

AGENDA
BOARD OF SELECTMEN
May 11, 2021
7:00 p.m.
Town Building

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/94440966917?pwd=cERIMGFqdkxiVm5RYjlSZnl2aXN6dz09>

Meeting ID: 944 4096 6917
Passcode: 267446

1. Public input
2. Chairman's comments
3. Appointments:
 - Derek Hopper to the position of full-time Highway Department Mechanic
 - Jerry Camara to the position of full-time Highway/Tree Grounds Driver-Laborer
 - Nicholas Whalen to the position of temporary Highway/Tree Grounds Driver-Laborer
4. Discussion and Possible Vote
 - Disposition of Surplus Goods and Equipment (StowTV)
 - Zackary Fentross, Melanson Audit Manager to present/discuss the FY20 Audit Report
 - 2021 Annual Town Meeting Article Discussion
 - Board & Committee Appointment Process
 - Permit for Recreation Department Boating Program
5. Town Administrator's Report
6. Liaison reports
7. Meeting minutes
 - April 27, 2021
 - November 12, 2019 Executive Session
 - September 24, 2019 Executive Session
 - July 11, 2017
 - May 10, 2017
 - February 14, 2017
8. Correspondence
9. Adjournment

Posted Friday, 5/7/2021
12:01 p.m.



APPOINTMENTS



Denise M. Dembkoski
Town Administrator
townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

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

I recommend the following candidates to the positions in the Highway Department:

Derek Hopper to the position of Highway Mechanic

Jerry Camara to the position of Highway/Tree Grounds Driver-Laborer

Nicholas Whalen to the position of Temporary Highway/Tree Grounds Driver-Laborer

Denise M Dembkoski



Steve Nadeau
Superintendent of Streets

Town of Stow
HIGHWAY DEPARTMENT

88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

To: Denise M. Dembkoski, Town Administrator

From: Steve Nadeau, Superintendent of Streets

Re: Recommendations for new hire

I would like to recommend filling the full time 40 hours per week for the position of Highway Department Highway Mechanic.

Derek Hopper has been a Highway/Tree Grounds Driver-laborer since March 2019. He has just returned from a 13-month military deployment with the Army as mechanic in a construction engineering unit. During his short time here before deployment he has shown his skills as a mechanic and his knowledge around construction equipment. He brings with him experience from the army on running various computer systems to maintain a large fleet of various types of equipment including construction equipment and procurement of the parts need to keep the fleet running. He currently has he CDL class B and has attended a prep class for his 2A/1c hoisting license. He is currently waiting on a test date. This is a full time 40 hours per week position.

I recommend he start at Group F Highway Department Highway Mechanic; at Step 1 at \$27.79 /hour. Hopefully with your approval, this employee can start here as soon as possible, we have had some employee turnover and his experience would be invaluable.

If there are any questions, please feel free to contact me. Thank you for your consideration.

Steve Nadeau
Superintendent of Streets



Town of Stow
HIGHWAY DEPARTMENT
88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

JOB POSTING-HIGHWAY MECHANIC POSITION

The Stow Highway Department is seeking a qualified individual to fill the full-time Mechanic position.

Qualifications: This individual shall possess a valid Class B Driver's License, CDL A preferred, a Class 2B Hoist Engineer's License or obtained within 6 months of higher, a thorough knowledge of diesel and gas engines, drive trains and hydraulic systems and the methods of troubleshooting and repair in a timely and fiscally responsible manner, and a thorough knowledge of proper preventative maintenance procedures on the vehicles and equipment for which they are responsible; possess the knowledge and ability to perform a reasonable amount of body work, painting, and welding; and a willingness to work in all types of weather conditions, and to make him/herself available after normal working hours and on weekends and holidays for emergency work and winter snow and ice control.

Salary Range is \$26.26 - 32.90 hourly.

A full job description and applications available: on the town website or at the Stow Highway Department, 88 South Acton Rd., Stow, MA or highway@stow-ma.gov.

Applications accepted at the Highway Department open until filled. Priority and first round review will be applications received by April 19th, 2021.

The Town of Stow is an Equal Opportunity Employer

Date Posted: April 2, 2021



Town of Stow
HIGHWAY DEPARTMENT

88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

Steve Nadeau
Superintendent of Streets

To: Denise M. Dembkoski, Town Administrator

From: Steve Nadeau, Superintendent of Streets

Re: Recommendations for new hire

I would like to recommend filling the full time 40 hours per week for the position of Highway Department Highway/Tree Grounds Driver-laborer.

Jerry Camara has been a temporary Highway/Tree Grounds Driver-laborer over the last 7 months filling in for one of our crewmembers on military deployment. During the short time here, he has worked hard at getting his Class B CDL, his 2A/1c hoisting license and just finished getting his trapping license to help deal with the beaver issues around town. Jerry has shown he is motivated to learn and do anything asked of him. This is a full time 40 hours per week position.

I recommend he start at Group D Highway Department Highway/Tree Grounds Driver-laborer; at Step 1 at \$22.13 /hour. Hopefully with your approval, this employee can start here as soon as possible, we have had some employee turnover and his experience would be invaluable.

If there are any questions, please feel free to contact me. Thank you for your consideration.

Steve Nadeau
Superintendent of Streets



Town of Stow
HIGHWAY DEPARTMENT

88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

JOB POSTING-HIGHWAY/DRIVER-LABORER POSITION

The Town of Stow Highway Department is seeking qualified candidate for full-time Truck Driver/Laborer position.

Must possess a High School diploma and a CDL Class B driver's license or better. Experience in or general knowledge of road maintenance, drainage installation, operation of small power equipment and snow plowing preferred. Individual must be available to work all hours of the day or night (including weekends and holidays) for emergency purposes and snow/ice control.

Salary Range is \$20.82-25.96 hourly with excellent benefits.

A full job description and application available: on the town website or at the Stow Highway Department, 88 South Acton Rd., Stow, MA or highway@stow-ma.gov.

Applications accepted at the Highway Department until filled.

Date Posted: April 2, 2021



Steve Nadeau
Superintendent of Streets

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HIGHWAY DEPARTMENT

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Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

To: Denise M. Dembkoski, Town Administrator

From: Steve Nadeau, Superintendent of Streets

Re: Recommendations for new hire

I would like to recommend filling the full time 40 hours per week for the position of Highway Department Highway/Tree Grounds Driver-laborer.

Nicholas Whalen has been one of our per-diem laborers over the winter filling in and plowing. During the short time he has been here he has worked hard and achieved, getting his Class B CDL and is working on getting his hoisting license. This is a temporary employee part time 40 hours per week position.

I recommend he start at Group D Highway Department Highway/Tree Grounds Driver-laborer; Minimum Step at \$20.82 /hour. Hopefully with your approval, this employee can start here as soon as possible, we have had some employee turnover and his experience would be invaluable.

If there are any questions, please feel free to contact me. Thank you for your consideration.

Steve Nadeau
Superintendent of Streets



Town of Stow
HIGHWAY DEPARTMENT

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Stow, Massachusetts 01775

(978) 897-8071
FAX (978) 897-5682

**JOB POSTING-HIGHWAY/DRIVER-LABORER POSITION
(Temporary: 3 MONTHS)**

The Town of Stow Highway Department is seeking qualified candidate for full-time Truck Driver/Laborer position to cover a vacancy starting April 2021 and ending on June 30, 2021.

Must possess a High School diploma and a CDL Class B driver's license or better. Experience in or general knowledge of road maintenance, drainage installation, operation of small power equipment and snow plowing preferred. Individual must be available to work all hours of the day or night (including weekends and holidays) for emergency purposes and snow/ice control. Please note: This position is not eligible for any benefits.

Salary Range is \$20.82-25.96 hourly.

A full job description and application available on town web site or at the Stow Highway Department, 88 South Acton Rd., Stow, MA or highway@stow-ma.gov.

Applications accepted at the Highway Department until filled.

Date Posted: April 2, 2021

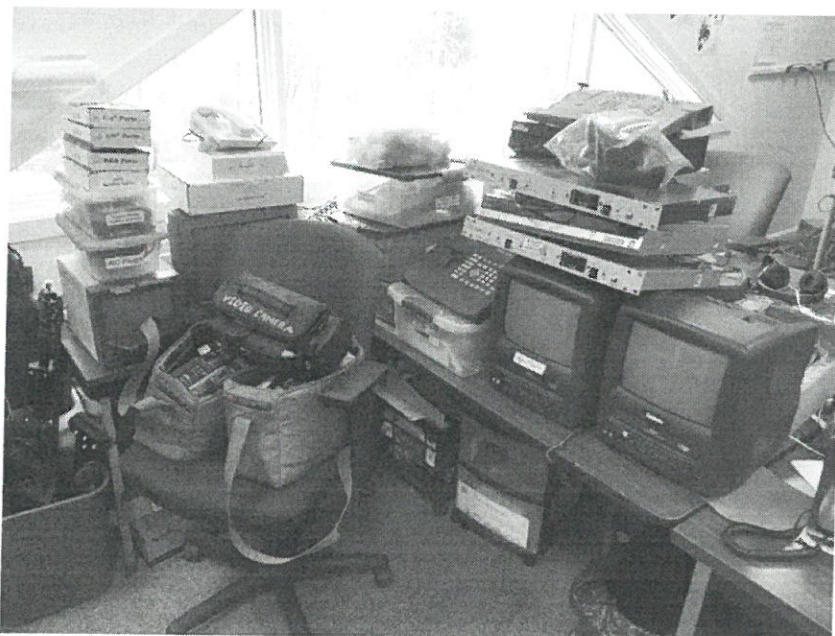
DISCUSSION & POSSIBLE VOTE

Disposition of Surplus Goods and Equipment (Stow TV)

STOW TV-

Items for Stow Troop 1 electronic recycling event May 15th

- 8- DVD/VHS recorder/players- Panasonic & JVC
- 2- VHS player televisions, 8"
- 1- JVC TV monitor
- 1- DAEWOO TV 12'
- 3- Out of date video mixers
- 1- Box of camera batteries
- 3- sm boxes of parts, RCA, 1/4", 1/8"
- 2- Boxes of AC power units
- 2- Old Telephones
- 3- keyboards
- 1- box of remote controls
- 2- CADCO modulators
- 7- Sony tape camcorders & accessories
- 2- Sm canon tape camcorder & accessories
- 1- box of cables



FY20 Audit Report

Zackary Fentross,
Melanson Audit Manager

2021 Annual Town Meeting Article Discussion

WARRANT FOR

ANNUAL TOWN MEETING

Saturday, May 22, 2021

9:00 A.M.

Center School

403 Great Road, Stow, MA



**PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY**

Anyone with a disability requiring special arrangements for Town Meeting should contact Town Clerk Linda Hathaway at (978) 897-5034 by 4 p.m. on Wednesday, May 12, 2021.

Note: Due to the COVID-19 Epidemic, the Board of Selectmen voted to change the dates of the 2021 Annual Town Meeting.

On January 12, 2021, the Stow Board of Selectmen voted to postpone the Annual Town Meeting from May 3, 2021 to May 22, 2021; pursuant to MGL Chapter 39, Section 9.

Contents

INTRODUCTION TO THE FINANCE COMMITTEE	5
FINANCE COMMITTEE REPORT TO TOWN MEETING	5
TOWN ADMINISTRATOR'S FY22 BUDGET RECOMMENDATION LETTER.....	10
ARTICLE 1. Reports of Selectmen and Other Officers and Committees.....	12
ARTICLE 2. Reports of Special Committees.....	13
ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2022.....	13
ARTICLE 4. General Budget for Fiscal Year 2022.....	17
BEGINNING OF CONSENT CALENDAR	29
ARTICLE 5. Revolving Fund for Inspection Fees.....	29
ARTICLE 6. Revolving Fund for Advanced Life Support Services.....	30
ARTICLE 7. Smart911/RAVE Notification System.....	30
ARTICLE 8. Weights and Measures Testing.....	30
ARTICLE 9. Transfer to Conservation Fund.....	31
ARTICLE 10. Transfer from Wetlands Protection Fund.....	31
ARTICLE 11. Addition to Conservation Fund.....	31
ARTICLE 12. Assabet River Water Chestnut Control.....	32
ARTICLE 13. Update of Property Valuations.....	32
ARTICLE 14. Town Records Binding and Repair.....	33
ARTICLE 15. Highway Road Machinery, Private Ways, and Municipal Parking Lots	33
ARTICLE 16. Household Hazardous Waste Collection	33
ARTICLE 17. Municipal Solid Waste Disposal.....	34
ARTICLE 18. Stow TV Expenses	34
ARTICLE 19. Holiday Decorations and Lighting Fund	34
ARTICLE 20. Employee Educational Incentive Program.....	34
ARTICLE 21. Audit of Financial Records.....	35
ARTICLE 22. Transfer to OPEB Trust Fund	35
ARTICLE 23. Transfer from MW PAT (Harvard Acres Wells) Loan Receipts	36
ARTICLE 24. Water System Expenses	36
ARTICLE 25. Board of Selectmen's Small Purchases Fund.....	36
ARTICLE 26. Cemetery Sale of Lots Transfer	37
ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations	37
ARTICLE 28. Lake Boon Water Quality Remediation	37
ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses.....	37
ARTICLE 30. Economic Development and Industrial Commission (EDIC).....	38
ARTICLE 31. Community Preservation Expenses	38
ARTICLE 32. Community Preservation Reserves.....	38
ARTICLE 33. Veterans' Benefits.....	39
ARTICLE 34. Tax Title Proceedings.....	39
CONCLUSION OF CONSENT CALENDAR.....	39
ARTICLE 35. Capital Requests.....	40
ARTICLE 36. Reauthorization of the OPEB Trust Fund	41
ARTICLE 37. Transfer to Stabilization Fund	41
ARTICLE 38. Legal Services	42
ARTICLE 39. Implementation of MS4 Stormwater Permit Requirements.....	42
ARTICLE 40. On Board Diagnostics Equipment (OBD2)	42
ARTICLE 41. Cemetery Ground Protection Mats.....	43
ARTICLE 42. Shared Housing Services.....	43
ARTICLE 43. Norfolk County Agricultural High School Assessment.....	43
ARTICLE 44. Lake Boon Patrol.....	44
ARTICLE 45. Bylaws and Regulations amendment to change the Board of Selectmen Name.....	44
ARTICLE 46. Department of Unemployment Assistance	44
ARTICLE 47. Online Permit and License Fees.....	45
ARTICLE 48. Online Budgeting Software.....	45
ARTICLE 49. Salary Reserve Line to Implement Salary and Classification Changes.....	45

ARTICLE 50. Acceptance of Great Road Land Donation 46

ARTICLE 51. Hallock Point Chapter 61 Purchase..... 46

ARTICLE 52. Pickleball Court..... 47

ARTICLE 53. Kane Land Walking Path Design and Construction 47

ARTICLE 54. Stow Acres Conservation Restriction Purchase..... 48

ARTICLE 55. New General Bylaw Governing Discharges to Municipal Storm Drain System 48

**ARTICLE 56. Amend Zoning Bylaw Sections 1.3 (Definitions), 5.4 (ACTIVE ADULT NEIGHBORHOOD
Overlay District), and 8.9 (Inclusionary Housing) 55**

ARTICLE 57. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses..... 73

CONSENT CALENDAR PROCEDURES..... 75

CONSENT CALENDAR MOTION 75

APPENDIX A – Annual Report of Revolving Funds 76

APPENDIX B – Map of Great Road Land Donation (Article 50) 77

APPENDIX C – Hallock Point Concept Plan (Article 51) 78

APPENDIX D - Map of Kane Lane (Article 53)..... 79

APPENDIX E - Definitions of Commonly Used Terms at Town Meeting 80

APPENDIX F - Table of Motions..... 81

INTRODUCTION TO THE FINANCE COMMITTEE

Every Town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee (Fincom) that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the Town.” According to the Department of Local Services (DLS), the Finance Committee is “the official fiscal watchdog for a Town. Because it is difficult for all taxpayers to be completely informed about every aspect of a Town’s finances, Fincoms were established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens.”

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

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

FINANCE COMMITTEE REPORT TO TOWN MEETING

FY 2020 Review

Town Revenues

Town revenues totaling \$30,171,496 in FY20 is a 0.9% decrease from FY19, with property taxes mainly funding the town’s operations at just over 89% of the total. This percentage increased slightly from 87% in FY19.

Local receipts decreased by just over 22% for FY20 which accounted for a loss of \$530,997. Two factors are in play here: the Covid-19 pandemic and in FY19 the Town had a large amount of unpaid taxes paid off that inflated that line item. It is worth noting that \$1,503,500 of Savings and Other Funds was used to balance the budget. Table 1 shows a comparison of revenue sources for FY19 and FY20.

**Table 1:
Revenue Sources**

	FY19	FY19 % of Total	FY20	FY20 % of Total	\$ Change FY20-FY19	% Change FY19-FY20
Property Tax	\$ 26,520,076	87.0%	\$ 27,991,820	92.7%	\$ 1,471,744	5.55%
Local Receipts	\$ 2,362,997	7.8%	\$ 1,832,000	6.07%	\$ (530,997)	-22.47%
State Aid	\$ 503,637	1.7%	\$ 503,433	1.67%	\$ (204)	-0.04%
Savings and Other Funds	\$ 865,656	2.8%	\$ 1,503,500	4.98%	\$ 637,844	73.68%
Override	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Transfers from Other Funds	\$ 219,464	0.7%	\$ 347,676	1.15%	\$ 128,212	58.42%
Total	\$ 30,471,829		\$ 30,171,496		\$ (300,333)	-0.99%

Town Expenditures

Total town expenditures increased by \$2,270,136 (7.47%) in FY20 driven by a \$1,404,226 (322%) increase in capital spending. Another significant driver was an increased assessment for the Minuteman Regional Vocational Technical High School, up \$154,337 (21.22%).

Table 2: Town Expenditures

	FY19 Voted	FY19 % of Total	FY20 Voted	FY20 % of Total	\$ Change FY20 - FY19	% Change FY20 - FY19
Municipal Govt						
General	\$1,575,837	5.20%	\$ 1,607,900	4.92%	\$32,063	2.03%
Public Safety	\$2,412,262	7.90%	\$ 2,503,617	7.66%	\$91,355	3.79%
Public Works	\$1,116,380	3.70%	\$ 1,106,319	3.39%	-\$10,061	-0.90%
Human Services	\$359,524	1.20%	\$ 374,431	1.15%	\$14,907	4.15%
Culture/Rec	\$354,032	1.20%	\$ 359,081	1.10%	\$5,049	1.43%
Town Wide Expense	\$1,068,266	3.50%	\$ 1,106,008	3.39%	\$37,742	3.53%
Total Municipal Govt	\$6,886,301	22.70%	\$ 7,057,356	21.60%	\$171,055	2.48%
Education						
Nashoba	\$17,912,331	58.90%	\$ 17,889,278	54.76%	-\$23,053	-0.13%
Minuteman	\$727,258	2.40%	\$ 881,595	2.70%	\$154,337	21.22%
Total Education	\$18,639,589	61.30%	\$ 18,770,873	57.45%	\$131,284	0.70%
Other						
Debt Service	\$2,423,567	8.00%	\$ 2,627,933	8.04%	\$204,366	8.43%
Special Articles	\$803,771	2.60%	\$ 1,025,969	3.14%	\$222,198	27.64%
Capital Spending	\$435,584	1.40%	\$ 1,839,810	5.63%	\$1,404,226	322.38%
Recap Items	\$1,212,262	4.00%	\$ 1,349,269	4.13%	\$137,007	11.30%
Total Other	\$4,875,184	16.00%	\$ 6,842,981	20.94%	\$1,967,797	40.36%
GRAND TOTAL	\$30,401,074		\$ 32,671,210		\$ 2,270,136	7.47%

Source: Town Administrator FY20 & FY21 Budget Request Worksheets & Financial Summary Report

Town Savings

Town savings (Free Cash plus the Stabilization Fund) are “rainy day” accounts that are built up during good times and drawn down in bad times. Free Cash comes from receiving more-than-budget revenue (taxes, state aid, budget money left over from the prior year) and/or spending less than our voted budget. It is annually certified each year by the Department of Revenue (DOR). Once certified, free cash is available for appropriation throughout the fiscal year to be spent for any lawful purpose. Every dollar of free cash appropriated as a revenue in the FY-20 budget is a dollar that does not need to be raised and appropriated through taxation.

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

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

(Beginning of Fiscal Year)

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

Property Tax Rate and Property Valuations

The information presented in Table 4 shows the trends in the tax rate, average single family home valuation and average single family tax bill. The town's tax rate increased by 2.38% over FY19.

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

	FY 16	FY 17	FY 18	FY 19	FY 20
Tax Rate (per \$1,000)	\$ 19.98	\$ 20.59	\$ 20.98	\$ 20.13	\$ 20.61
YOY % Change	0%	3.05%	1.89%	-4.05%	2.38%
Avg Single Family Valuation	\$ 442,300	\$ 449,301	\$ 460,309	\$ 483,500	\$ 495,763
YOY % Change	3.30%	1.58%	2.45%	5.04%	2.54%
Avg Single Family Tax Bill	\$ 8,837	\$ 9,251	\$ 9,657	\$ 9,733	\$ 10,201
YOY % Change	3.30%	4.68%	4.39%	0.79%	0.79%

Fiscal Year 2022 Proposed Budget Analysis

Looking forward to the 2022 requested budget and comparing to the 2021 voter-approved budget, key highlights are as follows:

- Total income is expected to rise from \$31,339,355 to \$34,672,540, an increase of 10.6%. As a percentage of overall expenditures, property tax is expected to be on or slightly less than FY21.
- FY2022 expenditures are dominated, as is typical, by the Nashoba school assessment at 51.5% of expenditures, followed by the municipal budget, debt service, and Minuteman assessment. As with all three towns in the Nashoba regional district, Stow's educational expenses are a substantial portion of the total expenditures in any given year and so careful consideration of academic spending can have a dramatic impact on the town budget.
- Total expenditures are expected to increase by 9.47%. While the Nashoba assessment remains the largest line item, from FY2021 to FY22 the assessment decreased by 0.42%. The largest contributors to the 3.44% year-over-year increase in total expenditures were a

5.41 % increase in the municipal budget, a 337% increase in capital expenses, a 22.9% increase in the Minuteman assessment, and a 22.4% increase in special article expenditures.

The increase in municipal budget is driven predominantly through wage expenses with relatively little increase in department expenses. Further, the increase in wage expense is driven by the addition of new or amended positions far more than actual wage increases.

- Introduction of a full-time position for Assistant Town Administrator (18.9% of YoY municipal budget increase)
- Increase in Police & Dispatch due to filling a currently-absent Lieutenant position (12.6% of YoY municipal budget increase)
- An increase in overall highway & grounds wages (14.6% of YoY municipal budget increase) due to the addition of a required CDL-class driver position

Fiscal Year 2022 Special Articles – Raise & Appropriate

Special articles increased from \$600,675 to \$734,975, an increase of 22.4%. Major contributors were:

- A ‘salary reserve’ which is used for fairly compensate employees as the EIP program is phased out (59.6% of YoY special article increase). Although this results in a short-term cost, the overall impact should be a more fair and equitable pay scale as well as greater transparency in overall wages.
- MS4 permitting costs associated with the town’s NPDES requirement (29.8% of YoY special article increase). The town has limited ability to impact the costs of compliance, and the costs are expected to largely reoccur annually.
- Legal services, as the town remains engaged in several lawsuits with the Collins Foundation and others (18.6% of YoY special article increase). Unfortunately, the town’s legal costs are likely to increase before they decrease, and the allocation for FY2021 has already been consumed.
- ClearGov online budgeting software, implemented to transition the town to a more straightforward budgeting process and also to enable better future forecasting (14.9% of YoY special article increase)
- Online permitting software to enable simpler, online requesting and processing of permits such as building permits (11.2% of YoY special article increase)

Capital articles increased dramatically from \$660,835 to \$2,888,619 an increase of 337%. The majority of the capital allocation year over year increase, approximately 65.8%, is driven by allocation of CPC funds:

- Stow Acres restriction of \$1,500,000 (51.9% YoY capital article increase)
- Hallock point acquisition of \$400,000 (13.8% YoY capital article increase)

Omitting the CPC fund usage, significant contributors to the \$958,619 year over year increase are predominantly driven by the town’s need to replace aging vehicles. Stow tends to maintain vehicles for extended periods, with highway equipment having service lifetimes upwards of 30 years. Having deferred vehicle replacement, the town is now in a place where key pieces of highway equipment and 30% of the police cruiser fleet is no longer safe to operate and must be replaced.

- Highway department vehicles (40.5% of non-CPC YoY increase)
 - A 6-wheel dump truck for \$135,000 (19.3% of non-CPC YoY increase) used for town plowing in addition to typical dump truck purposes
 - A bucket truck for \$185,000 (14.1% of non-CPC YoY increase) replacing a non-operational bucket truck that is no longer safe.
 - A pickup truck for \$68,000 (7.1% of non-CPC YoY increase) used for town plowing in addition to typical pickup truck purposes
- Facilities upgrades (18.7% of non-CPC YoY increase) to implement ADA-compliant exterior doors and an electronic key system at the Town Building.
- A pair of hybrid police cruisers (10.3% of non-CPC YoY increase), replacing three current cruisers for a net decrease in fleet size. Two of the three cruisers being removed from service are not operational with repair costs in excess of their current value.

Conclusion

Coupled with the growth in housing prices, the Town-wide valuation has grown faster than our costs (i.e. budget expenditures growth) allowing the Town to fund approved projects and capital items for the last several years. Moreover, as of early May, the Town enjoys more than enough stored assets, and could borrow at the lowest rates due to our AAA rating. Moreover, the Town Administrator is estimating a \$3M excess Tax Levy. As previously mentioned, this allows the town to borrow money at a more favorable rate.

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

Respectfully submitted,

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

with thanks to the FY20 committee:

Rich Eckel (Chair), Atli Thorarensen (Vice Chair), Erica Benedick (Member), Chris Buck (Member), Peter McManus (Member), and Jean Vangness (Administrative Assistant).

TOWN ADMINISTRATOR'S FY22 BUDGET RECOMMENDATION LETTER



Town of Stow
Office of the
Town Administrator

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Denise M. Dembkoski
Town Administrator
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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 increasing 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 that 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 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. The 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.



WARRANT FOR 2021 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, or the Stow Town Clerk, in the County of Middlesex,
GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

CENTER SCHOOL, 403 Great Road, Stow, MA

In said Town on

SATURDAY, THE TWENTY-SECOND DAY OF MAY 2021

AT 9:00 A.M.

Then and there to act on the following Articles, namely:

ARTICLE 1. Reports of Selectmen and Other Officers and Committees

To hear and accept the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2020; or take any other action relative thereto.

(Board of Selectmen)

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

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

ARTICLE 2. Reports of Special Committees

To hear and accept the reports of special committees for Calendar Year 2020; or take any other action relative thereto.

(Board of Selectmen)

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

During Calendar Year 2020, special committees were created -- like the Town Building Committee - and the committees produce official reports for the Town to review. This proforma article calls for the Town to accept and hear these reports.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2022

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules, and inserting in place thereof the following new Schedules; or take any other action relative thereto.

(Board of Selectmen)

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

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

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

SCHEDULE A

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

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

GRADE	1	2	3	4	5	6	7	8	GRADE
Step 1	\$15.38	\$17.68	\$21.22	\$24.40	\$28.06	\$30.87	\$35.50	\$44.38	Step 1
Step 2	\$15.76	\$18.12	\$21.75	\$25.01	\$28.76	\$31.64	\$36.39	\$45.49	Step 2
Step 3	\$16.15	\$18.57	\$22.29	\$25.64	\$29.48	\$32.43	\$37.30	\$46.63	Step 3
Step 4	\$16.55	\$19.03	\$22.85	\$26.28	\$30.22	\$33.24	\$38.23	\$47.80	Step 4
Step 5	\$16.96	\$19.51	\$23.42	\$26.94	\$30.98	\$34.07	\$39.19	\$49.00	Step 5
Step 6	\$17.38	\$20.00	\$24.01	\$27.61	\$31.75	\$34.92	\$40.17	\$50.23	Step 6
Step 7	\$17.81	\$20.50	\$24.61	\$28.30	\$32.54	\$35.79	\$41.17	\$51.49	Step 7
Step 8	\$18.26	\$21.01	\$25.23	\$29.01	\$33.35	\$36.68	\$42.20	\$52.78	Step 8
Step 9	\$18.72	\$21.54	\$25.86	\$29.74	\$34.18	\$37.60	\$43.26	\$54.10	Step 9
Step 10	\$19.19	\$22.08	\$26.51	\$30.48	\$35.03	\$38.54	\$44.34	\$55.45	Step 10
Step 11	\$19.67	\$22.63	\$27.17	\$31.24	\$35.91	\$39.50	\$45.45	\$56.84	Step 11
Step 12	\$20.16	\$23.20	\$27.85	\$32.02	\$36.81	\$40.49	\$46.59	\$58.26	Step 12

SCHEDULE B
SINGLE RATE POSITIONS PAID ANNUALLY

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

SCHEDULE C
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	17.06
Assistant Counselor	13.50
Assistant Swim Instructor	13.50
Auxiliary Police Officer	17.77
Beach Checker	13.50
Camp Stow Director	20.22
COA Substitute Van Driver	16.57
COA Substitute Van Driver CDL	19.04
Dispatcher, part-time	22.66
Election Clerical Assistance	13.50
Election Clerk	16.52
Election Teller	13.84
Election Warden	16.52
Emergency Medical Technician (call)	19.50
EMT - w/Defib & Epi Pen (call)	21.29
Firefighter (call)	19.50
Firefighter/EMT - w/Defib & Epi Pen (call)	22.16
Firefighter/EMT (call)	20.39
Head Beach Checker	15.95
Head Counselor	13.97
Head Lifeguard	16.86
Junior Lifeguard	13.50
Junior Maintenance Person	13.97
Senior Lifeguard	13.97
Officers - Fire or Medical (call)	23.97
Per Diem Firefighter (call)	17.61
Police Matron	24.05

Police Officer, part-time	25.00
Recreation Maintenance Person	16.86
Street Lister	13.50
Street Listing Clerk	13.50
Street Numberer	13.50
Town Engineer	37.69
Waterfront Director	18.91
WSI Swim Instructor/Lifeguard	15.95

SCHEDULE D
FIRE DEPARTMENT ANNUAL SINGLE RATES

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

ARTICLE 4. General Budget for Fiscal Year 2022

To see what sums of money the Town will vote to raise and appropriate, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items; or take any other action relative thereto.

(Town Administrator)

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

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

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

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

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

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

Please see the Warrant Report at the beginning of the warrant for more details.

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

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

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

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
23	TOWN CLERK OTHER WAGES	69,384.00	81,345.00	66,566.00	66,566.00
24	TOWN CLERK EXPENSES	19,755.00	18,615.00	18,615.00	18,615.00
	TOTAL TOWN CLERK	168,961.00	181,778.00	166,999.00	166,999.00
	CONSERVATION COMMISSION				
25	CONSERVATION DIRECTOR	74,270.00	76,127.00	76,127.00	76,127.00
26	CONSERVATION COMMISSION CLERICAL WAGES	34,050.00	36,855.00	36,855.00	36,855.00
27	CONSERVATION COMMISSION EXPENSES	5,050.00	4,900.00	4,900.00	4,900.00
	TOTAL CONSERVATION COMMISSION	113,370.00	117,882.00	117,882.00	117,882.00
	PLANNING BOARD				
28	TOWN PLANNER	84,303.00	86,411.00	86,411.00	86,411.00
29	PLANNING BOARD CLERICAL WAGES	79,072.00	82,118.00	82,118.00	82,118.00
30	PLANNING BOARD EXPENSES	5,750.00	5,850.00	5,850.00	5,850.00
	TOTAL PLANNING BOARD	169,125.00	174,379.00	174,379.00	174,379.00
	BOARD OF APPEALS				
31	BOARD OF APPEALS CLERICAL WAGES	15,560.00	28,887.00	21,610.00	21,610.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
32	BOARD OF APPEALS EXPENSES	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL BOARD OF APPEALS	17,760.00	31,087.00	23,810.00	23,810.00
	MUNICIPAL BUILDING				
33	MUNI BUILDING & PROPERTY WAGES	143,073.00	139,719.00	139,719.00	139,719.00
34	MUNI BUILDING & PROPERTY EXPENSES	150,700.00	162,700.00	162,700.00	162,700.00
	TOTAL MUNICIPAL BUILDING	293,773.00	302,419.00	302,419.00	302,419.00
	OTHER GENERAL GOVERNMENT				
35	TOWN REPORTS EXPENSES	7,850.00	7,500.00	7,500.00	7,500.00
	TOTAL OTHER GENERAL GOVERNMENT	7,850.00	7,500.00	7,500.00	7,500.00
	TOTAL GENERAL GOVERNMENT	1,777,801.00	1,912,670.00	1,885,773.00	1,885,773.00
-	<u>PUBLIC SAFETY</u>	LINES 36 - 43			
	POLICE DEPT				
36	POLICE CHIEF SALARY	129,867.00	131,514.00	131,514.00	131,514.00
37	POLICE & DISPATCH WAGES	1,389,085.00	1,439,556.00	1,447,955.00	1,447,955.00

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

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

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

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

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL RECREATION COMMISSION	91,773.00	119,166.00	108,100.00	108,100.00
	LAKE BOON COMMISSION				
67	LAKE BOON COMMISSION WAGES	0.00	0.00	0.00	0.00
68	LAKE BOON COMMISSION EXPENSES	3,000.00	2,333.00	2,333.00	2,333.00
	TOTAL LAKE BOON COMMISSION	3,000.00	2,333.00	2,333.00	2,333.00
	OTHER CULTURE & RECREATION				
69	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00
70	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	900.00
71	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL CULTURE & RECREATION EXPENSES	374,563.00	409,845.00	399,179.00	399,179.00

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

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

BEGINNING OF CONSENT CALENDAR

ARTICLE 5. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2022, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Fifty Thousand Dollars (\$50,000) for FY 2022, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Board of Selectmen)

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

This article authorizes a revolving fund for Inspection fees and allows the use of the generated funds to pay for the inspection related expenses only (e.g. Inspector's wages). See Appendix A for balance of this fund.

ARTICLE 6. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2022 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2022, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Fire Department)

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

This article authorizes a revolving fund for the Fire Department to pay for administration costs of running the Town's ambulances. Fees charged in association with the use of the Stow ambulances are deposited into this account, then transferred to the General Account as a revenue source. See Appendix A for balance of this fund.

ARTICLE 7. Smart911/RAVE Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Six Hundred Dollars (\$5,600) to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as Smart911/RAVE, including all costs incidental and related thereto; or take any other action relative thereto.

(Police Department)

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

The Smart911/RAVE system allows Town officials to reach the appropriate constituencies when necessary. For example, if there is an emergency, the Police could reverse dial Stow citizens to tell them which roads are open or closed. The balance in this account as of April 15, 2021 is \$3,241.75.

ARTICLE 8. Weights and Measures Testing

(CONSENT CALENDAR)

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

(Board of Selectmen)

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

This article funds the regulation for specific items such as gas station pumps. The balance in this account as of April 15, 2021 is \$1,250.00.

ARTICLE 9. Transfer to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Three Thousand Six Hundred Fifteen Dollars (\$3,615); or take any action relative thereto.

(Conservation Commission)

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

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

ARTICLE 10. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer from the Wetlands Protection Fund the sum of Three Thousand Six Hundred Twenty-Seven Dollars and Fifty Cents (\$3,627.50) as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

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

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

The Wetlands Protection Fund receives money from permit application fees paid by town members. These fees are paid if a town member wants to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. These funds are to be used for the costs associated with administration of the Wetlands Protection Act. The Wetlands Protection Fund has a balance of \$50,947.32 as of 4/15/2021, with a 5-year average balance of \$54,445.

ARTICLE 11. Addition to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund; or take any action relative thereto.

(Conservation Commission)

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

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

The Conservation Fund receives money from the Conservation Land Management account (see Article #9), and from this annual Special Article. The money is used to pay for legal work and for conservation land purchase appraisals, the care of the community gardens, invasive species control, purchase of tools and signage for conservation land and for the salary of our paid Land Steward. The fund has a projected balance of \$43,500 at the end of fiscal year 2021 and has averaged about the same amount for the last five years.

ARTICLE 12. Assabet River Water Chestnut Control

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Two Thousand Three Hundred Dollars (\$2,300) to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow; or to take any other action relative thereto.

(Conservation Commission)

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

This article funds river clean up expenses and possibly a small stipend for a volunteer coordinator. The Voters approved a similar amount of funds in FY21. The balance in this account as of April 15, 2021 is \$2,300.

ARTICLE 13. Update of Property Valuations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any other action relative thereto.

(Assessors)

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

These funds pay for software maintenance, special appraisals, and listing and valuation services and an occasional consultant. The balance in this account as of April 15, 2021 is \$27,289.63.

ARTICLE 14. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Two Hundred Dollars (\$200) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with General Laws Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

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

These funds are used by the Town Clerk to fulfill her statutory requirement to keep archived hard copies of Town records. The balance in this account as of April 15, 2021 is \$2,733.20.

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

(CONSENT CALENDAR)

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

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

(Highway Department)

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

This article allows Highway to spend money to build and repair our private ways, maintain our highway equipment, and make repairs to municipal parking lots on an annual basis. For FY22, the parking lot repairs will not include the police station, as that will be funded under capital item #12. The balance in these accounts as of April 15, 2021 is \$32,533.45.

ARTICLE 16. Household Hazardous Waste Collection

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center; or take any action relative thereto.

(Board of Health)

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

Stow, along with ten other towns, is a member of the Devens Regional Household Hazardous Products Collection Center (Collection Center). This article covers our membership fee. The balance in this account as of April 15, 2021 is \$2,613.43.

ARTICLE 17. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Hundred Dollars (\$500) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides; or take any action relative thereto.

(Board of Health)

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

This article allows for the disposal of solid waste the Town accumulates from roadsides, etc. The balance in this account as of April 15, 2021 is \$1,080.

ARTICLE 18. Stow TV Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of One Hundred Eighty-Three Thousand Sixty-Three Dollars (\$183,063) to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV; or take any action relative thereto.

(Stow TV)

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

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

ARTICLE 19. Holiday Decorations and Lighting Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Six Thousand Five Hundred Dollars (\$6,500) to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties, including all costs incidental and related thereto; or take any other action relative thereto.

(Highway Department)

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

The balance in this account as of April 15, 2021 is \$2,873.76.

ARTICLE 20. Employee Educational Incentive Program

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of One Hundred Forty-Five Thousand Dollars (\$145,000) to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program; or take any other action relative thereto.

(Town Administrator)

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

This article authorizes additional income for Town Employees that is NOT found in the Wage and Salary schedule Article #4.

The impetus that led to the creation of Stow's town-wide employee EIP bonus pay program originated in 1999 when the Stow police union sought an increase in their already existing annual employee educational incentive bonus program. At that time, the police union contract provided 5%, 10% and 15% annual employee bonus pay respectively for individuals with an AA degree, BA degree or MA degree.

In 1999 only employees of the police and teachers' unions were receiving EIP bonus pay. At the annual town meeting in May 2001, a proposed town-wide employee EIP bonus pay program, matching the police union percentages, was approved and put into force and effect for FY-2002.

This will be the final year of the program. Going forward, the Education Incentives will be factored into the regular salaries beginning with the implementation of the new Salary and Classification Plan.

The balance in this account as of April 15, 2021 is \$88,901.91 with \$74,540.55 being expended in June.

ARTICLE 21. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) for a Town financial audit and other Treasurer/Collector-related services; or take any action relative thereto.

(Treasurer-Collector)

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

The balance in this account as of April 15, 2021 is \$10,600.

ARTICLE 22. Transfer to OPEB Trust Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer Two Hundred Thirty-Five Thousand Dollars (\$235,000) from Fiscal Year 2020 Town Free Cash to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any action relative thereto.

(Town Administrator)

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

OPEB principally involves funding retiree health care benefits, but also may include life insurance, disability, legal and other services. These benefits are provided by State and Local Governments to their retired employees. In FY2019, the Town Administrator engaged a consultant to review and

help recommend the ideal amount of money to contribute to the OPEB Trust Fund. The annual OPEB contributions are now derived from that analysis.

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

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Ten Dollars (\$56,210) as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any action relative thereto.

(Treasurer-Collector)

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

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

ARTICLE 24. Water System Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Thirty-Two Thousand Dollars (\$32,000) to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems; or take any action relative thereto.

(Town Administrator)

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

The Town has two public water systems, one for Town Hall, the other at Pompositticut Community Center. This money pays for monthly water testing of these systems. The balance in this account as of April 15, 2021 is \$279.58.

ARTICLE 25. Board of Selectmen's Small Purchases Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen; or take any other action relative thereto.

(Town Administrator)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of this article increases expenditures.

This article funds a Small Purchases fund at the Selectmen's discretion for projects or to help out other Departments with engineering projects. The balance in this account as of April 15, 2021 is \$7,134.04.

ARTICLE 26. Cemetery Sale of Lots Transfer

(CONSENT CALENDAR)

To see if the Town will vote to transfer the sum of Twenty-Five Thousand Dollars (\$25,000), from the Cemetery Sale of Lots Account to the Cemetery Capital Article #45 from the ATM 7/20, for the purposes of making improvements to the Cemetery, including all costs incidental and related thereto; or take any other action relative thereto.

(Cemetery Department)

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

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

(CONSENT CALENDAR)

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

(Fire Department)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of this article increases expenditures.

The balance in this account as of April 15, 2021 is \$10,009.04.

ARTICLE 28. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be expended under the direction of the Lake Boon Commission, for the purpose of weed control, including all costs incidental and related thereto; or take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of this article increases expenditures.

This money is used to fight weeds in Lake Boon. The balance in this account as of April 15, 2021 is \$20,771.63.

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

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of this article increases expenditures.

The balance in this account as of April 15, 2021 is \$21,153.45.

ARTICLE 30. Economic Development and Industrial Commission (EDIC)

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of One Thousand Five Hundred Dollars (\$1,500) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Economic Development and Industrial Commission; or take any other action relative thereto.

(Town Administrator)

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

This article funds an EDIC whose mission is to increase business in town (and potentially increase business tax revenue). The balance in this account as of April 15, 2021 is \$4,365.34.

ARTICLE 31. Community Preservation Expenses

(CONSENT CALENDAR)

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

(Community Preservation Committee)

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

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

ARTICLE 32. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve the following sums for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from FY 2022 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

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

(Community Preservation Committee)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures. This article does not affect the tax rate as the Article transfers funds to their statutorily defined allocations.

ARTICLE 33. Veterans' Benefits

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans; or take any other action relative thereto.

(Board of Selectmen)

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

It is worth noting that this expense has reduced this year which reflects either healthier veterans that need less health care or that veterans have moved out of town. The Town pays this budget first and then the State reimburses the Town at 75% of the total. The balance in this account as of April 15, 2021 is \$45,484.13.

ARTICLE 34. Tax Title Proceedings

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Two Thousand Dollars (\$2,000) to be added to any balance remaining and previously appropriated for Tax Title Proceedings for tax taking and land court foreclosure, including all costs and legal expenses incidental and related thereto, to be expended by the Treasurer-Collector; or take any action relative thereto.

(Treasurer)

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

The balance in this account as of April 15, 2021 is \$3,778.97.

CONCLUSION OF CONSENT CALENDAR

ARTICLE 35. Capital Requests

To see if the Town will vote to transfer from FY20 Free Cash the funds the monies as set forth below for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

	Department	Item	Amount
1.	Building Department	Town Building ADA Exterior Doors & Key System	\$47,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
2.	Building Department	Police Station Interior Painting	\$26,800
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
3.	Building Department	Town Building Water System Study	\$30,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
4.	Fire Department	Firefighter Turnout Gear	\$71,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
5.	Highway Department	Bucket Truck – S12	\$185,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
6.	Highway Department	Small 6-Wheel Dump Truck – S8	\$135,000
	<i>The Finance Committee recommends approval of this article as the cost of seasonal rental far exceeds the cost of owning our own truck. Passage of this article increases expenditures.</i>		
7.	Highway Department	Pickup – S1	\$68,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
8.	Highway Department	October Lane Resurfacing/Curbing	\$35,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
9.	Nashoba Regional School District	Hartley Road Pickup Lane	\$37,000
	<i>The Finance Committee will make a recommendation for this article at Town Meeting. Passage of this article increases expenditures.</i>		

	Department	Item	Amount
10.	Planning Department	Town Center Corridor Study	\$60,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
11.	Police Department	Replacement of 2 Police Cruisers	\$98,619
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		
12.	Police Department	Parking Lot Repairs	\$60,000
	<i>The Finance Committee recommends approval of this article. Passage of this article increases expenditures.</i>		

ARTICLE 36. Reauthorization of the OPEB Trust Fund

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

(Town Administrator)

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

The fund was originally established with Article 44 of the 2013 Annual Town Meeting; however, Section 238 of the Municipal Modernization Act specifically provides that OPEB funds established before the effective date of the Act, November 7, 2016, must "reaccept said section 20 of said chapter 32B after the effective date of this act." Therefore, to operate an OPEB fund under the amended section 20, the Town's legislative body would have to vote to reaccept MGL c. 32B, sec. 20 after November 7, 2016.

ARTICLE 37. Transfer to Stabilization Fund

To see if the Town will vote to transfer Two Hundred Thousand Dollars (\$200,000) from Fiscal Year 2020 Town Free Cash to the Stabilization Fund Account; or take any other action relative thereto.

(Town Administrator)

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

This article would add to our “rainy day” fund and continue to build up our reserves to the target 10% - 15% of the general fund budget.

ARTICLE 38. Legal Services

To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars, (\$75,000) to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account; or take any other action relative thereto.
(Town Administrator)

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

There are a number of on-going litigations that are now moving through the courts. The balance in this account as of April 15, 2021 is \$23,151.99. However, there was a \$25,000 Reserve Fund Transfer made on April 6, 2021.

ARTICLE 39. Implementation of MS4 Stormwater Permit Requirements

To see if the Town will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be expended by the Highway Department, for the purpose of implementing the requirements of the Storm Water Management Plan as required by the town’s storm water discharge permit issued by the U.S. Environmental Protection Agency or take any other action relative thereto.
(Highway Superintendent)

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

The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to implement the requirements of the Town’s NPDES MS4 Stormwater permit. This will be an on-going expense.

ARTICLE 40. On Board Diagnostics Equipment (OBD2)

To see if the Town will vote to raise and appropriate the sum of Nine Thousand Four Hundred Dollars (\$9,400) to be expended by the Highway Department, for the purpose of purchasing and installing on board diagnostic equipment (OBD2) for the machine performing diagnostic checks of Town equipment and vehicles, including all costs incidental and related thereto; or take any other action relative thereto.
(Highway Superintendent)

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

This will allow the Highway Department the ability to diagnose problems with their fleet, instead of having to send them out.

ARTICLE 41. Cemetery Ground Protection Mats

To see if the Town will vote to raise and appropriate the sum of Nine Thousand Dollars (\$9,000) to be expended by the Cemetery Department, for the purpose of purchasing ground protection mats to be used for protecting gravesites; or take any other action relative thereto.
(Cemetery Department)

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

ARTICLE 42. Shared Housing Services

To see if the Town will vote to raise and appropriate the sum Fifteen Thousand Dollars (\$15,000) to be expended by the Stow Municipal Affordable Housing Trust or the Planning Board, for the purpose of contracting with the Town of Hudson for the purposes of procuring affordable housing-related services regionally, including but not limited to monitoring services, for the benefit of Stow residents; or take any other action relative thereto.
(Stow Municipal Affordable Housing Trust)

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

For the last 9 years, Stow Municipal Affordable Housing Trust (SMAHT), on behalf of the Town, has contracted with the Town of Hudson to monitor our existing housing stock and to ensure none of it falls into foreclosure before SMAHT can consider purchasing it for affordable housing. It also funds some legal work letting the housing residents know their responsibilities as residents of the Town's affordable housing stock. The balance in this account as of April 15, 2021 is \$9,483.87.

ARTICLE 43. Norfolk County Agricultural High School Assessment

To see if the Town will vote to raise and appropriate the sum of Thirty-Five Thousand Dollars (\$35,000), or any other sum, for the purpose of paying the FY 2022 Norfolk County Agricultural High School assessment and transportation for the attendance for one Stow student for one year; or take any other action relative thereto.
(Town Administrator)

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

ARTICLE 44. Lake Boon Patrol

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of Lake Boon patrol and call outs from May-October; or take any other action relative to thereto.

(Police Department)

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

This item is funded annually depending on the number of patrols and call outs for the previous year. The balance in this account as of April 15, 2021 is \$1,346.42.

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

To see if the Town will vote: to amend the Bylaws and Regulations of the Town of Stow to change the term "Board of Selectmen" to "Select Board", and to change references to Chairman to Chair, and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town of Stow's General Bylaws and Regulations, Personnel Bylaws and Regulations, and Zoning Bylaws and Regulations.

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

(Town Administrator)

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

The adoption of gender-neutral pronouns has become prevalent over the past 50 years. We use neutral pronouns more and more in our everyday life. The word “man” is no longer synonymous with “person,” and the use of gender-neutral language is standard practice. Over 30% of Massachusetts municipal boards are using gender-neutral designations with many new towns voting for change this year. The impact is big and the cost is miniscule!

ARTICLE 46. Department of Unemployment Assistance

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000), or any other sum to be added to any balance remaining and previously appropriated for the purpose of paying Department of Unemployment Assistance claims; or to take any other action relative thereto.

(Treasurer)

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

The State DUA rules are such that a Town is liable for unemployment for employees even after they leave the Town's employ. Several former employees have been separated from their new jobs and these funds will be allocated to cover that liability. The balance in this account as of April 15, 2021 is \$8,673.95. There was a previous Reserve Fund Transfer for \$10,000 to fund this account.

ARTICLE 47. Online Permit and License Fees

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000), or any other sum for fees associated with the implementation of online permits and licenses, including any other expenses related thereto; or take any action relative thereto.
(Town Administrator)

The Finance Committee recommends approval of this article. Passage of this article may increase expenditures.

These fees are expected to be raised in revenue with increased permit fees, but in accordance with municipal finance law, the revenue is general fund, and the cost must be billed separately. It is expected it will be a budget neutral item in the continuing years, but may have an impact in this first year.

ARTICLE 48. Online Budgeting Software

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000), or any other sum for the annual cost associated with the implementation of online budgeting software, including any other expenses related thereto; or take any action relative thereto.
(Town Administrator)

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

Currently the budget is all done by hand on Excel spreadsheets. This would not only streamline the process, but also allow us to run projections and reports on departmental budget requests.

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

To see if the Town will vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000), or any other sum for the implementation of the new Salary and Classification schedule; or take any action relative thereto.
(Town Administrator)

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

In 2019, the Town brought in an independent consultant to review all non-contractual employees' job descriptions and salary ranges. This work resulted in a comprehensive study reorganizing the way we are paying employees. This implementation has an added cost in the first year to properly place those employees not currently being paid market rate, into their recommended pay scale.

Additionally, implementing this new plan will eliminate the separate Employee Incentive Program and going forward, we will pay employees for what the job is worth, not what someone has for credentials. All employees hired prior to December 31, 2020 will have their EIP factored into their placement on the scale.

ARTICLE 50. Acceptance of Great Road Land Donation

To see if the Town will vote to authorize the Board of Selectmen to accept a donation of real property from Habitech, Inc., located off Great Road, and more fully shown as “Parcel A” on a plan entitled “Plan of Easement, Lane’s End Stow, Massachusetts,” dated August 2002 and prepared for Habitech, Inc. by Acton Survey and Engineering, Inc. recorded with the Middlesex South Registry of Deeds on August 18, 2003 as Plan number 783 of 2003 in Book 40509, page 395, containing 49,109 +/- square feet, (as shown in Appendix B) and to authorize the Board of Selectmen to accept said land for the purpose of making infrastructure improvements in the Lower Village Business District, or for any other lawful purpose deemed in the best interest of the Town of Stow; or take any other action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of the article does NOT increase expenditures.

ARTICLE 51. Hallock Point Chapter 61 Purchase

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

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

and further, to authorize the Treasurer, with the approval of the Selectmen, to borrow, transfer from available funds, or receive from gifts and/or grants, the balance of the funds for this acquisition, and further, to authorize the conveyance of any conservation restrictions or easements required by MGL Chapter 44B and/or to further of the purpose and intent of this acquisition,

and further to authorize the Board of Selectmen to enter into such agreements, execute such documents and apply for and solicit grants or receive gifts as may be available for reimbursement to the Town for these purposes;

and further to sell approximately 3 acres of said land and any necessary easements for the development of two single family houses, in accordance with Chapters 30B as applicable, the proceeds of any conveyances to be used to reimburse the Town for the costs of this acquisition; or take any other action relative thereto.

(Community Preservation Committee and Conservation Commission)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of the article does NOT increase expenditures.

This purchase will be contingent upon execution of a P&S for at least \$500,000 for the three acres of land to be sold and the motion made at Town Meeting will reaffirm that.

ARTICLE 52. Pickleball Court

To see if the Town will vote to appropriate and transfer the sum of Sixty-five Thousand Dollars (\$65,000), or any lesser sum, from the Community Preservation Fund reserve for open space and recreational purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the development of a Pickleball Court at Town Center Park or another existing Town recreation site to be determined by the Recreation Commission, including installation, equipment, engineering and other costs or fees incidental thereto and to authorize the Board of Selectmen to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

(Community Preservation Committee and Recreation Commission)

The Finance Committee will make a recommendation for this article at Town Meeting. Passage of the article does NOT increase expenditures.

ARTICLE 53. Kane Land Walking Path Design and Construction

To see if the Town will vote to appropriate and transfer the sum of Thirty Thousand Dollars (\$30,000), or any lesser sum, from the Community Preservation Fund reserve for Open Space purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Planning Department, in consultation with the Community Preservation Committee, for the construction of a walking path along Gleasondale Road to access a parcel of land known as the Kane Land, shown as Map U7 Lot 34-2 on the Stow Assessors' Maps and further for the creation of a walking trail on the Kane Land and other costs or fees incidental thereto and to authorize the Board of Selectmen to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

(Community Preservation Committee and Planning Board)

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