61 – Nashoba Regional School District Feasibility Study

Discussion ensued with Leah Vivirito of the NRSD School Committee.

*Selectman Ryan moved that the Selectmen support Article 61. Selectwoman Frecha seconded the motion, and it was approved unanimously 4-0.*

**Annual July 1 Appointments**

*Selectman Ryan moved to make the appointment of individuals and committee members, the positions having been duly posted for which the applicants have applied, listed as one-year appointments with terms ending June 30, 2021 as reflected in the list of appointments dated June 9, 2020. Selectwoman Frecha seconded the motion, which was approved unanimously 4-0.*

*Selectman Ryan moved to make the appointment of individuals and committee members, the positions having been duly posted for which the applicants have applied, listed as two-year appointments with terms ending June 30, 2022 as reflected in the list of appointments dated June 9, 2020. Selectwoman Frecha seconded the motion, which was approved unanimously 4-0.*

*Selectman Ryan moved to make the appointment of individuals and committee members, the positions having been duly posted for which the applicants have applied, listed as three-year appointments with terms ending June 30, 2023 as reflected in the list of appointments dated June 9, 2020. Selectwoman Frecha seconded the motion, which was approved unanimously 4-0.*

*Selectman Ryan moved to make the appointment of individuals and committee members, the positions having been duly posted for which the applicants have applied, listed as five-year appointments with terms ending June 30, 2025 as reflected in the list of appointments dated June 9, 2020. Selectwoman Frecha seconded the motion, which was approved unanimously 4-0.*

**Town Administrator's Report** – incorporated throughout the meeting.

**Liaison Reports**

- Selectwoman Frecha reported that the Conservation Commission said many trees came down at Lake Boon during the recent storm and if you have a tree that you need removed and it is within 100 feet of a wetland contact the Conservation Commission. There are several openings on the Open Space Committee.
- Selectman Ryan said Acting Police Chief Sallèse is doing a fine job working with some of the social justice groups to make sure that everybody stays safe in town. Chairman Salvie agreed about the Acting Chief, and said the department is gifted with several officers who are excellent communicators.
- Selectman Burke said the LACAC (Local Access Channel Advisory Committee) had a public forum via Zoom and it was very successful.
- Chairman Salvie – no report

**Executive Session**

*At 9:05 p.m. Selectman Ryan moved to convene in Executive Session, pursuant to MGL Ch. 30A, Sec. 21(a)(5), for the purpose of considering matters related to a criminal investigation and to reconvene in Open Session thereafter. Selectwomen Frecha seconded the motion, and it was passed unanimously by roll call vote: Selectman Burke - aye, Selectman Ryan - aye, Selectwoman Frecha – aye, and Chairman Salvie – aye.*

**Reconvene in Open Session**

*At 9:24 p.m. Selectman Ryan made a motion to return to open session. Selectman Burke seconded the motion, and it was passed unanimously by roll call vote: Selectman Ryan - aye, Selectman Burke - aye, Selectwoman Frecha – aye, and Chairman Salvie – aye.*

The Board had previously voted to conduct due diligence interviews at the police department as a result of the events in April concerning former Chief Marino. Chairman Salvie, Selectman Ryan, and Town Counsel Jonathan Witten (via Zoom) interviewed 10 officers and 4 dispatchers over a 2-day period, with an attorney for the union also present. Each interview was 10-15 minutes in length. The report drafted by Town Counsel will be released to the public and posted to the town's website.

**Adjournment**

*At 9:33 p.m. Selectman Burke moved to adjourn. Selectman Ryan seconded the motion, and it was approved unanimously 4-0.*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

**Documents used at this meeting:**

*May 26, 2020 Draft Minutes*

*Annual July 1 Appointment list*

*KP Law Report re: Interviews with Stow Police Department Officers and Dispatchers*

*Additional documents can be found in the Selectmen's Office filed with meeting folder.*

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Board of Selectmen Meeting

June 9, 2020

DRAFT

## Board of Selectmen Meeting - 6/9/2020

### One-year Appointments, with terms ending on June 30, 2021:

- Recreation Commission: Samantha Altieri, Michael Busch, Dan Nicholson and Eric Sullivan
- Complete Streets Committee: Eve Fischer
- Emergency Management Officer: Fire Chief Joseph Landry
- Fence Viewers: Selectmen
- Hudson Light & Power Representative: Arnold Epstein
- Montachusett Area Regional Transport (MART): Alyson Toole
- Tree Warden: Bruce E. Fletcher
- Veterans' Graves Committee: Patricia Bolton, Martha Monroe and Tom Zavorski
- Town Counsel: Jon Witten and Barbara Huggins Carboni, KP Law, P.C.
- Superintendent of Streets: Stephen Nadeau
- Full-time Firefighters:  
Joseph Landry, Chief; John Paul Benoit, Captain; Barry Evers, Firefighter/EMT; Mark W. Guerin, Firefighter/EMT, Call Lieutenant; Judson Swinimer, Firefighter/EMT, and Erick Benoit, Firefighter/EMT, Call Lieutenant
- Call Firefighters/EMTs:  
Matthew Olson, Call Lieutenant; Paul Dudley, Call Lieutenant; Jeremy Fiorvanti, Jason Galofaro, Suzanne Siewierski, Keith Villa, Todd Jakubek, Kristina Ellis, Timothy Gray, Camden Herlihy, Yuris Mangolds, Michael Murphy, Rachel Vroegindewey, and Jonathan Beharrell  
Call Firefighters:  
Barrett Dilling, Scott Dwinells, Gregg Silverio, Kevin Benoit, Peter Casello, Jonathan Gray, Matthew Lowe, Nicholas Hopkins, Steven Walsh, George Taylor, Matthew Cristy, Ralph Rodriguez, Matthew McNulty, Timothy Benoit, Timothy Landry and Alejandro Cabrera  
Apprentice Firefighters:  
Ryan Boyd, Steve Landry and Eddie Warren
- Special Police Officers:  
William Bosworth, John T. Connors, John E. Fantasia, Lee Heron, Richard D. Manley, Brandon C. Murphy, Gary P. Murphy, Michael Smith, and Mark H. Trefry
- Prisoner Watch duty:  
Deborah L. Richardson

- Public Safety Dispatchers:  
John E. Fantasia, Dispatch Supervisor; Brandon C. Murphy, Gabriel Lopez, and Darlene D. Trefry, and Shawn Marques, part time.

**Two-year Appointments with terms ending on June 30, 2022:**

- Local Access Channel Advisory Committee: Robert Glorioso, Lisa Lavina, Lee Pappas
- Stow Municipal Affordable Housing Trust:  
Cynthia Perkins
- Springfest Organizing Committee:  
Maura Hyland, Sherry Jusseaume

**Three-year Appointments with terms ending on June 30, 2023:**

- Agricultural Commission: Liz Painter
- Cemetery Trustees: Chet Jacobs
- Conservation Commission: Serena Furman, Matthew Styckiewicz
- Constable: Paul Tavalone
- Historical Commission: Barbara Clancy
- Lake Boon Commission: Kris Krablin
- Minuteman High School Representative: Alice DeLuca
- Trustee of the Randall Relief Fund, the Randall Town Fund and the Town Farm Fund: Jeffrey Smith

**Five-year Appointments with terms ending June 30, 2025**

- Economic Development & Industrial Commission: Jennifer Gero, Serena Domolky Howlett
- Zoning Board of Appeals: William Byron

# **CORRESPONDENCE**

## Joyce Sampson

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**From:** townadministrator  
**Sent:** Thursday, April 1, 2021 1:57 PM  
**To:** Joyce Sampson  
**Subject:** FW: Congratulations and Gratitude  
**Attachments:** EAB Retirement 20220630.pdf

Joyce, can you print the email and attachment and include it as correspondence for the Board. This should be in their packet, not in the "extras" pile.

Very truly yours,

*Denise*

Denise M. Demboski  
Town Administrator

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**From:** Bouquillon, Ed <e.bouquillon@minuteman.org>  
**Sent:** Thursday, April 1, 2021 1:37 PM  
**To:** townadministrator <townadministrator@stow-ma.gov>  
**Subject:** FW: Congratulations and Gratitude

Hi Denise....FYI: Ed

*Dear Minuteman Community,*

*Attached you will find Superintendent Ed Bouquillon's letter announcing his retirement from Minuteman in June 2022.*

*The Minuteman District hired Ed as Superintendent-Director in 2007. Ed has been a phenomenal leader for Minuteman, always putting the needs of the students first. Thanks to Dr B, Minuteman is known for high quality career and technical programming integrated with rigorous academics.*

*Thanks to his work with, and support from our member communities, students enjoy a new building designed and equipped to promote learning and collaboration. Ed is active in both state and national career and technical education, workforce development initiatives and has co-authored books and written articles and papers during his tenure. He, and a team of Minuteman faculty, founded the "Minuteman Academy Model" to support the academic, occupational, social, and emotional progress of all students. Ed re-envisioned the Minuteman Technical Institute as the districts post-secondary school, now offering professional training to young adults seeking career advancement. Our school was recognized as a national Blue Ribbon school in 2018.*

*Ed's accomplishments are numerous, and the community has been extremely fortunate to have him at the helm for the past 14 years. Ed and the School Committee have important projects to complete, and Ed will continue to engage all stakeholders with his usual vigor. He has put in place a strong team including teacher leaders and administrators. Enrollment has grown beyond our expectations and Minuteman enjoys strong support from all our member towns. A remarkable transformation since "Dr B" joined the district.*

*The school committee has been conducting strategic planning sessions for more than a year. A component of this work has been succession planning for the leadership of the district. The School Committee is prepared to begin the transition. We are committed to hiring a Superintendent-Director who will continue to grow the district in support of all learners.*

*We are grateful to Ed, and know we can count on his support as this process moves forward. As he reminds us, “we have work to do, and miles to go, so let’s stay focused 😊”*

*Please do not hesitate to reach out with any questions.*

*Yours,*

*Pam Nourse, Acton*

*Chair, Minuteman School Committee*

*[pam@newview.org](mailto:pam@newview.org)*

*978-621-2418*

April 1, 2021

Dear Staff, Students, and Parents in the Minuteman family:

It is time, after more than 30 years of serving, educating and leading others, for me to contribute to workforce education and development in a different way. My retirement will no doubt involve consulting, teaching, mentoring, writing, traveling, improving my BBQ, growing bigger gardens, planting a vineyard, golfing, ..and well.. who knows?

I have had a blessed career working with remarkably passionate and brilliant people over my career and most notably, at Minuteman the past 14 years. I am fortunate to have had the opportunity to be a small part of the lives of so many young people. It has been a delight to watch students as they discover what they do well and what they love to do. Answering these questions, as you have heard me say once or twice, ignites passion and purpose.

It has been an honor to work alongside so many talented Minuteman teachers, students, administrators, community leaders, parents, and staff. Being able to see the constant innovation and creativity unfold during our Academy Development work has been a fulfilling experience. It is satisfying to know this work will continue to evolve and deepen.

The tradition of visionary programming for students is exemplary because of the collective efforts of the Minuteman faculty and staff. Your willingness to accept a challenge, reflect on its solution, engage, learn something new and *implement is the reason* so many school districts want to see what you have done to make our vision a reality.

Minuteman is great place to work because of the relationships that arise. Over the years I have told colleagues, friends, and families around the country that what separates Minuteman from the rest are the relationships that exist between the staff and the students.

My wife and I privately came to this decision a few months ago, that I will retire June 30, 2022. Announcing now allows the school committee to begin their development of the transition to a new Superintendent. The Committee is developing a first-rate process that will involve listening and reflecting on the feedback from the Minuteman community. I will be supporting the process in every way appropriate, including working as closely as required with the new Superintendent, whenever selected. I know you will all participate as professionals in this progression.

In the meantime, there is much work to do, and I will be engaged and at the helm. We will continue to meet the challenges of this pandemic, provide support to mend what has been lost and continue to increase the enrollment capacity so our students have access to this great place.

I will be forever grateful to have been a part of the Minuteman family and to be your colleague. Minuteman has been the most challenging and most rewarding of all my professional experiences.

Gratitude.

Dr B



## Joyce Sampson

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**From:** JOSEPH PICORELLI <picorelli50@comcast.net>  
**Sent:** Thursday, April 8, 2021 2:36 PM  
**To:** selectmen  
**Subject:** Maynard Founders Day reminder  
**Attachments:** FINAL FINAL COPY FOUNDER'S DAY CELEBRATION (1).pdf

Good Afternoon,

I wanted to send along a reminder of the upcoming Founders Day celebration. I have attached the invitation with all of the details.

Please let us know if you will be able to join us by April 17th so we know how many people to expect. Feel free to contact me with any questions. We hope to see you there.

Have a fabulous day!

Sincerely,

Jennifer Picorelli

Member of the Maynard Sesquicentennial Committee  
[picorelli50@comcast.net](mailto:picorelli50@comcast.net)  
978-290-6373

**FOUNDERS DAY CELEBRATION  
A SESQUICENTENNIAL COMMITTEE EVENT**

**PLEASE JOIN US IN CELEBRATING THE FOUNDING DAY OF THE TOWN OF MAYNARD!**

**WHEN: MONDAY APRIL 19, 2021**

**WHERE: THE SANCTUARY ~ 82 MAIN STREET ~ MAYNARD MA 01754**

**TIME: 11:15 AM TO 12:15 PM**

- \*OPENING THE TIME CAPSULE TO SEE ITEMS BURIED 50 YEARS AGO**
- \*THE PETITION TO FORM THE TOWNSHIP OF MAYNARD, READ BY A TIME TRAVELER FROM 1871**
- \*A 3 GUN SALUTE FROM MAYNARD'S AMERICAN LEGION MEMBERS**
- \*TRADITIONAL TOWN WHISTLE TO SOUND AT 12:10PM**
- \*CELEBRATORY CHURCH BELL PEAL ACROSS MAYNARD AT THE CONCLUSION OF THE EVENT**



# **CORRESPONDENCE**

**Additional correspondence on file in the office:**

- Board of Appeals Notice of Public Hearing  
May 3, 2021 at 7:40 p.m.  
Special Permit for 214 Red Acre Road