

AGENDA
SELECT BOARD
February 8, 2022 – 7:00 p.m.
Town Building & Zoom

As a result of the rise of COVID cases, and following the Governor’s Executive Order Suspending Certain Provisions of the Open Meeting Law, this meeting of the Select Board will take place without any public present, but we will make every effort to ensure the public can adequately access non-executive session proceedings in real time via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/88061063800?pwd=VnRkS1NJNUltRmJic1ZsTmtWQitRQT09>

Meeting ID: 880 6106 3800

Passcode: 356529

1. Public input
2. Board Members comments
3. Recognition
4. Appointments:
 -
5. Town Administrator’s Report
6. Discussion and Possible Vote
 - Statement in Support of Black History Month
 - LIP Applications for Stow Acres by Mark O’Hagan and MCO & Associates
 - Authorize deficit spending of the FY 2022 Snow and Ice Account, pursuant to MGL Chapter 44, section 31D
 - Discussion of Recognizing Diversity and Awareness Topics
 - Update Records Access Officers (RAOs)
 - Authorization of a Debt Exclusion Ballot Question for the Randall Library Renovation
 - Consent to allow KP Law to represent the Town of Stow with regards to the Nashoba Area Police Anti-Crime Task Force
7. Meeting minutes
 - January 25, 2022
8. Correspondence
9. Adjournment

Posted Friday, 2/4/2022
9 a.m.

DISCUSSION & POSSIBLE VOTE

Statement in Support of Black History Month

In recognition of Black History Month, and prompted by the murders of George Floyd, Ahmaud Arbery and many others, it is important that the Stow Select Board make clear that it recognizes:

1. That racism continues to exist in the United States and even in our town;
2. That racism can manifest in many ways, from shocking overt expression, to more subtle and insidious implicit biases. Many – if not most – of us, retain racist attitudes, behaviors or expressions of which we are often unaware;
3. That Black Americans suffered discrimination and experienced historical disadvantages compared to White Americans, the effects of which continue to today. Quite simply, it is a mistake to think that discrimination and racial disadvantage are things of the past.

Black History Month is an opportunity to recognize the unique experience and contributions of Black Americans. It is also an opportunity for those of us who are not Black to attempt to appreciate the burdens of their journey through history. To that end, to celebrate Black History Month, the Town of Stow will:

1. Recognize and share stories of perseverance, inspiration, and leadership of Black Americans through weekly Social Media posts, reading selections from the Randall Library, as well as stories in the monthly newsletter for the Council on Aging and Recreation.
2. Support and honor those who have left a lasting impact on combating racism and discrimination.

LIP Applications for Stow Acres

Mark O'Hagan and
MCO & Associates

The entire applications can be found on
the Select Board webpage as part of the
February 8, 2022 agenda



Town of Stow
SELECT BOARD
380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4515

February 2, 2022

Rieko Hayashi
Massachusetts Department of Housing and Community Development
380 Great Road
Stow, MA 01775

Dear Ms. Hayashi,

The Stow Select Board is pleased to formally support the three *Residences at Stow Acres* Local Initiative Applications (LIP) submitted by MCO Housing & Associates.

Over the past 18 months, the Town of Stow has advanced an intensive, multi-disciplinary effort to create a shared housing, conservation, and recreation vision for the future of the North and South courses of Stow Acres. In addition to the 96 units of mixed income housing that is proposed to count toward the Town's Subsidized Housing Inventory, Stow Town Meeting voted overwhelmingly to purchase the remainder of the Stow Acres North Course for municipal conservation and recreation purposes, and has also purchased a permanent conservation restriction on the South Course. A formal recommendation to the Select Board on behalf of the Planning Board, Conservation Commission and Stow Municipal Affordable Housing Trust, further detailing the effort, is attached for reference.

The enclosed LIP Applications from MCO Housing and Associates align with the overall vision for mixed-income housing at the Stow Acres site. Additionally, the proposed housing program conforms to many of the key components of the Select Board's Comprehensive Permit Policy, including the following Policy goals:

- Diversity of housing designs, occupancy ranges, and tenancy, i.e. ownership and rental units;
- Variety of income and demographic targets;
- Range of public benefits, in addition to housing affordability;
- Local preference program for affordable units.

The Stow Select Board fully supports the enclosed LIP Application and welcomes the housing diversity this exemplary project will provide.

Sincerely,

Ellen Sturgis – Chair
On behalf of the Stow Select Board

Cc: MCO Housing and Associates



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

February 2, 2022

Stow Select Board
380 Great Road
Stow, MA 01775

Dear Ms. Sturgis and Members of the Select Board,

We are writing on behalf of the Stow Planning Board, Conservation Commission, and Municipal Affordable Housing Trust to formally recommend the Stow Select Board vote to send a letter of support to the Department of Housing and Community Development, regarding the three *Residences at Stow Acres* Local Initiative Applications submitted by MCO Housing & Associates.

Over the previous 18 months, the Town of Stow, had led a diverse planning team, that has advanced an intensive, multi-disciplinary effort to create a shared housing, conservation, and recreation vision for the future of the North and South courses of Stow Acres. As part of this process, an assessment occurred of the most appropriate portions of the site for development and this is the area now proposed for development in these LIP applications. The town has voted overwhelmingly to set aside the remainder of the land for municipal conservation and recreation purposes. This collaborative effort has already resulted in the recording of a permanent Conservation Restriction on the entire South Course of Stow Acres, as well as an affirmative Town Meeting vote to acquire and preserve the majority of the North Course. The purpose of this letter is to reaffirm the Town's ongoing support for the project and to recommend that the Select Board formally support the three Local Initiative Program (LIP) Applications described in this letter. The LIP Applications represent the first formal step toward advancing the 189 units of mixed-income housing that has served as the key financial component to ensuring the viability of the entire project for all partners.

LIP Application Process

The Local Initiative Program of the Department of Housing and Community Development provides technical assistance to communities and developers for the creation of affordably priced housing units. Utilizing the Local Initiative Program process, the Town of Stow is able to ensure that the units constructed will count toward the Town's Subsidized Housing Inventory.

Overview of Submittal

MCO Housing and Associates has submitted three separate LIP Applications, each detailing the composition and Affirmative Fair Market Housing Plan for the specific type of unit. The three Applications detail the following unit types:

- 124 Single Family Homes with 31 Affordable Units;

- 40 Rental Cottages with 10 Affordable Units*;
 - 25 Rental Apartments for older adults aged 62+, with 5 Affordable Units*
- *The Local Initiative Program allows all rentals created under the Program to count toward the Town's Subsidized Housing Inventory.*

In total, the Town of Stow will generate 96 units of affordable housing to count towards its Subsidized Housing Inventory (SHI). The addition of these affordable units on Stow's SHI will bring the Town from its current percentage of 6.6% to 10.1%, meeting the State's requirement that Town's provide 10% of their housing stock as affordable, and providing a powerful tool for shaping future Comprehensive Permit projects.

Review of Applications

To date, the Stow Planning Department and the Town's shared housing consultant, MetroWest Collaborative Development, have reviewed the three LIP Applications and provided comments to MCO Housing & Associates, to clarify the intent. The Applications align with the overall vision for mixed income housing at the site, designed in accordance with the principles of a traditional New England village. The Conservation Commission will need to review the portions of the project that are in or near wetland resources, and that process has already begun.

The LIP Applications describe a development that conforms to many of the key components of the Select Board's Comprehensive Permit Policy, adopted in November of 2013 for the purpose of vetting Comprehensive Permit proposals. In summary, the LIP Applications indicate a forthcoming Comprehensive Permit Application that meets the following Policy goals:

- Diversity of housing designs, occupancy ranges, and tenancy, including ownership and rental units;
- Variety of income and demographic targets;
- Range of public benefits, in addition to housing affordability;
- Village style architectural design program, and;
- Local preference program for affordable units.

On behalf of the Stow Acres Project Team, the Conservation Commission, Planning Board and Stow Municipal Affordable Housing Trust, we are pleased to recommend the Select Board's support of the project to the Department of Housing and Community Development.

Sincerely,



Kathy Sferra | Conservation Director

Jesse Steadman | Town Planner

Mike Kopczynski | Stow Municipal Affordable Housing Trust



Cc: Stow Planning Board

Stow Conservation Commission

Stow Municipal Affordable Housing Trust

Mark O'Hagan | MCO Housing and Associates



January 31, 2022

Ellen Sturgis, Chair
Stow Select Board
Town Building
380 Great Road
Stow, MA 01775

RE: LIP Applications - Stow Acres

Dear Select Board:

We have been working with the Stow Acres property owner and local Boards over the last 18 months to create a dynamic new housing community intended to meet the needs of a range of Stow area residents.

Based upon the extensive design and review by all involved parties as well as several public information meetings, we are pleased to submit applications for the Local Initiative Program (LIP) through DHCD for the creation of three distinct property types at the proposed community. These proposals reflect the layouts which have been shared with the community throughout much of 2021. Each housing type has its own application to comply with program guidelines.

The first application provides for the creation of 124 detached homes for sale of which 31 will be set aside for income eligible homebuyers. The second package reflects the creation of 40 charming detached cottages which will be rental homes. Finally, is an application for 25 apartments which will be restricted to people who are 62 years or older, providing very affordable homes for seniors with a maximum income at only 50% of the area's median income.

We look forward to reviewing the projects with your Board and, with your support, moving forward with the engineering design and approval process.

Thank you for your consideration.

Sincerely,

Mark C. O'Hagan

Mark C. O'Hagan, President
MCO & Associates, Inc.



Wells

Component 2 - Rental Cottages

Component 1 - For-Sale Housing
Cottage Lots
Interior Lots
Exterior Lots

Component 3 - Senior Apartments

Community Center



THE RESIDENCES AT STOW ACRES

A DYNAMIC NEW COMMUNITY IN STOW, MA
FEATURING FOR SALE AND RENTAL HOMES



LIP APPLICATION

124 HOMES FOR SALE
JANUARY 27, 2022

DEVELOPED BY:
MCO & ASSOCIATES, INC.
PO BOX 372
HARVARD, MA 01451
(978) 456-8388



MASSACHUSETTS
 Department of Housing and Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Fee Included: \$4,000 + (124 x \$50) = \$10,200

Mail to:

**Local Initiative Program
 Department of Housing & Community Development
 100 Cambridge Street, Suite 300
 Boston, MA 02114
 Attn: Alana Murphy, Deputy Associate Director**

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Alana Murphy at 617-573-1301 or alana.murphy@mass.gov.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhdc.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

January 2016

MASSACHUSETTS
 Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Stow, MA
 Name of Development: The Residences at Stow Acres
 Site Address: Randall Road, Stow, MA
 Developer: Stow Acres Residential, LLC (MCO & Associates, Inc.)

1. Type of Housing:
 Single Family house Rental
 Condominium Age Restricted

2. Project Characteristics:
 New Construction Conversion
 Rehabilitation Other

3. Total Acres* 60 Acres Density of Project (units/acre) 3.15

** This refers to the overall "Residences at Stow Acres" development.
 The area being utilized for the For Sale housing component is approximately 30 Acres.*

4. Unit Count:

Total Number of Units 124
 Market Rate 93
 Affordable 31

5. Unit Prices:

Market Rate \$575,000 to \$850,000
 Affordable \$299,100

Required Signatures for the
 Comprehensive Permit Project Application
 Chief Executive Official
 of Municipality:

Chair, Local Housing Partnership
 (if applicable):

Signature: _____

Signature: _____

Print Name: Ellen S. Sturgis, Chair

Print Name: _____

Date: _____

Date: _____

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value _____)
- Building donation (dollar value _____)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) _____
- Local funds (cash)
Amount \$ _____ Source: _____
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) _____

Briefly explain the contributions: _____

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

Stow Acres Country Club is a 326-acre site made up of two 18-hole golf courses, the North Course and the South Course. Over the previous 18 months, the Town of Stow, together with a diverse planning team, has advanced an intensive, multi-disciplinary effort to create a shared housing and conservation vision for the future of the North and South courses of Stow Acres. The effort has resulted in preservation of portions of the Town's largest previously unprotected open space and the advancement of 189 units of mixed-income housing, created with the principles of traditional neighborhood design. The planning effort is a unique public-private partnership, including MCO & Associates, Stow Conservation Trust, the Stow Planning and Conservation Departments, and Stow Acres Country Club. This unified Master Plan approach seeks to advance the interest of all parties.

Together with the Stow Conservation Trust, the Town hired an experienced land planner to help identify how to best utilize portions of the 326 acres to meet varied town and development objectives, including:

- *Diversified housing with a traditional New England architecture, which can help the town meet its affordable housing goals.*
- *Large-scale conservation and ecological restoration of the most-sensitive areas, including protection of the Assabet River and Elizabeth Brook corridors.*
- *Maintaining and creating recreation opportunities, including continued golf, municipal playing fields, and a publicly accessible multi-use trail network.*

The first step toward implementation of the planning effort was the Town's purchase of a Conservation Restriction on the South Course of Stow Acres at the 2021 Annual Town Meeting. The second step was an affirmative vote for acquiring 115 acres of conservation and recreation land on the North Course, with the remaining 60 acres to be developed into 189 mixed income housing units. This acquisition was approved at the Fall 2021 Town Meeting. The two Town Meeting votes have designated \$5,000,000 in local funds to ensure long-term open space for the majority of the Stow Acres site. The current golf course owner will continue to operate nine holes on the North Course for a period of time, while the Town undertakes a master planning effort to further refine the recreation vision.

Throughout the 2021 Town Meeting process, the project vision and housing concepts were supported by the Select Board, Planning Board, Conservation Commission and Finance Committee. MCO and Associates is now starting the formal approval process through DHCD and the various local boards. There will be three separate Comprehensive Permits submitted on the property. This is the first of the three LIP Applications, for 124 single-family homes for sale. The second application will be for 40 rental cottages, and the third will create 25 rental apartments for residents age 62 and above. In total, the Town of Stow will generate 96 units of affordable housing to count towards its SHI and, and importantly, will create a range of housing alternatives and prices to better meet the needs of current and future Stow residents.



THE RESIDENCES AT STOW ACRES

A DYNAMIC NEW COMMUNITY IN STOW, MA
FEATURING FOR SALE AND RENTAL HOMES



LIP APPLICATION

40 COTTAGE RENTALS
JANUARY 27, 2022

DEVELOPED BY:
MCO & ASSOCIATES, INC.
PO BOX 372
HARVARD, MA 01451
(978) 456-8388



MASSACHUSETTS
 Department of Housing and Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Fee Included: 40 x \$50 = \$2,000

Mail to:

**Local Initiative Program
 Department of Housing & Community Development
 100 Cambridge Street, Suite 300
 Boston, MA 02114
 Attn: Alana Murphy, Deputy Associate Director**

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Alana Murphy at 617-573-1301 or alana.murphy@mass.gov.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhic.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

January 2016

MASSACHUSETTS
 Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Stow, MA
 Name of Development: The Residences at Stow Acres
 Site Address: Randall Road, Stow, MA
 Developer: MCO Cottage Rentals Stow, LLC (MCO & Associates, Inc.)

1. Type of Housing:
 Single Family house Rental
 Condominium Age Restricted

2. Project Characteristics:
 New Construction Conversion
 Rehabilitation Other

3. Total Acres* 60 Acres Density of Project (units/acre) 3.15

** This refers to the overall "Residences at Stow Acres" development
 The area for this building is estimated to be approximately 1 Acre.
 The area being utilized for the Cottage Rentals is approximately 7 acres.*

4. Unit Count:
 Total Number of Units 40
 Market Rate 30
 Affordable 10

5. Unit Prices:
 Market Rate \$ 2,500 - \$2,850
 Affordable \$ 1,999 - \$2,173

Required Signatures for the
 Comprehensive Permit Project Application
 Chief Executive Official
 of Municipality:

Chair, Local Housing Partnership
 (if applicable):

Signature: _____

Signature: _____

Print Name: Ellen S. Sturgis, Chair

Print Name: _____

Date: _____

Date: _____

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value _____)
- Building donation (dollar value _____)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) _____
- Local funds (cash)
Amount \$ _____ Source: _____
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) _____

Briefly explain the contributions: _____

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

Stow Acres Country Club is a 326-acre site made up of two 18-hole golf courses, the North Course and the South Course. Over the previous 18 months, the Town of Stow, together with a diverse planning team, has advanced an intensive, multi-disciplinary effort to create a shared housing and conservation vision for the future of the North and South courses of Stow Acres. The effort has resulted in preservation of portions of the Town's largest previously unprotected open space and the advancement of 189 units of mixed-income housing, created with the principles of traditional neighborhood design. The planning effort is a unique public-private partnership, including MCO & Associates, Stow Conservation Trust, the Stow Planning and Conservation Departments, and Stow Acres Country Club. This unified Master Plan approach seeks to advance the interest of all parties.

Together with the Stow Conservation Trust, the Town hired an experienced land planner to help identify how to best utilize portions of the 326 acres to meet varied town and development objectives, including:

- *Diversified housing with a traditional New England architecture, which can help the town meet its affordable housing goals.*
- *Large-scale conservation and ecological restoration of the most-sensitive areas, including protection of the Assabet River and Elizabeth Brook corridors.*
- *Maintaining and creating recreation opportunities, including continued golf, municipal playing fields, and a publicly accessible multi-use trail network.*

The first step toward implementation of the planning effort was the Town's purchase of a Conservation Restriction on the South Course of Stow Acres at the 2021 Annual Town Meeting. The second step was an affirmative vote for acquiring 115 acres of conservation and recreation land on the North Course, with the remaining 60 acres to be developed into 189 mixed income housing units. This acquisition was approved at the Fall 2021 Town Meeting. The two Town Meeting votes have designated \$5,000,000 in local funds to ensure long-term open space for the majority of the Stow Acres site. The current golf course owner will continue to operate nine holes on the North Course for a period of time, while the Town undertakes a master planning effort to further refine the recreation vision.

Throughout the 2021 Town Meeting process, the project vision and housing concepts were supported by the Select Board, Planning Board, Conservation Commission and Finance Committee. MCO and Associates is now starting the formal approval process through DHCD and the various local boards. There will be three separate Comprehensive Permits submitted on the property. This is the first of the three LIP Applications, for 124 single-family homes for sale. The second application will be for 40 rental cottages, and the third will create 25 rental apartments for residents age 62 and above. In total, the Town of Stow will generate 96 units of affordable housing to count towards its SHI and, and importantly, will create a range of housing alternatives and prices to better meet the needs of current and future Stow residents.



THE RESIDENCES AT STOW ACRES

A DYNAMIC NEW COMMUNITY IN STOW, MA
FEATURING
FOR SALE AND RENTAL HOMES



LIP APPLICATION

25 AGE RESTRICTED RENTAL APARTMENTS (62+)
JANUARY 27, 2022

DEVELOPED BY:
MCO & ASSOCIATES, INC.
PO BOX 372
HARVARD, MA 01451
(978) 456-8388



MASSACHUSETTS
 Department of Housing and Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Fee Included: Fee Included: 25 x \$50 = \$1,250

Mail to:

Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Alana Murphy, Deputy Associate Director

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Alana Murphy at 617-573-1301 or alana.murphy@mass.gov.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhdc.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

January 2016

MASSACHUSETTS
 Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Stow, MA
 Name of Development: The Residences at Stow Acres
 Site Address: Randall Road, Stow, MA
 Developer: Stow Community Rentals, LLC (MCO & Associates, Inc.)

1. Type of Housing:
 Single Family house Rental
 Condominium Age Restricted

2. Project Characteristics:
 New Construction Conversion
 Rehabilitation Other

3. Total Acres* 60 Acres Density of Project (units/acre) 3.15

** This refers to the overall "Residences at Stow Acres" development
 The area for this building is estimated to be approximately 1 Acre.*

4. Unit Count:

 Total Number of Units 25
 Market Rate 20
 Affordable 5

5. Unit Prices:
 Market Rate \$ 1,700
 Affordable \$ 1,199

Required Signatures for the
 Comprehensive Permit Project Application
 Chief Executive Official
 of Municipality:

Chair, Local Housing Partnership
 (if applicable):

Signature: _____

Signature: _____

Print Name: Ellen S. Sturgis, Chair

Print Name: _____

Date: _____

Date: _____

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value _____)
- Building donation (dollar value _____)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) _____
- Local funds (cash)
Amount \$ _____ Source: _____
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) _____

Briefly explain the contributions: _____

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

Stow Acres Country Club is a 326-acre site made up of two 18-hole golf courses, the North Course and the South Course. Over the previous 18 months, the Town of Stow, together with a diverse planning team, has advanced an intensive, multi-disciplinary effort to create a shared housing and conservation vision for the future of the North and South courses of Stow Acres. The effort has resulted in preservation of portions of the Town's largest previously unprotected open space and the advancement of 189 units of mixed-income housing, created with the principles of traditional neighborhood design. The planning effort is a unique public-private partnership, including MCO & Associates, Stow Conservation Trust, the Stow Planning and Conservation Departments, and Stow Acres Country Club. This unified Master Plan approach seeks to advance the interest of all parties.

Together with the Stow Conservation Trust, the Town hired an experienced land planner to help identify how to best utilize portions of the 326 acres to meet varied town and development objectives, including:

- *Diversified housing with a traditional New England architecture, which can help the town meet its affordable housing goals.*
- *Large-scale conservation and ecological restoration of the most-sensitive areas, including protection of the Assabet River and Elizabeth Brook corridors.*
- *Maintaining and creating recreation opportunities, including continued golf, municipal playing fields, and a publicly accessible multi-use trail network.*

The first step toward implementation of the planning effort was the Town's purchase of a Conservation Restriction on the South Course of Stow Acres at the 2021 Annual Town Meeting. The second step was an affirmative vote for acquiring 115 acres of conservation and recreation land on the North Course, with the remaining 60 acres to be developed into 189 mixed income housing units. This acquisition was approved at the Fall 2021 Town Meeting. The two Town Meeting votes have designated \$5,000,000 in local funds to ensure long-term open space for the majority of the Stow Acres site. The current golf course owner will continue to operate nine holes on the North Course for a period of time, while the Town undertakes a master planning effort to further refine the recreation vision.

Throughout the 2021 Town Meeting process, the project vision and housing concepts were supported by the Select Board, Planning Board, Conservation Commission and Finance Committee. MCO and Associates is now starting the formal approval process through DHCD and the various local boards. There will be three separate Comprehensive Permits submitted on the property. This is the first of the three LIP Applications, for 124 single-family homes for sale. The second application will be for 40 rental cottages, and the third will create 25 rental apartments for residents age 62 and above. In total, the Town of Stow will generate 96 units of affordable housing to count towards its SHI and, and importantly, will create a range of housing alternatives and prices to better meet the needs of current and future Stow residents.

Authorize Deficit Spending FY 2022 Snow and Ice Account

Pursuant to MGL Chapter 44, Section 31D

Discussion of Recognizing Diversity and Awareness Topics

Update to the
Records Access Officers
(RAOs)

TOWN OF STOW
RECORDS ACCESS OFFICERS
(as of February 8, 2022)

SUPER RECORDS ACCESS OFFICERS (SRAOs):

Linda E. Hathaway, Town Clerk
Denise Demboski, Town Administrator

RECORDS ACCESS OFFICERS (RAOs):

EMPLOYEE	TITLE
Colosi, Cyndie	Board of Health, Executive Assistant (Includes requests for Health Agent and Animal Control)
Ramsbottom, Frank	Building Commissioner/Facilities Manager
Gledhill, GH	Cemetery Department, Supervisor
Nancy McManus	Community Preservation Committee, Dept. Assistant
O'Sullivan, Brian	Community Service Coordinator - COA
Sferra, Kathleen	Conservation Director
Toole, Alyson	Council on Aging, Executive Director
Vangness, Jean	Finance Committee, Secretary
Benoit, John Paul "JP"	Fire Chief
Nadeau, Steve	Highway Superintendent
Eld, Ron	Information Technology Director
McAndrew, Tina	Library Director
Downing, Kirk	Nashoba Regional School District: Superintendent
Fox, Kristen	Principal Assessor
Sallese, Michael	Police Chief
Greenough, Laura	Recreation Department, Director
Sampson, Joyce	Select Board Office, Executive Assistant
Daisy, Jonathan	Stow TV Director
Costello, Julie	Town Accountant
Steadman, Jesse	Town Planner
Brightman, Brad	Treasurer/Collector
Jacobs, Joseph	Veterans' Services Officer
Kelleher, Karen	Zoning Board of Appeals Administrative Assistant

Authorization of a
Debt Exclusion Ballot Question
for the Randall Library Renovation

Randall Library Renovation Ballot Question

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of (i) designing, (ii) constructing, and (iii) equipping renovations and additions to the Randall Library, including the payment of all costs incidental and related thereto?

Consent to allow KP Law to
represent the Town of Stow
with regards to the
Nashoba Area Police Anti-Crime
Task Force

February 3, 2022

Jared M. Collins
JCollins@k-plaw.com

Hon. Ellen S. Sturgis and
Members of the Select Board
Stow Town Hall
380 Great Road
Stow, MA 01775

Re: Determination and Consent Pursuant to the Massachusetts Rules of Professional Conduct,
Rule 1.7 – Representation of Towns of Ayer, Boxborough, Groton, Littleton, Pepperell,
Stow, and Westford
Memorandum of Agreement—Nashoba Area Police Anti-Crime Task Force

Dear Members of the Select Board:

You have requested that KP Law, P.C., which serves as Town Counsel to the Town of Stow (“Town”), provide legal representation with regard to the preparation of a Memorandum of Agreement (“MOA”) for the creation of a Nashoba Area Police Anti-Crime (“NAPAC”) Task Force, and to a lesser extent shared police services. As you may know, KP Law, P.C., also represents the Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford as either Town Counsel or Labor Counsel, and each of these towns is a purported signatory of the MOA in question.

With respect to our ability to represent Stow relative to this matter, our relationship to the Towns listed in this letter creates an interest that requires disclosure pursuant to the Rules of Professional Conduct applicable to members of the Massachusetts Bar, and we ask that you consent to our several representation in this matter. We must also obtain the express permission the Town, and of each other town listed herein. The purpose of this letter is to make such disclosure and to request that you determine whether you will permit such representation. In addition, while the State Ethics Commission has determined that KP Law, P.C., and its individual attorneys are not “municipal employees” pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of conflict on the firm’s behalf in this matter.

MULTIPLE REPRESENTATION DISCLOSURE

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if the interests of one client are directly adverse to those of another client, or if his representation of one client may be materially limited by his responsibilities to another client or his own interests, unless the attorney reasonably believes that the representation will not be adversely affected, and the client consents, after consultation and disclosure of the implications of the common representation, and the advantages and risks involved.

Stow Select Board
February 3, 2022
Page 2

In my opinion, we do not believe that our representation of the Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, or Westford will adversely affect the representation we may provide to Stow as Town Counsel generally or with respect to this matter. Given that the positions of the Town of Stow and the other towns listed herein are similar, a conflict is unlikely. In this case, however, you must consider whether our representation of the Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford, in the respective capacities of such representation, will be likely to adversely affect our ability to exercise independent professional judgment on behalf of Stow.


DETERMINATION

It is our belief that representation of Stow, Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford, for the purposes and under the conditions described in this letter, will not affect the exercise of our independent professional judgment on behalf of Stow. It is your determination as Appointing Authority, however, as to whether the representation described herein will not impair the integrity of this firm's services to the Town of Stow.

Therefore, I request that you, as Appointing Authority, consent to our several representation of the Towns of Stow, Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford. Should you so consent, I ask that you sign the enclosed Determination as required by the Rules of Professional Conduct. Please sign the attached form, return one original to this office, and retain one for your records.

Thank you for your consideration. Please contact me with questions in this regard.

Very truly yours,



Jared M. Collins

JC1/lmk
Enc.

798126/STOW/0001

DETERMINATION

It is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Stow Select Board consents to KP Law, P.C., representing the Town of Stow with regard to the Nashoba Area Police Anti-Crime Task Force Memorandum of Agreement and attendant policy with the Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford, as disclosed in a letter to the Town dated February 2, 2022, notwithstanding that KP Law, P.C., also serves as Town Counsel or Labor Counsel for the Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, and Westford.

TOWN OF STOW
By its Select Board

Dated: _____

MINUTES

Select Board Meeting Minutes
Tuesday, January 25, 2022
Stow Town Building & Zoom

Present in the Warren Room: Chair Ellen Sturgis, Megan Birch-McMichael, Zack Burns, Cortni Frecha, James Salvie, and Town Administrator Denise Dembkoski

Chair Sturgis called the meeting to order at 7 p.m.

Public Input:

Mark Forgues, 9 White Pond Road and 39 Adams Drive, said that the correspondence to the Select Board was not part of the online packet and asked if this is permanent or if it will be revisited. Chair Sturgis said the Board receives all the correspondence and the policy for now is not to have it online.

Abby Morgan thanked the Board for discussing the correspondence from several NASJA members at the last meeting. As NASJA president, she read a statement reiterating some of the points that were discussed.

Board Member Comments:

Chair Sturgis said she will present the Nashoba Regional Agreement Amendment draft to the Board after the final meeting of the subcommittee.

Member Salvie read a draft statement in recognition of Black History Month. Chair Sturgis said it will be added as an agenda topic for the next meeting.

Board member Burns moved that the Board place the approval of this letter into the "Discussion and Possible Vote" section of the next agenda. Board member Frecha seconded the motion and it passed unanimously.

Town Administrator (TA) Report

- The TA thanked those who worked with her on Saturday at the COVID at-home test kit distribution: Chief Sallèse and Lt. Thraen of the Police Department, and Chief Benoit, Ryan Boyd, Bryan Kiley, and Tim Landry of the Fire Department. She thanked Bose for allowing the use of their parking lot, and said a special thank you to Library Director Tina McAndrew and to the Ruderman family who brought them coffee and snacks. They gave out 400 kits and delivered some to two of the congregate housing settings in town and some to the COA for the 85+ residents.
- The current COVID rate is 216, which is a 20.5% positivity rating as of today. The municipal buildings reopened yesterday and all visitors are required to wear a mask.
- The Community Preservation Committee (CPC) will meet on February 7th to discuss the Town Hall project, the Library project, and the SMAHT Red Acre project. They also have a meeting scheduled for February 14th.
- The TA met with Minuteman Superintendent Edward Bouquillon regarding the school's budget. Stow's increase of 36% is the highest increase of all the communities. She does not have any information from the Nashoba Regional School.
- The TA will be on vacation beginning Friday, February 25 and will return to the office on Monday, March 7.

Planning Board Update

Present via Zoom: Planning Board Chair Lori Clark; members Karen Kelleher, Meg Costello, Nancy Arsenault, John Colonna-Romano; associate member Mark Jones; Town Planner Jesse Steadman and Assistant Planner Malcolm Ragan.

A summary of the Planning Board workplan and projects was reviewed, highlighting Lower Village water feasibility, a sign bylaw update, zoning enforcement, Athens Lane, Stow Acres, and the Master Plan.

Planning Board member Karen Kelleher was present via Zoom, and feels that the priority for a Master Plan should be the implementation of the plan.

Planner Jesse Steadman said that LIP (Local Initiative Program) Applications for Stow Acres will be presented to the Select Board at the February 8, 2022 meeting. The applications show the entire concept of what is being proposed by the prospective developer for the housing aspect of Stow Acres.

Library and Library Building Project Update

Library Director Tina McAndrew was present via Zoom.

Ms. McAndrew gave an overview of operations during the past year, including how the Library kept up its statistics during that time. Regarding the renovation, the struggle with Randall is the 1800s library and the 1970s addition don't give the feeling of one building, and there are problems structurally where the two buildings meet. They want to reinstate the original entrance on Library Hill. They hope to preserve renovations in the historic building that were funded by the Community Preservation Committee in 2017 and 2018.

It will cost \$4.1 million dollars just to bring the building up to code. The total project cost estimate is over \$8 million dollars. There are financial commitments from several funds, and a request for \$1 million dollars over the course of three years has been made to the CPC.

Transfer of Ownership of Former Highway Barn on Crescent Street

SMAHT Chair Mike Kopczynski was present via Zoom.

According to the 2017 Stow Town Center Building Reuse Report, there is little interest in the former Highway Barn among Town boards, committees, and departments. Mr. Kopczynski reviewed the steps necessary for SMAHT to be able to take ownership of the former Highway Barn. These steps were proposed by town counsel and used a few years ago when SMAHT acquired other properties in town. The first step is for the Select Board to distribute a memo of intent to all Town boards and committees to solicit feedback. Discussion ensued about the process of declaring the building surplus and about a timeline.

Board member Salvie moved to authorize the Town Administrator to begin conversations with SMAHT, along with any staff she thinks is appropriate, to dispose of the Crescent Street highway garage/Fire Station and if appropriate to begin the surplus property disposal process. Board member Frecha seconded the motion and it passed unanimously.

Donation Account for Animal Control and Accept a \$1000 Donation

Board member Frecha moved to open a donation account for Animal Control, and accept a \$1,000 donation from Peter K. Rhoads, to be deposited in said account. Board member Burns seconded the motion and it passed unanimously.

Request to Advance Sick Time

The Town Administrator and Assistant Town Administrator/HR Director Dolores Hamilton are in support of this request from Highway Superintendent Steve Nadeau.

Per the request of the Highway Superintendent, Board member Frecha moved to advance 30 days sick leave to Highway Department employee Brian Taranto, in accordance with the Town's Personnel Administration Bylaw (Article 11, Section 11, Item f). Board member Burns seconded the motion and it passed unanimously.

ARPA Projects and Approval Discussion

The Town received \$2,162,000, and some funding has been allocated with the largest portion going to PFAS. There is approximately \$1,477,292 remaining. The deadline to allocate funding is December 31, 2024. Discussion ensued about having a deadline for the projects being submitted, having a reserve for community-initiated projects (sponsored by a Town department), and a reserve for capital projects.

Board member Frecha moved to allocate \$600,000 to the fiscal 2023 capital program, \$100,000 towards community-initiated projects, and remaining funds to be held in reserve, and for the deadline for applications for the first-round review to be March 1, 2022. Board member Burns seconded the motion and it passed unanimously.

Meeting Minutes

Board member Frecha suggested corrections to the correspondence section of the minutes. She asked that the second line be clarified to state, "In response to a request to discuss bonding..." and in paragraph three, to change a sentence to "... in a timely fashion so we can recognize and acknowledge various groups and topics."

Board member Frecha moved to accept the January 11, 2022 minutes as amended. Board member Burns seconded the motion and it passed unanimously.

Personnel Policies - COVID Vaccine Mandate Policy (continued discussion)

Board member Burns recused himself from the discussion.

The mandatory mask policy that was voted in at the last Select Board meeting has been adhered to by employees. The Board received a copy of the petition against a vaccine mandate and some correspondence from employees who are in favor of a vaccine mandate.

Discussion ensued about having a vaccine mandate policy. According to the Town Administrator, Town operations would not be able to function properly if a vaccine mandate policy is implemented.

Correspondence

The Board thanked the TA for writing the letter requested by Don McPherson in support of the Net Zero Transportation Infrastructure Project at Minute Man Air Field.

Adjournment

At 9:18 p.m. Board member Frecha moved to adjourn. Board member McMichael seconded the motion and it passed unanimously 4-0.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

Documents can be found in the Select Board's Office in the meeting folder.