

AGENDA
SELECT BOARD
March 22, 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/87310784202?pwd=UDRhMTh0aXZlakIxWWhVcEJEZUxMQT09>

Meeting ID: 873 1078 4202

Passcode: 022139

1. Public input
2. Board Members comments
3. Recognition
4. Appointments:
 - Joe Jacobs to the position of Veterans Services Officer through March 31, 2023
 - Jeffrey Beckwith to the position of part-time Special Police Officer/Special Lake Boon Officer through June 30, 2022
5. Town Administrator’s Report
6. Discussion and Possible Vote
 - Discussion of the FY23 State Budget with Rep. Kate Hogan and Sen. Jamie Eldridge
 - Green Advisory Committee to discuss their FY23 Article Request and Municipal Fossil Fuel Policy
 - Town Hall Building Committee to discuss future of the Town Hall Renovation project
 - Stow Clean-Up Day
 - ARPA Project Requests
 - \$45,070 Community Gardens Accessibility & Trails
 - \$10,000 School Zone Safety Lights
 - \$15,000 Traffic Safety Policy Implementation Fund
 - \$4,500 25 MPH Signs (17 signs)
 - \$100,000 Hudson Road/Rt 117 Intersection Improvements
 - \$50,000 Harvard Road Culvert
 - \$100,000 Lower Village Water Supply Feasibility Study
 - \$40,000 Lake Boon Dam Inspections
 - Discussion of in-person, public participation at Select Board meetings
7. Meeting minutes
 - March 8, 2022
8. Correspondence
9. Adjournment

Posted Friday, 3/18/2022
10:45 a.m.

APPOINTMENTS

Joyce Sampson

From: Denise Demboski
Sent: Friday, March 18, 2022 7:42 AM
To: Joyce Sampson
Subject: FW: VSO Reappointment

Very truly yours,
Denise

Denise M. Demboski
Town Administrator
380 Great Road
Stow, MA 01775
(978) 897-2927

From: Phoebe Haberkorn <phaberkorn@stow-ma.gov>
Sent: Monday, March 14, 2022 10:01 AM
To: Denise Demboski <townadministrator@stow-ma.gov>
Subject: FW: VSO Reappointment

From: Joe Jacobs <veteransofficer@stow-ma.gov>
Sent: Monday, March 14, 2022 9:55 AM
To: Phoebe Haberkorn <phaberkorn@stow-ma.gov>
Subject: Re: VSO Reappointment

Yes, I would be happy to accept the appointment as Veterans Service Officer thanks Joe

Get [Outlook for iOS](#)

From: Phoebe Haberkorn <phaberkorn@stow-ma.gov>
Sent: Monday, March 14, 2022 9:34:20 AM
To: Joe Jacobs <veteransofficer@stow-ma.gov>
Subject: VSO Reappointment

Hello Joe,

It's coming to the time of year when the Veterans Services Officer is reappointed. We are assuming that you would like to be reappointed, but if you would please confirm this to our office, we'd appreciate it. The Select Board will vote on the appointment at their March 22 meeting, and a confirmation letter will go out after the vote.

Best regards,
Phoebe



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

March 18, 2022

Selectboard
380 Great Road
Stow, MA 01775

RE: Recommendation for Hiring Special Lake Boon Officer Jeffrey Beckwith

On June 30, 2021, Special Officer Lee Heron reached the mandatory retirement age for police officers. Officer Heron serviced the town for over 20 years, not only as a Special Officer, but also as the Lake Boon Patrol Officer.

The retirement of Officer Heron has created an opening for a Lake Boon Special Officer. The Lake Boon Officer will be responsible for enforcing all Massachusetts General Laws, including all Chapter 90B (Boating) laws and all Town of Stow Lake Boon By-Laws. Responding to emergencies on and adjacent to Lake Boon, conducting safety stops, interact with other law enforcement and public safety agencies, maintain the Stow Police Boat.

Starting at the end of December as posting for the position was advertised. With Police Reform the available candidates needed to have the full-time police academy or currently be in the process of becoming certified as an officer through POST. We received approximately 20 candidates who were interested in the position. The posting required that all candidates submit resumes and cover letters. The cover letter and resumes were then sent to the Chief's Advisory Hiring Board for further review and interviews.

This 5-member hiring board consisted three employees from the Stow Police Department, Sergeant Cassandra Scott, Sergeant David Goguen, Dispatch Supervisor Fantasia, Retired Officer Lee Heron and Kelly Lawlor, a resident and member of the Nashoba Area Social Justice Alliance.

The 5-member board reviewed all the cover letters, resumes and applications. Based on the candidates training and experience they were able to complete 6 interviews and recommended 3 candidates to move forward. These interviews were a comprehensive 70 plus question interview which covered all the required questions that need to be reviewed by POST.

The 3 candidates that were recommended for further interviews, were then interviewed by Lt. Darren Thraen, Assistant Town Administrator Dolores Hamilton and I. Based on the

recommendation by the hiring board and our own interviews, Jeffrey Beckwith scored at the top of all the rounds.

Jeffrey is currently a full-time Fire Lieutenant with the Framingham Fire Department for over 17 years. He comes to us with over 7 years of police experience, working as a part time officer for several communities, including Sudbury and Mansfield Police. The flexibility of Jeffrey's full time work schedule will ensure that he will be able to cover the weekend and holiday shifts that is required of a Lake Boon Special Officer. With his training, both boat certifications and police training, he will also be able to supplement our regular full-time officer by covering open shifts when made available to part time officers as well as cover the Lake Boon Boat Patrol.

Sergeant Goguen completed a comprehensive back-ground check, which is required of all hiring by POST. This back-ground check revealed no concerns that would prevent Jeffrey from being appointed. A successful medical assessment has also been completed with no concerns for appointment. A psychological assessment has been completed, however the report from the doctor has yet to be provided.

I request to appoint Jeffrey Beckwith to the open position of Special Officer/Special Lake Boon Officer with the final approval from the Town Administrator upon a review of any reports provided by the assessment.

Respectfully Submitted,



Michael Sallese, Chief of Police



Published on Stow MA (<https://www.stow-ma.gov>)

[Home](#) > [Job Posting](#)

Job Posting

Lake Boon Special Patrol Officer

The Stow Police Department is seeking a qualified candidate to fill one Part-Time Special Police Officer position to cover regular patrol vacancy shifts throughout the year. In the summer the primary duty would be patrolling of Lake Boon boat patrol. The Special Officer will be responsible for working weekends from Memorial Day Weekend to approximately Columbus Day weekend, approximately 8 hours each weekend, however, may be required at other times.

The Special Officer will be responsible for enforcing all Massachusetts General Laws, including all Chapter 90B (Boating) laws and all Town of Stow Lake Boon By-Laws. Responding to emergencies on and adjacent to Lake Boon, conducting safety stops, interact with other law enforcement and public safety agencies, maintain the Stow Police Boat,

The candidates must be at least 21 years old, have a valid Massachusetts driver's license, and have or be able to obtain a valid LTC. Massachusetts Full-Time or Reserve Academy required. Candidates must hold a Boat Safety Course certificate issued by the Massachusetts Environmental Police or other state's equivalent, or by the Coast Guard Auxiliary or obtain within 6 months of hiring.

Candidates with only the Reserve Academy training will have to attend the Bridge Academy on their own. If the candidate does not complete the academy before the end date on certification, then employment offer will terminate.

Preference will be given to those who send a resumes and cover letter no later than 5 p.m. on December 27, 2021, to; Chief Michael Sallase Stow Police Department 305 Great Road Stow, MA 01775. Candidates may also send resumes and cover letters to stowpolice@stow-ma.gov.

This is a seasonal opportunity with a salary of \$25 per hour. Opportunity to become cruiser certified and work cruiser shifts, and construction details is available.

The Town of Stow is an equal opportunity employer.

DISCUSSION & POSSIBLE VOTE

**Discussion of the FY 2023
State Budget**

**Rep. Kate Hogan and
Sen. Jamie Eldridge**

**Green Advisory Committee
FY23 Article Request and
Municipal Fossil Fuel Policy**

Stow Green Advisory Committee Proposed 2022 Article



Communications

Education and outreach to the town, through Stow's Climate Action Plan and specific programs, regarding methods for:

- Reducing greenhouse gas emissions
- Mitigating against and adapting to climate change impacts
- Moving toward a clean energy future



Community Engagement

Surveys, workshops, online activities to solicit input and engage town residents in climate actions



Grant Discovery & Writing

Consulting for analysis of available state, local, and other funds, and grant writing



Stakeholder Engagement

Internal Stakeholders:

- Town boards, committees, planners, managers, and other municipal staff impacted by the Climate Action Plan
- Identify priorities, target audiences, communication channels, engagement programs

External Stakeholders:

- Community groups and businesses
- Identify priorities, target audiences, communication channels, engagement programs

Stow Green Advisory Committee Proposed 2022 Article

Segment

Communications:

Local Press, Social Media, Library Presentations

Print materials, Flyers, Handouts, Art, Signage, Ads, etc.

Community Engagement

Surveys, Interactive website

Internal and External Stakeholders

Climate Action Plan document, presentation/interview packets

Consulting

Funding research and grant writing

Total Request

Breakdown

Time

\$6,000

\$2,500

\$1,500

\$5,000

\$15,000

**Stow Green Advisory Committee
Proposed 2022 Article**

Warrant Article: Funds for Green Advisory Committee

To see if the Town will vote to raise and appropriate the sum of \$15,000 (Fifteen Thousand Dollars) or any other amount to be expended by the Green Advisory Committee in the execution of duties including the development of a Climate Action Plan for the Town; or take any other action relative thereto.

The Green Advisory Committee was formed in September 2021 with a mission to assist the Town government, organizations, and residents in areas associated with reducing greenhouse gas emissions, mitigating against climate change impacts, and advising the town toward a clean energy future. Funds to be used in developing a climate action plan, community engagement, and other expenses.

Town Hall Building Committee
Future of the Town Hall
Renovation Project

ARTICLE XX. Design Funds for Stow Town Hall Restoration

To see if the Town will vote to appropriate and transfer the sum of Fifty Thousand Dollars (\$50,000), or any lesser sum, from the Community Preservation Fund reserve for Historic Preservation purposes, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Stow Town Hall Restoration Committee, in consultation with the Community Preservation Committee, for the purpose of completing Design Development and the generation of plans and specifications for construction bid documents, or to take any action relative thereto.

(Community Preservation Committee and Town Hall Restoration Committee)

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

** Waiting on a vote and final language from CPC – expected 03/21/2022**

ARTICLE XX. Town Hall Restoration Project Administration and Consulting Funds

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000), for the purpose of providing administration and consultation support to the Town Hall Restoration Committee in their pursuit of grant and fundraising opportunities for the renovations to the Historic Town Hall; or to take any other action relative thereto.

(Town Hall Restoration Committee)

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

Discussion regarding the future of Town Hall Restoration Committee 3/17/21

Question for discussion: Where do we go from here?

What follows is a rough timeline of the project. I am the author of this report. It has not been vetted by our committee due to time and open meeting law issues.

June 2016: Select Board forms the Town Building Space Use Feasibility Study committee

Aug 2017: The committee reports its conclusions to Select Board (attached). CPC was made aware of the project and cost (\$2.8M). Town Hall Restoration Committee formed by Select Board.

2018 Photos of various conditions. (attached).

2018: CPC, FinCom, and Town Meeting support \$175K for Architectural and Engineering study

2020: CPC, FinCom, and Town Meeting support \$200K for completed construction drawings.

2021: CPC does not support application request for construction funds (\$4.8M)

2022: CPC does not support application request for construction funds (\$4.8M). The Committee's plan had been to hold public forums and outreach programs in the 3 months leading up to spring ATM.

Negative vote by CPC negates that plan.

2022: Town Hall Restoration requests 2022 CPC application be amended from 4.8 M to 50K to enable potential professional support in Spring 2023 for potential ATM presentation. Outcome to be decided Monday, March 21, 2022

March, 2022: Town Hall Restoration request a warrant article for spring 2022 ATM to provide funds for professional assistance in fundraising (50K)

The narrative:

- A. the Select Board formed our committee to proceed with this project to the point of going out to bid. CPC and FinCom and Town Meeting have supported spending \$375K to get to this point. This committee consists of a member from CPC, FinCom, Capital Planning, Select Board, Historical Commission, and Facilities Department. Nowhere in our charge, nor in our expertise was anything mentioned about fundraising. We are not capable, hence our request for professional assistance. CPC had casually mentioned that a 50/50 split between fundraising and CPC funds might make the project more palatable. I will say, bluntly, that is impossible.
- B. The common argument heard is the project is too expensive. Our planned forum response to that would have been something like "Yes, it's expensive. We can't control that. But, it won't cost the taxpayer any additional funds." It won't cost you anything. We haven't gotten that message out.
- C. Town Hall is the oldest public building in Stow. It is the most historically significant building in Stow. Our buildings "senior citizen". It needs upkeep and repair. If not this year, or next, when?? Nothing about the scope will change, unless there is major upheaval in construction laws in the Commonwealth. It will not get less expensive.

- D. The question has been asked, 'How much to bring it up to Code?' Don Mills, our architect from the firm Mills Whitaker replies:

"The answer to the cost of bringing the building up to code is as follows:

If nothing is done to the building other than regular maintenance, there is no cost to bring the building up to code. An existing building is code compliant unless there is a violation notice filed against it by the local building commissioner. I know of no such violation on file.

If any work is done on the building, then that work needs to meet code, ... but code as interpreted for an existing historic building and not necessarily as if it were new construction (depending upon the nature of the work).

Also, if regular maintenance requires a building permit, and if the cost of permitted work exceeds the 30% threshold of expenditure over a three-year period (>\$126k), then full compliance with current accessibility regulations (521 CMR) is required. That work for full compliance is a major parameter of the integrated renovation project and trying to achieve full compliance without doing the project is not recommended. Note also that a host of variances for accessibility were approved during our design work, so when folks maintain that we should be able to get variances, the answer is that we already have those in place."

- E. And lastly, the question frequently asked, "Who will use it". Short answer, everyone. There are many in town who have never attended a function in Town Hall. To most, it's a closed-up building that is never used. Wrong. Town Hall has a 200-year history of being "the place to hold public functions". You have heard this before, but it is so true. If we build it, they will come.

In conclusion:

Our committee has been working hard on this project for over 5 years, holding 72 posted meetings. Many of our members have moved on to other pastures. The remaining core group is strongly supportive of the project. In my personal opinion, this project is larger than the Select Board or the CPC. While individual members may not agree, or support this project, I firmly believe this is a decision that needs to be discussed by the voters.

Failing that, this committee needs new direction. We have, or will shortly, deliver the completed construction documents, as charged. Our work is done. The committee members have suggested that they might be able to continue our effort for 1 more year. To do that we will need to have "that frank discussion". If we will not have the support of the Select Board or CPC, please have the courage to disband the committee. We won't work for another year on this for naught.

Sincerely,

Doug Hyde
Chair, Town Hall Restoration Committee

Upgrade pedestrian infrastructure at Hartley Road, Crescent Street, Library Hill Road Intersection	Utilize Complete Streets Planning process through 2018 to identify pedestrian and bike infrastructure upgrades to the intersection, including but not limited to crosswalks, ADA accessible ramps, sidewalks and walkways connecting to future parking areas.	Short/ Medium
	Consider infrastructure improvements as part of 2018 Tier 3 Complete Streets funding requests through MassDOT.	Medium
	Research appropriate, Zoning Bylaw compliant lighting for assisting Library patrons to various parking areas.	Medium
Utilize unused portions of the site to create parking opportunities for Randall Library and other Town Center Uses	See Chapter on Parking on Page 18	

Results | Town Hall

Overview

Occupying a slice of land between Rt. 117 and Crescent Street, Stow's Town Hall is at once a working building and a historic Town landmark. Although the addition of office and function space in the Pompositticut Community Center has lowered the intensity of uses at Stow Town Hall, the structure remains an important space for a variety of Town needs. The main hall continues to be used as rental space for a variety of users, including overflow space for large public hearings. The Recreation Department, Historic Commission and Cemetery Department have all utilized the building's different rooms and spaces as offices, meeting space and storage over the past several years. (Recently, the Recreation Department has vacated the basement space and has moved its office and much of its equipment to the Pompositticut Community Center). The Cemetery Department utilizes a first-floor office space off the foyer. The Historic Commission continues to use one of the front office spaces as a storage and meeting room, while a Boy Scout troop utilizes the office space across the foyer.

Fig.8: Town Hall 2017



Existing Conditions

Dating to 1848, Stow Town Hall is showing nearly 170 years of use. A site visit by the Building Reuse Committee uncovered a number of structural, code and accessibility updates that would be required to extend its working lifespan. Furthermore, the structure remains vulnerable to fire, with no sprinkler system currently in place.

Fig. 9: Town Hall Ground Level



Prominent Findings

Findings by the Committee indicate that the Town Hall can continue to play a valuable role in serving the Town’s needs, but would require necessary upgrades to be convenient to department and committee needs, compliant with current codes, and to withstand the expected wear and tear of regular use.

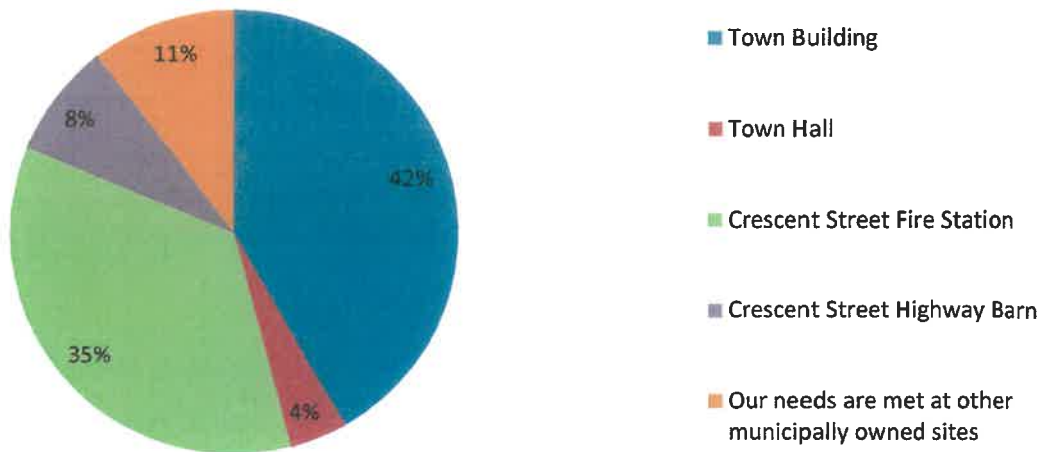
The Building Reuse Survey provides insight into the lack of functionality the Town Hall serves in its current capacity. Results from question 5 indicate that town entities are looking for spaces with climate control, updated technology, as well as storage and meeting space. However, when asked which buildings would be most adequate for future needs, respondents largely overlooked Town Hall.

Fig. 10: Most adequate building for future needs

Survey Question 6

If you moved your operations, which of the existing municipally owned buildings are most adequate for your future needs?

Survey Question 6 | Respondents = 48



Results from the survey and the subsequent survey evaluation interviews with Town Departments Boards and Committees provided a wealth of data for the Building Reuse Committee to base their recommendations.

Current Functionality of Town Hall is Not Conducive to Increased Use

- Building lacks insulation and climate control.
- Office spaces are small and often utilized for storage rather than meeting space.
- Access to the building remains difficult for older adults and those with disabilities.
- Air quality in the ground level is poor, resulting in moving employees away from permanent office space in the ground level.

Various Activities Could Continue to be Appropriate for Updated Town Hall Space

- Main Hall continues to be used for clubs, small concerts, recreational programming and organizational events.
- Various rooms could double as office spaces.
- Portions of the Town Hall could be used to store historic artifacts, including the ground level and main hall.
- Recreation Department noted the ground level's potential use as a future multi-use teen center, with activity and study space. The existing kitchen space, the central location and accessibility from schools, Randall Library and future parking areas contribute to the potential for the location to serve the need.

Updates are Necessary to Improve Town Hall Functionality

- Parking remains limited, with handicapped spaces limited to a cobblestone area.
- The accessibility ramp on the south side of the building is not wide enough to meet current ADA standards.
- Steps to front entrance are difficult to access.
- An elevator could potentially open both the basement level and first floor to additional users and may be required as part of any updates.
- Large windows extend to near the floor along stairs to attic space.
- The northeast corner of the foundation needs to be repointed and the access door improved.
- Air quality and humidity levels in the ground level need to be corrected for the space to be climate controlled.
- Green Communities Designation could provide funding stream to make energy efficiency upgrades.
- Community Preservation Act could provide funding for a variety of updates, including:
 - Wiring
 - Insulation
 - Repair or replacement of plaster walls
 - Plumbing upgrades
 - Repair or Replacement of windows and doors
 - Sprinkler systems

Relevant Examples of Improvement Costs

- Architect Kaffee Kang recently completed a town hall renovation in Tewksbury, and has suggested a construction cost expectation of \$430.00 per square foot for work done in Stow during the first quarter of 2018.
- The Town of Harvard recently completed a Town Hall renovation at \$415/square foot for an approximately 4000 square foot structure.

Historic Preservation Should be Pursued

- Recently completed historic surveys by the Public Archaeology Study Team (PAST) indicate that the Town Hall could be eligible for National Register of Historic Places nomination.
- Lack of sprinkler system and space for supply tank could leave the building at a high fire risk.

Recommendations | Town Hall

Table 7: Town Hall Recommendations

Recommendation	Action Step	Time Frame
Town Hall Should Remain Open for Use During Winter of 2017/2018	The Pompositticut Community Center use remains heavy and the additional option for using the Town Hall as an event space is worthwhile. The largest user of heat and electricity at Town Hall (Cemetery) is moving to Crescent Street Fire Station and savings due to winter closure would be marginal.	N/A
Town Should Pursue Historic Preservation Options	A Committee should be created to assess specific architectural and use considerations for the purpose of submitting a 2018 Annual Town Meeting proposal for renovation and preservation. Given the extent of renovations necessary at the site, it is difficult to provide recommendation on specific uses for defined areas of the building.	Short
	Pursue funding for nomination of Town Hall in the National Register of Historic Places. Such designation could provide funding streams for further restoration initiatives.	Short
	Assess feasibility for sprinkler system and necessary space needed to locate required pump tank.	Short
Prioritize Upgrades for Potential Community Preservation Act Proposal/s	Obtain estimates for the repair/replacement of major systems, including plumbing, electric, roof and foundation upgrades.	Short
	Obtain estimate on compliance with ADA accessibility components, including front steps, ramps and elevator.	Short
Pursue Energy Efficiency Upgrades	Assess Green Communities Designation status to determine potential savings in energy usage based on various upgrades.	Medium

	Determine available Green Communities or Community Preservation Act funding for energy efficiency upgrades.	Medium
	Obtain estimates on repair/replacement of doors, windows, plaster walls and insulation to limit energy use.	Medium
	Roof, including subsurface is in immediate need of repair.	Short
Create Convenient Spaces for Functional Town Use	Move Cemetery Department Office to Crescent Street Fire Station to allow for potential renovation or interim Historic Commission use.	Short
	Renovate ground level to create climate controlled space for increased programming and/or secure storage of historic artifacts.	Medium
	Move remnant storage items from Town Hall to secure racking at Pompo Community Center.	Short
	Explore potential for historic artifact display in the main function hall.	Medium
	Improve climate control of individual office and meeting spaces.	Medium
	Work with Rec. Department to determine future feasibility of Teen Center uses in lower level, including staffing levels, hours of operation, security and ability to coexist with other shared users.	Medium/Long

Results | Crescent Street Highway Barn

Overview

The former Highway Barn at Crescent dates to 1938, when the Addy family constructed a garage to serve as a fire station. In 1941 the Town voted to purchase the structure from the Addy family and build four additional bays, providing the structure we see today and the town's first fire station. When the Crescent Street Fire Station was constructed up the street, the structure became Stow's Highway Barn, and remained so for 12 years, until the South Acton Highway Barn was finished in 1966.

Until recently the Crescent Street Highway barn was used as a storage space for antique fire apparatus, the First Parish Church steeple and most notably, Cemetery Department equipment. However, much of the equipment stored in the building by Cemetery Department has been moved to the now vacated Crescent Street Fire Station and the old barn is now largely devoid of any valuable items that have been stored in its bays over the past several years.

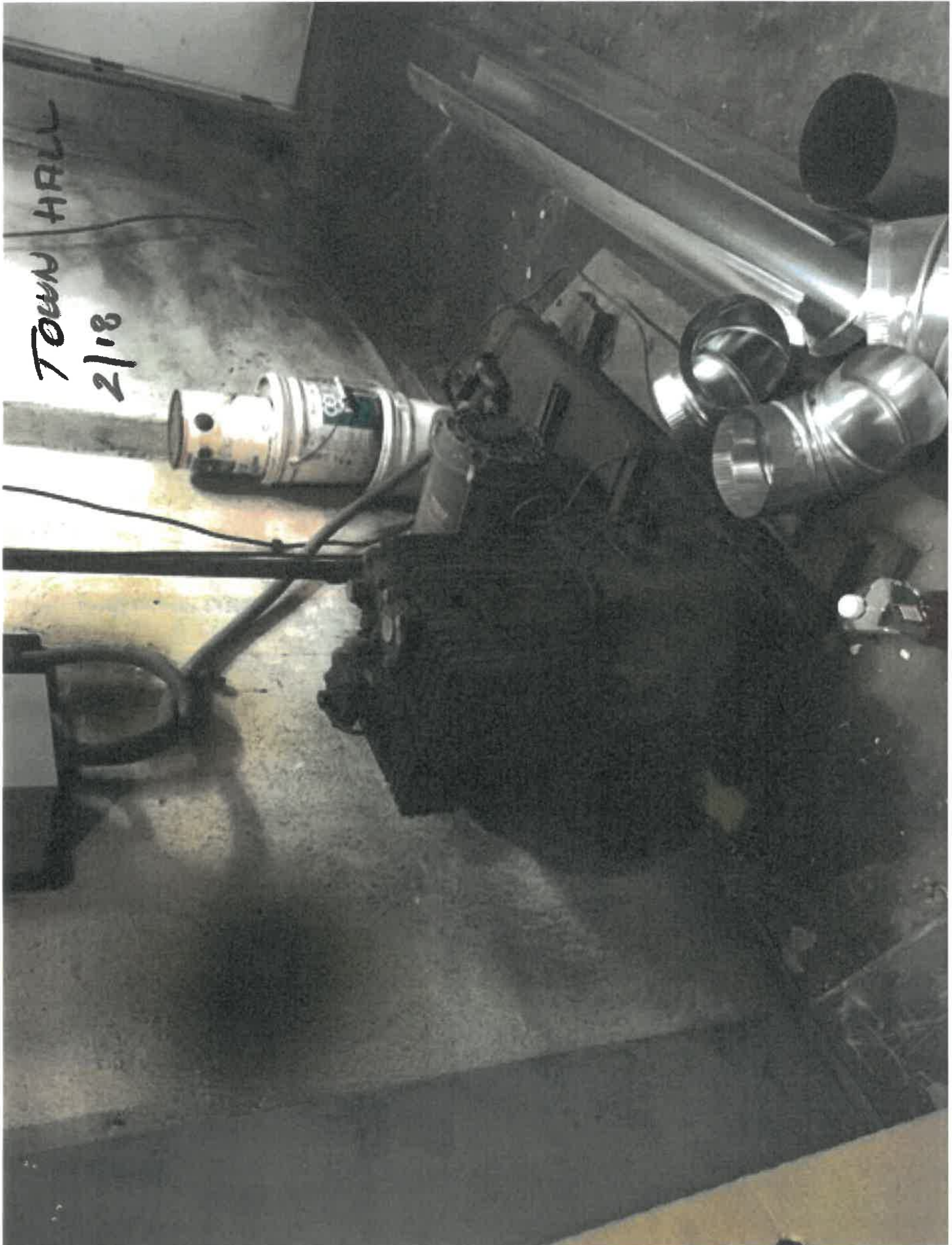


TOWN HALL
2/18

Town Hall - 2/18

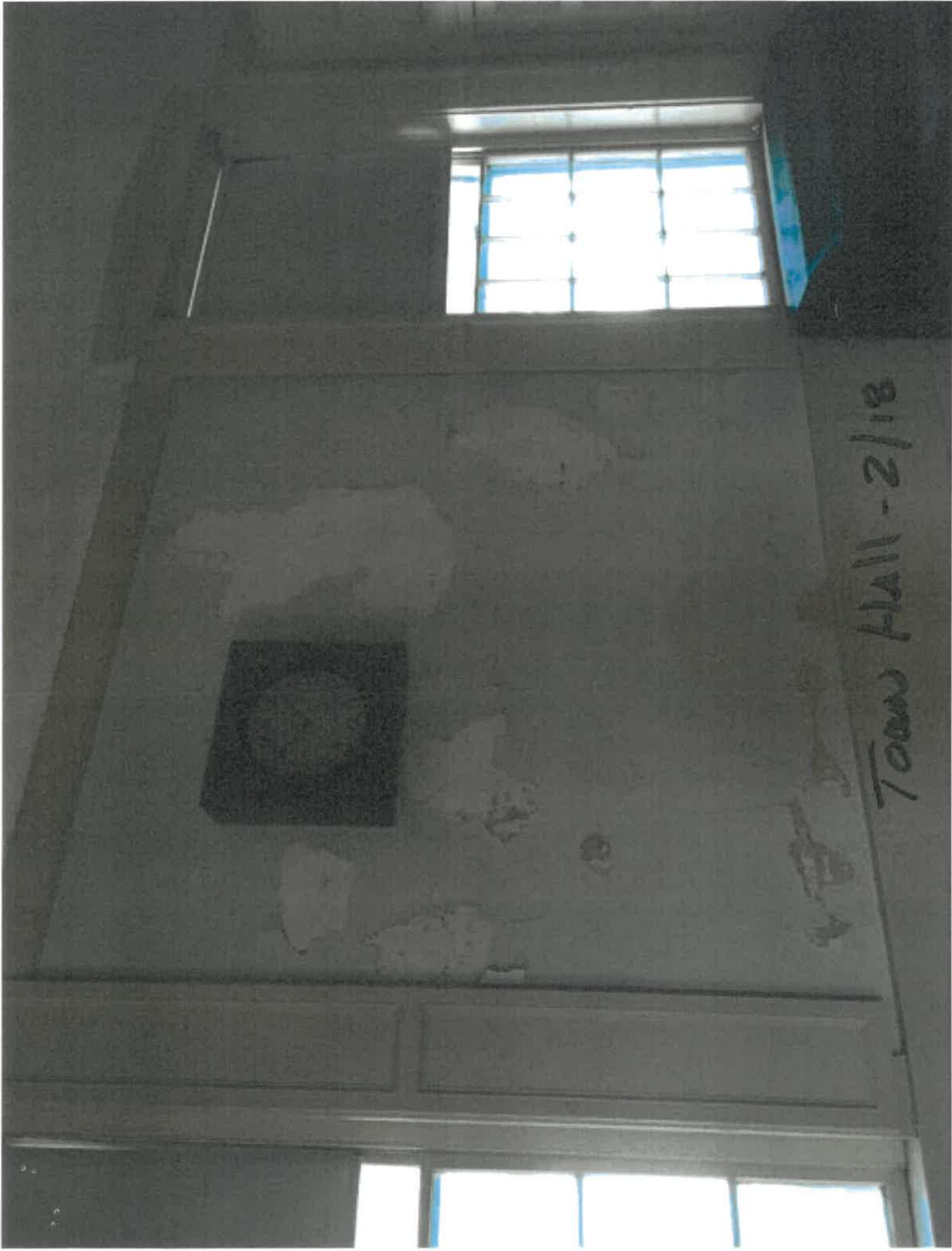


TOWN HALL
2/18



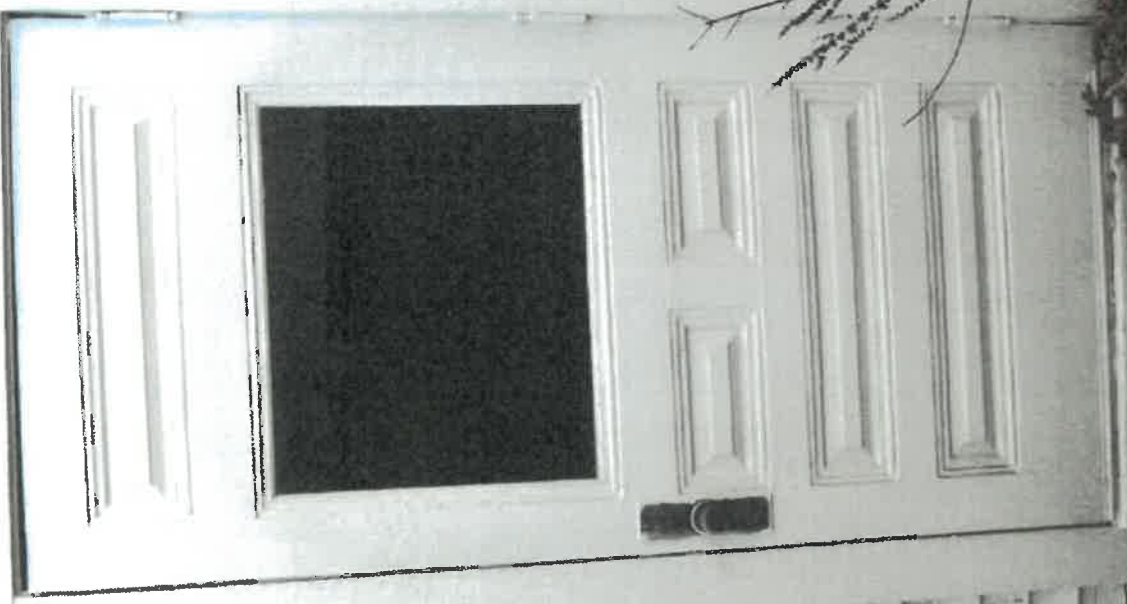


Town Hall - 2118



Town Hall - 2/18

Town Hall



Stow Clean Up Day

Saturday, April 30th and Sunday, May 1st

The event has been shared with appropriate staff. There are no concerns, and we received the following comments:

From Chief Sallese:

“This is a great program that has been run for years. Volunteers should wear hi-visible vest/clothing and be mindful of traffic.”

From Hwy Superintendent Steve Nadeau:

“They are going to provide us the areas of town that we need to go out to pick up the yellow bags after the event and anything else that is too big to fit into the trash bags. We love this community support to help keep Stow clean. This is a great help to the department...”

Joyce Sampson

From: Jennifer H <jenhend08@gmail.com>
Sent: Sunday, February 13, 2022 3:01 PM
To: selectboard
Cc: Tara Taft; Sandy Taft
Subject: Re: Stow Town Cleanup 2022

Hi Phoebe,

I spoke with Tara and Sandy yesterday and here's the proposed dates/plan :

Event Date : Saturday, April 30th & Sunday, May 1st

The event would follow the same format as last year :

- Utilize an on-line sign up (150 people were registered via this method last year)
- Yellow trash bags available for pickup on Saturday morning from 8a-12p at Lower Common (2 tables 6-10 ft apart staffed by volunteers to hand out bags)
- All volunteers complete town indemnification form (forms available on bag pickup day)
- As in the past, participants have the weekend to pick up trash and leave it near their clean up area.
- Highway Dept picks up bags the following Monday (5/2)* after I notify them with a list of streets where people had committed to cleanup

The only difference we would like to bring up for consideration is to resume offering coffee and scones if allowed. We are also going to try and have new gloves and safety vests available for pickup (free of charge).

*I have an inquiry into the Highway Dept to make sure that the following Monday (May 2nd) works for them to pick up the trash bags as they have done in past years.

Once approved we would publicize via Stow Independent, Social Media and the four yard signs that we have. We would also like to inquire about the banner on 117-which is something we couldn't do last year.

Please let me know if you have any questions or concerns. Tara and Sandy will be traveling and unavailable for the Select Board meeting but I'm happy to attend when the schedule allows. Thank you!

Kind regards,
Jennifer
Cell (650)534-7823

On Fri, Feb 11, 2022 at 10:10 AM selectboard <selectboard@stow-ma.gov> wrote:

That's great, Jennifer, and good for you for taking this on! We look forward to getting the information.

ARPA Projects Requests

- \$45,070 Community Gardens Accessibility & Trails
- \$10,000 School Zone Safety Lights
- \$15,000 Traffic Safety Policy Implementation Fund
- \$4,500 25 MPH Signs (17 signs)
- \$100,000 Hudson Road/Rt 117 Intersection Improvements
- \$50,000 Harvard Road Culvert
- \$100,000 Lower Village Water Supply Feasibility Study
- \$40,000 Lake Boon Dam Inspections



Town of Stow
Office of the
Town Administrator

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

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

Dolores Hamilton
Assistant Town Administrator
assttownadmin@stow-ma.gov

To: Select Board
From: Denise M. Dembkoski, Town Administrator
Re: ARPA Capital Projects
Date: March 17, 2022

Please accept my recommendations on the following ARPA project submittals.

\$45,070 - Community Gardens Accessibility & Trails

I fully support this project as I think it is a fantastic idea and, among other things, will provide adaptive garden space for folks who have trouble working on the ground. I was lucky enough to get an up-close look at the gardens and surrounding trails and can see how beneficial they are to our community. Making these enhancements will only continue to make the most out of this jewel of an area.

\$10,000 – School Zone Safety Lights

This is the first in a series of requests from the Traffic Safety Advisory Committee. Adding these lights to the two approaches to Center School is imperative to increasing safety and awareness of the school zone. Additionally, the new technology will allow for easier maintenance and access. I support this request.

\$15,000 Traffic Safety Policy Implementation Fund

This money is imperative to the Traffic Safety Advisory Committee and their charge to review traffic concerns and complaints and make recommendations to the Board. I support this request as it provides funds for the committee to purchase signs, conduct assessments, evaluate the concern/complaint, and perform studies, as needed.

\$4,500 – (17) 25MPH Signs

I am supportive of these funds, as these signs would be needed to implement MGL c.90, §17C, which would allow the Town to define all unposted thickly settled roads at 25 MPH.

\$100,000 Hudson Road/Rt 117 Intersection Improvements

These funds, which I request approval of, would allow for the engineering and design of an updated intersection at Hudson Rd/Rt. 117 with needed improvements and signalization. We are currently working with developers of nearby projects to assist with the improvements, but without the design work, we are unsure what those costs and expectations look like. This intersection is currently one of, if not the highest safety priority in Stow.

\$50,000 Harvard Rd Culvert

As with many of our projects, the initial fund request is for design and engineering work. This request, which I support, is no different. Before we are able to apply for any grants or budget accordingly for the work to be done, we need an understanding of the scope and cost of the overall work. Using ARPA funds to have the design and engineering work completed is a great use of the funds, because if we are able to qualify and receive grant funding, we were able to stretch these additional funds even further.

\$100,000 Lower Village Public Water Supply Feasibility Study

As this was one of the goals the Board established for me, I support use of funds for this purpose. This study should give us a better understanding of the water availability in Lower Village by looking at a number of different factors. The ultimate goal would be to assist the business owners in the Village by facilitating the construction of a public water supply that the businesses would take possession of and manage. Once we receive the results of this study, we will be able to engage in a larger discussion with the Boards and business owners, to discuss quantity and quality of resources, as well as the cost associated with installing a public water supply. I look forward to having this study get underway once and for all.

\$40,000 Lake Boon Dam funding

As we've looked at the Lake Boon Dam project, we are still working through the timeline and engineering, but decided it may be better handled as a phased-in project. For this year, we are asking for \$300,000 through Capital, to pair with a hopeful \$1M State Grant, to begin the first phase. These funds of \$40,000 would be for continued engineering, survey work, public outreach, as well as the additional 4 tests that would need to be completed by a licensed engineer to comply with the Mass Office of Dam Safety. These funds are imperative to the continued operation of the dam and I ask for the Board's support.

Approval of these funds would still leave an estimated \$412,722 to be appropriated at a later date. I believe these requests are a nice balance of necessity versus community outreach and safety projects. Having these ARPA funds to allocate has made and will continue to make a hugely positive impact on the Town of Stow, as we are able to move along a number of projects that have been waiting in the sidelines for money. I respectfully ask for your support on these 8 requests. Thank you.



TOWN OF STOW
American Rescue Plan Act
Project Funding Request

Submitter: Stow Conservation Commission (by unanimous vote 2-15-22)

(Print Name of Board/Committee Name)

Department to Oversee/Maintain the Project: Stow Conservation Department

Date: 02/22/2022

Amount Requested: \$ 45,070.00

Project being Requested: Community Gardens Accessibility & Trails (Provide a full description below)

FUNDING CATEGORY

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

Priority Ranking (Check One):

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes No

Have you received an estimate as a basis for cost?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If Yes, please provide estimate
Are grant or other funds available to offset this cost?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If Yes, please specify source of funds
Will this require annual maintenance or ongoing costs?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If Yes, please articulate below

Project Description:

Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.

Please see attached narrative

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

Please see attached narrative

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

Ongoing maintenance costs are expected to be minimal given the durability of the materials proposed and can be incorporated into the Department's annual budget.


Signature of Submitter


Signature of Department Representative or
Town Administrator

Stow Community Gardens Enhanced Accessibility & Trails

The Third Decade Improvement Project

Stow Conservation Commission in Partnership with Stow Conservation Trust

February 2022



Background and Need for the Project:

The Stow Conservation Commission is proposing to make improvements to the Stow Community Gardens at Captain Sargent Conservation Area on Tuttle Lane that would increase overall accessibility to – and at – the Community Gardens and, in partnership with Stow Conservation Trust, expand trail opportunities on the surrounding trails for residents of Stow and beyond. Three factors have come together that make this the right time to undertake this project:

1) During the COVID-19 pandemic, both the Stow Conservation Commission and Stow Conservation Trust have seen a significant increase in the use of our conservation lands and trails with residents and other visitors looking for opportunities to exercise, gather safely with friends outdoors, and get out of the house while working from home. On one (normally) little used trail off West Acton Road, visitation went from 1-5 visitors per day to as many as 30-40 visitors per day almost overnight in March of 2020, as documented by trail cameras. And on one three-day weekend in Summer 2020, we counted as many as 500 visitors per day entering Stow Town Forest through the main Bradley Lane entrance (in addition to those that entered from multiple other access points). It is too soon to tell if this increased demand for outdoor recreation opportunities will continue in the post-COVID-19 era, but we do sense that the public has an increased appreciation for close-to-home conservation land resources and the fact that our public and private conservation lands provide an essential community service.

2) The Town recently expanded the Captain Sargent Conservation Area with the acquisition of the former Kunelius property off Red Acre Road and Tuttle Lane. In the last year we have opened a new “Blue Trail” that leads visitors from the main Captain Sargent parking lot on South Acton Road, through the agricultural fields and Community Gardens on Tuttle Lane and through the former Kunelius property. However, there is still a key missing trail segment across a wetland that would complete the Blue Trail Loop linking Captain Sargent, the Community Gardens, and Stow Conservation Trust’s Red Acre Woodlands property. There is interest by both the Town and Stow Conservation Trust in bridging this gap (literally) through the construction of a boardwalk through the wetland. The Trust has experience with similar boardwalk trails and interested in working in partnership with the Town to complete this missing trail segment. This might have been a logical request for Community Preservation Funds, but we do not want to add to the pressure for these funds at this time, given other important and competing priorities. The attached maps depict this trail gap and highlight the many miles of trails that would be connected by closing this gap – from Flagg Hill to Lower Village – for all trail users including walkers and cyclists.

3) Stow’s Community Gardens at Captain Sargent Conservation Area are celebrating their 20th year of operation in 2022. We currently have more than 80 garden plots that are gardened primarily by Stow residents but also by residents of Maynard, Acton and other surrounding towns. During COVID, we have also seen an increase in interest in our community garden plots, as people had more time for gardening and more concern about food insecurity and health. We

are also seeing an increase in gardeners of a variety of ethnicities who are growing foods native to their countries and sharing them with other gardeners. As a result of these changes, the 2021 Community Garden season saw the highest number of gardeners in recent years. While the interest in community garden plots has increased due to COVID, we are also seeing more long-time gardeners “retire” when they are unable to continue to manage the physical challenges of gardening our existing garden plots. There is significant interest in installing some raised bed “adaptive” garden plots that would enhance the physical accessibility of the plots, along with a well that would provide water to these plots. Such improvements in accessibility are recommended in Stow’s Open Space and Recreation Plan, given the recent and expected continued increases in Stow’s over-60 population. Similar raised bed plots in other communities have proven popular. As part of this project, to be undertaken near the entrance to the gardens, we would also install a small parking lot which could serve trail users at Captain Sargent and Red Acre Woodlands. Stow Conservation Trust currently has no off-street parking for Red Acre Woodlands, and we anticipate that this small parking lot would help meet the needs of trail users to both properties, and also invite exploration of the dirt roads at the Community Gardens which offer an easy half mile walking loop. A kiosk was already installed in this area by an Eagle Scout with an eye to providing information and wayfinding maps at the entrance to the gardens.

Our Proposal:

As we prepare to enter the third decade of community gardening at Captain Sargent, the Stow Conservation Commission has voted unanimously to request ARPA funds to expand outdoor recreation opportunities, accessibility, and public awareness of our community gardens and trails through a multi-part project at the Stow Community Gardens/Captain Sargent Conservation Area/Red Acre Woodlands off Tuttle Lane. The project has the following elements, which we propose to carry out through a combination of ARPA funds and in-kind labor and funding. Our total ARPA funding request is \$45,070, which will leverage additional donated funds and in-kind services as described in the budget below.

- 1) Construct a new 5 car gravel parking lot at the entrance to the Community Gardens which can be used by residents for walking at the gardens, as well as those using the larger trail system at Captain Sargent and Red Acre Woodlands. We have talked with the Superintendent of Streets about having the Stow Highway Department assist with the labor and would need to purchase the stone for the parking lot, unless millings are available. The estimate in the proposal is for stone from Lombardo’s. Minor grading for improved drainage is also needed in this area and would be accomplished at the same time.
- 2) Install 2 gates on the garden roads to limit vehicular access to the rear of the gardens by non-garden vehicles for safety and security reasons. We already own the gates that would be used for this purpose (salvaged from the former Kunelius property) and would donate the labor to install them.

- 3) Install nine 4' x 8' raised bed adaptive garden plots near the garden entrance with a perimeter deer fence around them. We have done quite a bit of research on raised bed plots at other community gardens. After considering various materials, we believe that the beds offered by Durable Greenbed (right) offer the best value in terms of price, longevity, ease of construction, food safety, and appearance. They also offer a municipal discounts and free shipping. The price in our proposal is based on discussions with them, as well as an estimates compiled by staff for compost and fencing.



- 4) Install a new hand pump well to serve the raised bed plots making transport of water easier for those gardening the raised bed plots. Mike Sullivan, our local well provider, donates his time to service the wells annually at the gardens and has given us an estimate for the installation which is in the budget.
- 5) Install approximately 360 linear feet of boardwalk through a wetland connecting the back of the Community Gardens to Stow Conservation Trust's Red Acre Woodlands. The materials estimates below have been provided by Stow Conservation Trust. They are currently in the process of purchasing materials for another boardwalk which has served as the basis of the estimate. The Conservation Department would donate the time and expense involved in permitting the boardwalk and the Trust would contribute 50% of the labor cost for installation as match. The remainder of the trail in the upland portions of Captain Sargent and Red Acre Woodlands would be improved as needed using staff and volunteer labor.
- 6) Finally, as part of the overall package of improvements at the Community Gardens, the Conservation Commission is looking to do some field edge maintenance clearing to push back encroaching vegetation, and stain/paint the picnic tables at the gardens which are available for use by both gardeners and members of the public. We are also seeking an Eagle Scout to construct a second kiosk for gardener use to replace an existing kiosk which is old and in poor condition. We have applied for a small invasive species grant to assist with the field edge work. All of these expenses are in-kind contributions to the overall Community Garden Third Decade Improvement Project.

It is expected that these improvements will be in place in time for the 2023 gardening season. Attached are letters of support from Stow Conservation Trust (committing their share of the funds) and from one of our Stow Community Garden Stewards, both attesting to the need for the project.

Itemized Budget

Item	Total Estimated Cost	Total APRA Request	In-Kind or Donated	Source of In-Kind or Donated Funds
BOARDWALK				
Materials: Pipe/auger and wood construction – 360 LF of boardwalk	\$18,000	\$18,000		
Labor: 3 Weeks AMC Trail Construction Crew	\$15,000	\$7,500	\$7500	SCT funds, supplemented by volunteers/staff
PARKING LOT				
Materials (Stone)	\$6000*	\$6000		*NOTE: High end estimate for stone, if we are able to get Highway millings this would eliminate this cost
Labor	\$3000	\$3000		Est. for Highway Per Steve
Pipe Gates: Materials and Installation			1-2 days staff time	Materials and Labor Donated by Conservation Dept.
GARDEN BEDS				
Materials to Construct Raised Beds (Durable Greenbed)	\$5,630	\$5,630	1-2 day volunteer project (beds, fencing, filling with compost)	Construction by Staff and Volunteers
Raised Bed Fence Materials	\$370	\$370		Labor by Staff/volunteers
Soil/Compost for Raised Beds	\$800	\$800		Labor by Staff/volunteers
Well Installation and raised platform with watering can	\$2,770	\$2,770		
MISC				
Permitting for Boardwalk/Parking Lot	\$165		Permit costs, plus ~7.5 hours staff time	Conservation Dept. Staff
Misc Supplies – Fenceposts, Signs, if needed	\$1000	\$1,000		
Totals:	\$52,735	\$45,070		

Garden Entrance Concept Plan



— Garden Road Gates
— Rocks

Existing Kiosk

Parking

Area Maps - Showing Significance of Trail Connection (Red Circle is Trail Gap)

Captain Sargent Conservation Area and Red Acre Woodlands





**STOW
CONSERVATION
TRUST**

P.O. Box 397, Stow, MA 01775
www.stowconservationtrust.org

14 February 2022

To the Select Board, Town of Stow

The Stow Conservation Trust is excited to be part of a project to complete a year-round and environmentally friendly trail link between the town's Captain Sargent property and the SCT's Red Acre Woodlands. With the Town's acquisition of the Kunelius property this allows trail users to cover a very large network of Town and SCT trails. The existing, somewhat primitive, wetland crossing was built when the properties were privately owned and is only passable when the swamp is dry or frozen. It is clear that there is significant interest in year-round use of this corridor and a boardwalk would satisfy that need.

The Stow Conservation Trust would encourage the Select Board to approve the Conservation Commission's application for the Community Gardens and Trails funding from ARPA funds. The SCT will work with the Conservation Commission to complete the boardwalk project, providing volunteer labor or funding for labor as needed.

Sincerely,

Stow Conservation Trust

Bob Wilber, President
Susan Crane
Eve Donahue
Allan Fierce
Janet Moffat
Dick Perkins
Tom Porcher
Don Rising
Jeff Ritterson
John Sangermano
Clif Smith
Bill Werner

17 Pine Ridge Rd
Stow, MA 01775
2/13/2022

ARPA


To Whom it May Concern,

I wish to submit this letter of support for the use of ARPA funds by the Stow Conservation Commission to build infrastructure that supports gardeners at the Stow Community Gardens. I am a resident of Stow and have gardened at the Community Garden since 2008. I have watched the garden expand several times as the request for garden spaces increased and the desire for perennial beds grew. I have both annual and perennial plots and grow most of my vegetables and some fruit there. I currently serve as a Stow Community Garden steward and assist gardeners and answer questions as needed.

The Stow Community Garden provides a tremendous opportunity for those wishing to grow their own organic food and flowers. The onset of COVID and the subsequent social and economic upheaval increased the reasons people sought garden space. Some are uncertain about their ability to meet their family needs for wholesome food and turned to gardening. Others find that the garden environment offers emotional and social support - a place to find solace as well as a place to connect with others. It is also a place where families often work together in their plot - children learn about growing plants, the source of their food, and nature in a beautiful setting surrounded by wildlife. For others it is simply the joy of gardening and interest in horticulture that brings them back year after year.

The point here is that gardening has many benefits but is hard work. Physical strength and mobility are required to move soil and plant materials, erect fences, weed, and pump and carry water. For some the physical ability to garden is compromised and sadly some stop, or don't consider gardening as a result. Raised beds, an existing fence, and close access to water would provide the infrastructure needed for gardeners with physical restrictions to continue (or start!) gardening. Funding from ARPA would allow the Stow Conservation Commission to provide these accommodations. I wholly support this request.

Thank you,


Mary Coombs

RECEIVED

FEB 22 2022

Denise M. Dermkoski
Town Administrator



TOWN OF STOW

American Rescue Plan Act Project Funding Request

Submitter: Traffic Safety Advisory Committee
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Police Department

Date: 02/17/2022

Amount Requested: \$ 10,000.00

Project being Requested: School Zone Safety Lights (Provide a full description below)

FUNDING CATEGORY

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

Priority Ranking (Check One):

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes

No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

10/24/2020

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes

No

Have you received an estimate as a basis for cost? Yes

No
If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes

No
If Yes, please specify source of funds

Will this require annual maintenance or ongoing costs? Yes

No
If Yes, please articulate below

Project Description:

*Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

See attached Narrative.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

See attached Narrative.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

See attached Narrative.



Signature of Submitter

Signature of Department Representative or
Town Administrator

2.17.2022

Traffic Safety Advisory Committee

ARPA Request Narrative | School Zone Lights

Project Overview

The Traffic Safety Advisory Committee (TSAC) is requesting \$10,000 for the purchase of two new flashing school zone lights for installation at the two approaches to Center School on Route 117.

Project Benefits

The Police and Highway Department's have noted the difficulty entailed with setting the timers on the aging lights. Today, staff in the Highway Department are required to climb up the sign, open the cabinet, and manually set the timers for the flashers.

Modern school zone lights now include the ability to remotely set the timers on the flashing components, making a temporary change to monitor the effectiveness of a full day signal for example, easier to accommodate. Further, the new lights include a solar panel, providing their own power, rather paying a monthly fee to Hudson Light and Power, which averages about \$264/year using current electricity rates.

The TSAC has obtained quotes for the updated signs at a cost of \$9100.00. See attached estimates.

Conclusion

The Traffic Safety Advisory Committee believes ARPA funding for purchasing updated school zone flashing lights can save the Town time and money over the long term. The Committee thanks the Select Board for their consideration.

1376 US Route 1
Cape Neddick, ME 03902
207-351-8673
www.coastaltrafficinc.com



Quote

ADDRESS
Steve Nadeau
Town of Stow
Stow Town Building
380 Great Road
Stow, MA 01774

SHIP TO
Steve Nadeau
Town of Stow
Stow Town Building
380 Great Road
Stow, MA 01774

QUOTE #
21127

DATE
02/08/2022

QTY	DESCRIPTION	AMOUNT
2	R829-G AC School Zone Beacons and Signs	9,038.00
Included:		
2	R829-G Solar Cabinet, With Powder Coat, Yellow	
2	Standard Battery, 35 Ahr	
2	Solar Panel, 80 W	
2	Side of Pole Mount, 80 W	
2	Solar Panel Harness MC4 to Spade Terminals, 8'(Std.)	
4	LED module incl. 12 vdc Yellow	
4	Poly Signal Head and Visor, 12" Yellow	
4	Signal Head Mount Kit (Yellow), 2 Arms and 2 Hub Plates	
2	Calendar Communication Kit, 16' Serial to USB Harness	
2	Calendar Upload / Override Switch Kit, Yellow, Housing, Switch, 16' Switch Harness - SKU 84347	
2	School Zone Sign	
4	Sign Bracket	
2	Shipping	
1	Calendar Programming Kit and Software, 32' USB Extension Harness	95.00

NOTE:

- Existing Poles and bases to be reused
- Shipping Included
- Supply Only

TOTAL

\$9,133.00

RECOMMENDED SYSTEM:

To meet the performance requirements at 391 Great Rd, Stow, MA, Carmanah recommends the R829-G system.

Key Parameters Considered:

- Hours flashing per day, and number of days per week
- Worst month** (month with least sunlight, coldest temp, and highest energy consumption over 24 hours)

**See glossary of terms on page 4 for clarification

Recommended System:
R829-G
Location: 391 Great Rd, Stow, MA
System Configuration:

Solar Panel (Watts)	80
Solar Panel Orientation	South
Battery Capacity (Amp-Hours)	35
Fixture 1 Color and Type:	Yellow 12" Beacon
Number of Fixtures	2
EMS Intensity Setting	340mA
Per-Fixture Output Intensity	942cd
Fixture Flash Pattern	0.5A
Hours Per Day	4
Days Per Week	5


System Activation Method:

Time Switch Model	RTC AP22 Modem
Other Devices:	None

Weather Data:

Worst Month	December
Peak Sun Hours (during month)	2.75
Minimum Temperature	29.8°F / -1.22°C

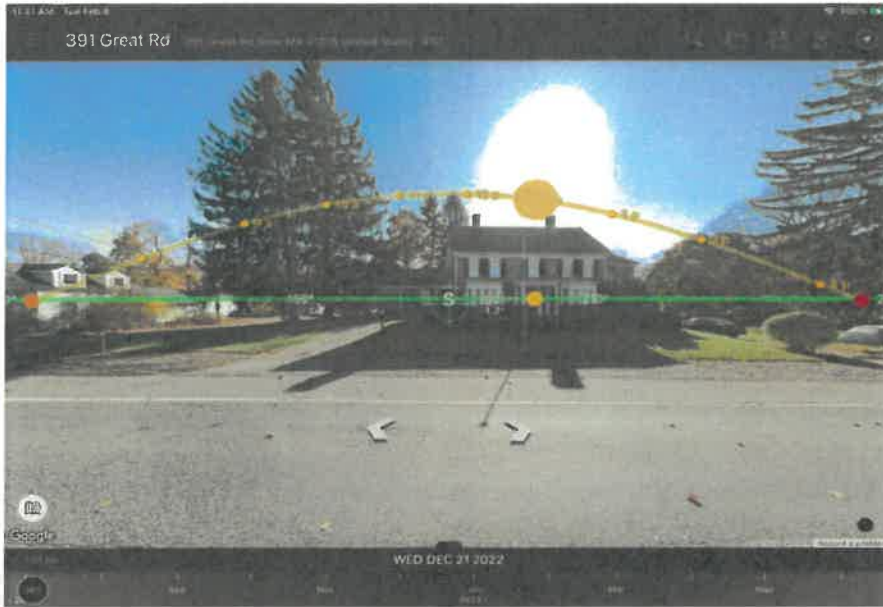
Additional Notes:

Adjusted Battery Capacity due to Cold Temperature	81%
Sunlight Available after Shading is Applied	30%

Performance Summary for Worst Month

Energy In (Watt-Hours)	43.8
Hours Per Day	4.0
Energy Out (Watt-Hours)	26.1
Autonomy (Days)	11.7
Array-to-load Ratio (ALR)	1.7
24-Hour Battery Usage - Depth of Discharge (%)	2.4%

*See page 3 for in-depth system details



Sun Path and Shading

"The image on the left depicts the sun's path during the worst month*. Both the sun's path and shading affect the amount of available energy and determines the size and performance of the system.

Solid objects such as buildings block most light, while the effect of other objects – like trees, depending on their type and time of year– varies."

Location Shade De-rating: 70%

12-Month Energy Budget:

Blue bars: Energy available to run the system and charge the batteries (energy-in*).

Red line: system load (energy-out*) due to pedestrian or other system activation.

Minimum Array-to-Load Ratio: 1.7

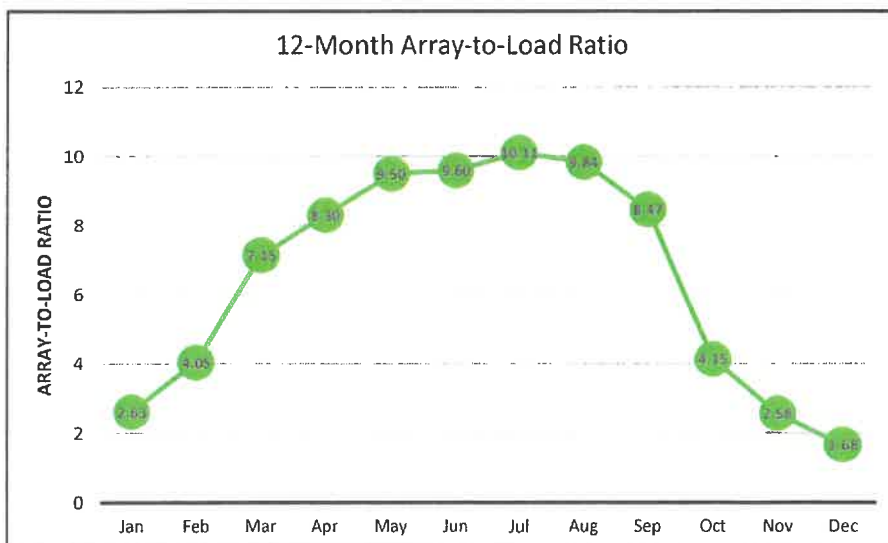
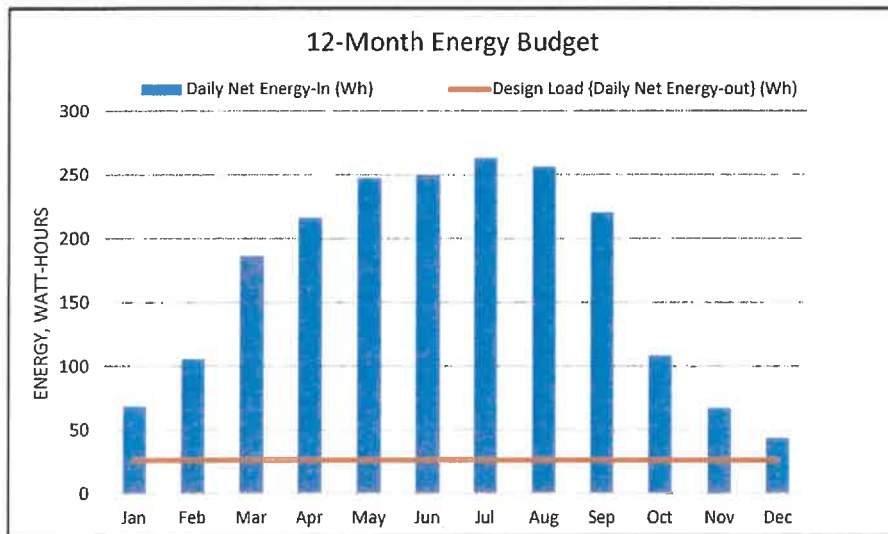
System: R829-G
Hours Per Day: 4
Days Per Week: 5

12-Month Array-to-Load Ratio:

Green line: The monthly array-to-load ratio.

The chart to the left illustrates the the ratio of ""net energy"" collected by the solar panel and available to charge the battery divided by the system energy consumption over 24 hours.

The recommended industry standard minimum value for array-to-load ratio is 1.2



ENERGY-IN CALCULATION:

Rated Panel Wattage (W)	80	
Worst Month Peak Sun Hours (h)	2.75	Sun Hours at 45° tilt angle worst month = December
Effective Shading (%)	30%	100% is full sun. Based on worst month = December
Peak Sun Hours Adjusted for Shading (h)	0.83	
Solar Panel Energy Pre-Battery Charger (Wh)	66.09	
Solar Panel Charge Efficiency (%)	92%	Operating specification
Battery Charge Acceptance	72%	Value based on battery manufacturer's specifications
Energy Into the Battery (Watt-Hours)	43.8	

ENERGY-OUT CALCULATION:

Average Fixture Power Day Operation (W)	2.67	Operating specification
Ambient Auto-Adjust Maximum (%)	100%	Operating specification
Night Dimming (%)	30%	User-adjustable setting
Percentage of Operation During Daytime (%)	100%	Input variable
Average Fixture Power w/ Night Dim (W)	0.80	Calculated operating specification
Number of Fixtures	2	Input variable
LED Driver Efficiency (%)	95%	Lab-measured driver efficiency
Average Hours Operation per Day (h)	2.9	Input variable per specification
Total Fixture Consumption (Wh)	14.474	Calculated operating specification
EMS Quiescent Current (Amps)	0.00051	Operating specification
24-hour Quiescent Energy Consumption (Wh)	0.15	24 hours x 12V battery voltage x sum of quiescent currents

Total 24-hour Energy Consumption (Wh)	26.1	Quiescent, fixture(s) and other loads
--	-------------	---------------------------------------

SYSTEM AUTONOMY:

Battery Capacity (Ah)	35	Operating specification - room temperature
Battery Low Voltage Disconnect (%)	10%	Operating specification
Battery Capacity (Wh)	378	Battery capacity (Ah) X 12 Volts X (1 - Battery LVD %)
Battery Capacity Temperature De-rate Amount	81%	Reduced capacity due to temperature effects
Temperature-Adjusted Battery Capacity (Wh)	305.4	Battery capacity X temperature de-rating factor
Total Daily Energy Consumption (Wh)	26.08	Restated from above
Autonomy (Days)	11.7	Adjusted battery capacity / daily energy consumption

ARRAY TO LOAD RATIO:

Energy Into the Battery (Wh)	43.78	Energy-in through the solar panel and EMS
Total Daily Energy Consumption (Wh)	26.08	Energy-out through the system
ALR (Energy In / Energy Out)	1.7	Recommended minimum = 1.2

DAILY DEPTH OF DISCHARGE:

Nominal Battery Capacity (Wh)	420	Battery capacity (Ah) x battery voltage (12V)
Daytime Energy drawn from Battery (Wh)	0.00	Energy-out through the system - daytime activations
Nighttime Energy drawn from Battery (Wh)	0.00	Energy-out through the system - nighttime activations
Total Energy Provided by Battery Only (Wh)	0.00	Total energy battery supplies system during a 24-hr cycle
24-Hour Battery Usage - Depth of Discharge %	0.0%	Daily Cyclical Battery Capacity Used

Glossary

12-Month Energy Budget: The amount of daily energy available during any month to run the system and charge the batteries plotted against the amount of daily energy used for a specified usage model - the "design load".

Hours per Day: The number of hours during the day that the beacons are flashing in response to a control signal from a time switch or other device.

Array-to-Load Ratio (ALR): Defined as the total system energy consumption (Energy-Out) divided into the net energy available to the system (Energy In) on a day during the worst month. It is an accepted industry practice to specify a minimum ALR of 1.2:1 in order to account for variability of sunlight energy over time. Providing a sufficient ALR will help ensure that the batteries will return to a full-state of charge at the end of each charging day.

Autonomy: The length of time (in days) that a system can function without sunlight (insolation). For autonomy calculations, net battery capacity is adjusted for the effect of temperature (during the worst month of sunlight) and low-voltage-disconnect (LVD) (see LVD definition below).

Battery Depth of Discharge: The percentage of battery capacity used on a daily basis. This value considers times when sunlight can power LED fixtures directly, eliminating the need to draw from the battery. For lead-acid batteries, reducing the depth of discharge dramatically improves battery life. **Note:** For a system activated during the daytime only, the battery will power the system during dawn and dusk when insolation levels are lowest.

Daily Quiescent Energy: The passive energy drawn (measured in watt-hours) by a system when it is idle. This includes the power draw of the main circuit board (EMS), LED beacon loads, and a time switch (if present).

Energy-In: The total amount of useable energy collected by the solar panel during a 24-hour period. This value accounts for efficiencies between the solar panel and the battery, as well as shade de-rating. Efficiencies related to the charge controller and battery-charge acceptance are also factors.

Energy-Out: The total energy used by a system in a 24-hour period based on the stated number of activations per day. It includes Daily Quiescent Energy (see definition above)

Low-Voltage-Disconnect (LVD): The voltage at which the system will not flash when activated. LVD is a temporary state and is the result of too little sunlight or too many activations. LVD ensures that a minimal charge is retained in the battery to enable system recovery and to protect against permanent battery damage.

Location Shade De-Rating: Percentage of available sunlight blocked by buildings, trees and other objects. This factor is specific to the end user's site, which is why a system is always optimally sized when its exact final installation location is known or can be simulated.

Worst Month: The month with the least sunlight, coldest temperatures, and highest system load over 24 hours.

Energy Management System (EMS): The control module inside the Carmanah Solar Traffic Product responsible for all aspects of energy management and system control.

Maximum Power Point Tracking (MPPT): MPPT dynamically maximizes the amount of power the solar panel can produce by allowing the solar panel voltage to operate at its optimal point independent of the battery voltage.

Disclaimer:

Access to Carmanah's solar sizing tool and the Solar Power Report is provided to you for informational purposes only. Carmanah expressly disclaims all representations and warranties with respect to such tool and report, including, without limitation, that they will meet your requirements, achieve any intended results, or be error-free. By using such tool and report, you agree and understand that solar simulations are estimates based on historical data only and cannot be relied upon as representations of future performance. Factors such as (without limitation): the presence of buildings, trees, and other obstacles; the direction of the installed solar panel; added third-party equipment; and any improper maintenance of solar panels and batteries, may dramatically affect our product's performance and lifespan. Your use of the solar sizing tool, Carmanah's website, and the report and other material generated by them, are subject to our Terms of Use, which can be found at <https://carmanah.com/policies/website-terms-of-use/>

RECEIVED

FEB 22 2022

Denise M. Dembkoski
Town Administrator



TOWN OF STOW

American Rescue Plan Act Project Funding Request

Submitter: Traffic Safety Advisory Committee
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Planning Department

Date: 02/17/2022

Amount Requested: \$ 15,000.00

Project being Requested: Traffic Safety Policy Implementation Fund (Provide a full description below)

FUNDING CATEGORY

Priority Ranking (Check One):

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes

No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes

No

Have you received an estimate as a basis for cost? Yes

No If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes

No If Yes, please specify source of funds

Will this require annual maintenance or ongoing costs? Yes

No If Yes, please articulate below

Project Description:

*Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

See attached Narrative.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

See attached Narrative.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

See attached Narrative.



Signature of Submitter

Signature of Department Representative or
Town Administrator

2.17.2022

Traffic Safety Advisory Committee

ARPA Request Narrative | Traffic Safety Policy Implementation Funds

Project Overview

On August 31, 2021 the Traffic Safety Advisory Committee (TSAC) approve a Stow Traffic Safety Policy that outlined the steps the Committee would take to evaluate, prioritize and mitigate the various traffic safety concerns in Stow. The TSAC is requesting the use of ARPA funding for the establishment of a \$15,000 fund to initiate evaluation of pressing transportation safety issues in accordance with the approved Traffic Safety Policy.

Project Benefits

The Traffic Safety Policy (attached) includes several steps for both determining the legitimacy of traffic concerns raised, as well as guiding the Committee's response, including but not limited to data assessment, traffic evaluation, and implementation of mitigating measures. Specifically, the Traffic Safety Policy outlines the rationale for implementing "Stage 1" traffic safety interventions. Such interventions are defined by their ease of deployment and relatively low cost. Without a pool of funding to work with, the TSAC is unable to perform the required due diligence to move concerns and issues onto the evaluation or implementation stage. Depending on the type of concern raised and action recommended, it may be difficult to justify to residents, waiting several months for the Town Meeting schedule, to begin study of an issue in more detail or to implement a relatively low cost response. As the Complete Streets Committee has learned through its project study and implementation, transportation projects are difficult to advance without guiding input and consultation from qualified traffic engineers.

Access to an account created for the purpose of small-scale transportation improvements would provide for procurement of traffic counts or signage, peer review of potential safety measures and performance of other relatively minor engineering tasks throughout the year, allowing the TSAC to be more responsive to residents, and to responsibly evaluate more sophisticated studies and actions that may be subject to Town Meeting consideration.

Financial Considerations

The TSAC does not intend to use the funds to hire an engineering firm for on-call response at this time. Rather, the fund will be utilized as needed in accordance with meeting the sequence of responses described in the Policy. This will allow the Committee for more flexibility in responding to a wide variety of needs, from study to purchases of signage, or services.

The Traffic Safety Advisory Committee thanks the Select Board for their consideration.

RECEIVED

FEB 22 2022

Denise M. Demboski
Town Administrator



TOWN OF STOW

American Rescue Plan Act Project Funding Request

Submitter: Traffic Safety Advisory Committee
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Highway Department

Date: 02/17/2022

Amount Requested: \$ 4,500.00

Project being Requested: 25 MPH Sign x (17) (Provide a full description below)

FUNDING CATEGORY

Priority Ranking (Check One):

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes

No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes

No

Have you received an estimate as a basis for cost? Yes

No If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes

No If Yes, please specify source of funds

Will this require annual maintenance or ongoing costs? Yes

No If Yes, please articulate below

Project Description:

*Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

See attached Narrative.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

See attached Narrative.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

See attached Narrative.



Signature of Submitter

Signature of Department Representative or
Town Administrator

2.17.2022

Traffic Safety Advisory Committee

ARPA Request Narrative | Town Wide 25 MPH Speed Limit Signage

Project Overview

In a February 17, 2022 memo to the Select Board, the Traffic Safety Advisory Committee outlined the rationale for implementation of MGL c.90 s.17C to amend the Traffic Rules and Orders to require all public ways - without a posted speed limit *and* meeting the definition for “Thickly Settled” - be subject to a 25 MPH speed limit.

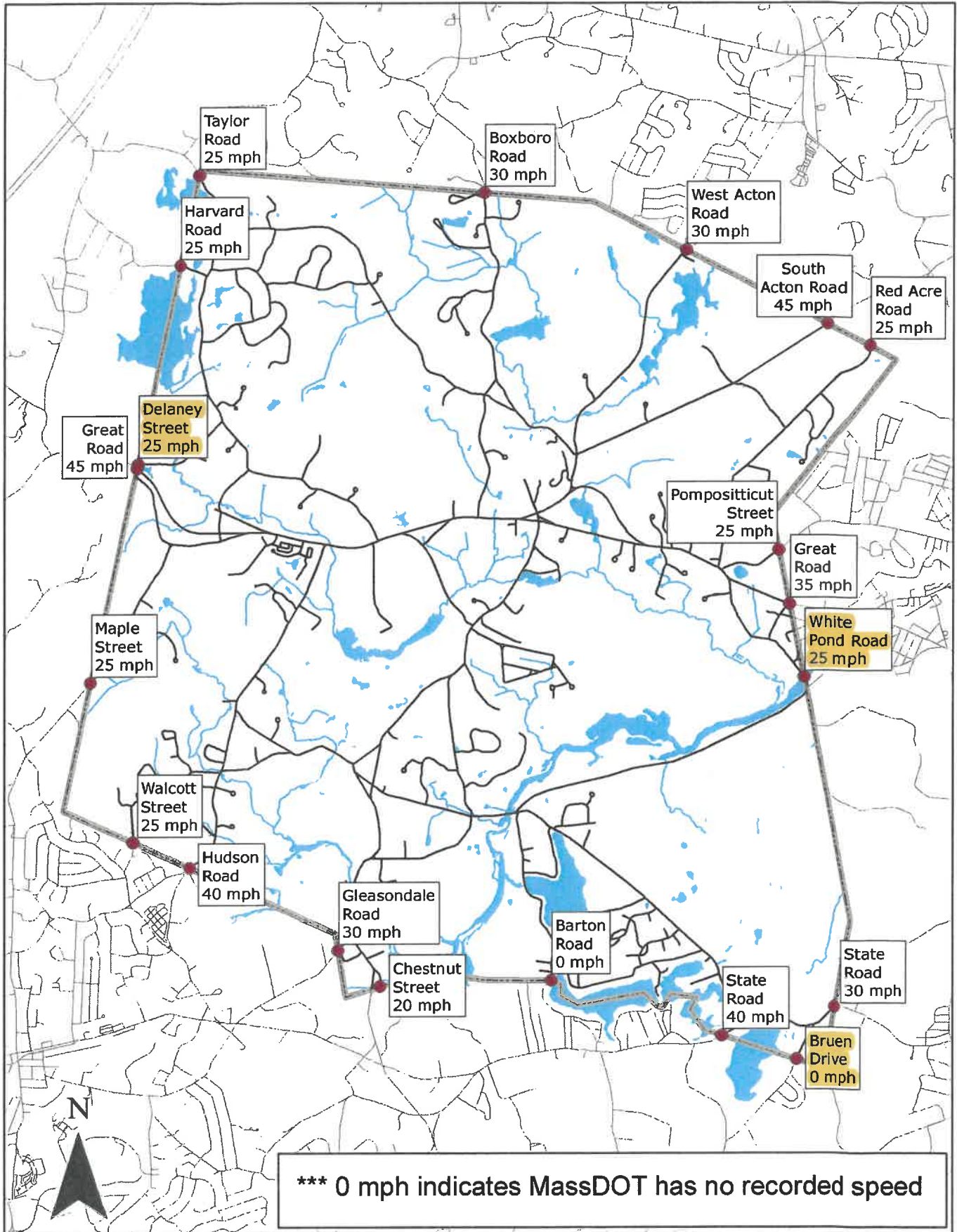
The Planning Department identified all potential routes into the Town of Stow to determine the extent of the necessary signage. The associated map in Exhibit B, shows all entrances into the Town of Stow. Those highlighted in yellow will not be provided a sign, due to their relatively low use. Seventeen locations in Stow are proposed to include the new signage. A recent estimate for the signs and their associated hardware is \$3993.00. The Highway Department has committed to the installation of the signs.

Financial Considerations

The TSAC reviewed whether the signs could exist on posts with other signage, but confirmed that their size prohibits the option. There is no anticipation that the signs will require any maintenance above and beyond what is typical for other signs in the Town.

The Traffic Safety Advisory Committee thanks the Select Board for their consideration.

Road Entrances to Stow



Perma-Line Corp

REMIT ADDRESS
 P.O. Box 1022
 Easton, MA 02334-1022

Quote

Date	Quote #
2/8/2022	19801

Phone # 508-588-6240

E-mail steve@perma-line.com

Fax # 508-587-2110

Web Site www.perma-line.com

Name / Address
Stow Highway Department 88 South Acton Road Stow, MA 01775

Ship To
Stow Highway Department 88 South Acton Road Stow, MA 01775

Terms	Rep
Net 30	RB

Qty	Item	Description	Unit Rate	Total
17	*M	FINISHED TRAFFIC SIGNS-PRISMATIC TYPE IV ON .080 GAUGE ALUMINUM 5052-H38 ALLOY MASS DOT STANDARDS MA-R2-9B 24X60 THICKLY SETTLED (YELLOW W/ BLK BORDER) SPEED LIMIT 25 TOWNWIDE ----- UNLESS OTHERWISE POSTED	149.95	2,549.15
17	12-1¼-SQUARE	12' x 1¼" x 1¼" Square Perforated Posts	58.45	993.65
17	3-2-SQUARE	3' x 2"x2" Square Perforated Post Anchors 12 Ga	21.35	362.95

Subtotal
Sales Tax (0.0%)
Total

Perma-Line Corp

REMIT ADDRESS
 P.O. Box 1022
 Easton, MA 02334-1022

Phone # 508-588-6240

Fax # 508-587-2110

perma-line

Quote

Date	Quote #
2/8/2022	19801

E-mail steve@perma-line.com

Web Site www.perma-line.com

Name / Address
Stow Highway Department 88 South Acton Road Stow, MA 01775

Ship To
Stow Highway Department 88 South Acton Road Stow, MA 01775

Terms	Rep
Net 30	RB

Qty	Item	Description	Unit Rate	Total
17	CORNER BOL...	CORNER BOLTS & NUTS	2.25	38.25
34	DRIVE PINS	Drive Pins	1.45	49.30
		Thanks, Ray		

Subtotal	\$3,993.30
Sales Tax (0.0%)	\$0.00
Total	\$3,993.30



TOWN OF STOW
American Rescue Plan Act
Project Funding Request

RECEIVED
FEB 22 2022
Denise M. Dembkoski
Town Administrator

Submitter: Traffic Safety Advisory Committee
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Planning/Highway

Date: 02/17/2022

Amount Requested: \$ 100,000.00

Project being Requested: Hudson Road/Route 117 Intersection Improvements (Provide a full description below)

FUNDING CATEGORY

Priority Ranking (Check One):

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes

No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes

No

Have you received an estimate as a basis for cost?
Are grant or other funds available to offset this cost?
Will this require annual maintenance or ongoing costs?

Yes

Yes

Yes

No

No

No

If Yes, please provide estimate
If Yes, please specify source of funds
If Yes, please articulate below

Project Description:

*Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

See attached project narrative.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

See attached narrative

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

See attached narrative



Signature of Submitter

Signature of Department Representative or
Town Administrator

2.17.2022

Traffic Safety Advisory Committee

ARPA Request Narrative | Hudson Road / Route 117 Intersection Improvements

Project Overview

The intersection at Great Road (Route 117) and Hudson Road is a top priority for traffic safety improvements in Stow. After the Gleasondale Bridge was partially closed due to safety concerns, the Planning Department obtained a 2016 grant from the Metropolitan Planning Organization (MPO), Boston's regional transportation planning agency, to study the expected increase in traffic due to the partial closure of the bridge. The report by the MPO's Community Transportation Planning Staff cited numerous safety and functionality concerns with the intersection. Today those concerns have even greater relevance given the proposed development of a ~140 unit mixed income housing development along Hudson Road, a proposed boarding school at the former Bose facility, and 189 units of mixed income housing proposed at the Stow Acres Country Club.

The MPO report of the intersection revealed several issues that have assisted the Traffic Safety Advisory Committee in drafting a Scope of Service for the intersection improvements. Specifically, the report found that certain approaches of the intersection operate at level D and F, a rating that is considered unacceptable by MassDOT standards. Further, the intersection meets three applicable signal warrants, suggesting the need for a signalized intersection. Additionally, analysis of crash data provided by the Stow Police Department suggests that a left-hand turn lane, as well as management of the curb-cuts to the adjacent gas station are priority measures for consideration.

The Traffic Safety Advisory Committee is seeking approval for the use of American Rescue Plan Act (ARPA) funding for engineering, design and construction administration services for signalization and related improvements to the Hudson Road/Route 117 Intersection. The funds will be used to obtain the following services:

Engineering / Design

1. Signalization of the intersection, including signal timing and design;
2. Upgrades to Hudson Road and Route 117 intersection approaches, including addition of turning lanes, pedestrian and bike enhancements, striping, signage and other updates consistent with recommendations from prior planning documents and in accordance with findings of relevant traffic studies;
3. Conceptual design upgrades to the circulation pattern for the adjacent gas station and liquor store, including but not limited to potential use of inter-lot connections, curb-cut design and limitations on entering or exiting existing curb-cuts.

Construction Administration Services

1. Administration of the owner/contractor contract in accordance with the Project Manual
2. On-site personnel for monitoring construction activity and resident engineering services.

Project Benefits

Using ARPA funding for the improvements to the Hudson Road / Route 117 intersection will aim to provide the Town with several tangible and process related improvements and efficiencies:

Tangible improvements:

- Increased traffic safety through reduced crash incidents;
- Improved pedestrian signalization and enhanced ADA accessibility;

- Potential for working with adjacent landowners to improve internal traffic circulation patterns that have a large impact on the safety and functionality of the intersection.

Financial Efficiencies:

- Obtaining shovel ready plans and construction estimates will assist the Town in negotiating improvements with private developers that may be required to make certain improvements based upon findings from their respective traffic studies and permitting requirements;
- Including construction/administration services ensures that the designer will be responsible for communicating their plans to the chosen construction contractor;
- Expertise of Stow's Superintendent of Streets can further reduce the cost of construction administration services;
- The Planning Department can utilize 100% Design and Construction plans to seek state infrastructure funding, which can further support a public/private partnership to improve the intersection.

Financial Impact

The proposed intersection improvements have been preliminarily scoped by Green International Affiliates, Inc., the same firm that assisted in the re-design of Route 117 in Lower Village. As part of their conceptual estimate of ~\$90,000.00, Green International indicated that the previous planning and study of the intersection by the MPO should further reduce the amount of additional analysis needed prior to design. The Town is expecting even more recent data to come available through the submission of several traffic studies as part of proposed developments in the area.

Aside from sourcing the required construction funding, which has been estimated at ~\$1 million, the Town of Stow will be tasked with maintenance and repair of the traffic signal, any associated pedestrian signals, as well as ongoing utility costs to Hudson Light and Power for signal operation.

Limit of Work

The project will encompass:

- A portion of Route 117 at the intersection of Hudson Road, extending approximately 400' feet to the west of the Hudson Road centerline along Route 117; 200' feet to the east of the Hudson Road centerline to approximately the bridge over Elizabeth Brook and approximately 400' feet south along Hudson Road (see attached plan);
- Areas outside of the Town's Right-of-Way which may be reasonably assumed to contribute to drainage or design considerations of the Improvements, including areas subject to potential permanent or temporary construction/Right-of-way easements or agreements as well as parcels containing Gulf gas station and adjacent liquor store.

Conclusion

The Traffic Safety Advisory Committee believes ARPA funding for the design of the Hudson Road/Route 117 intersection signalization will mitigate one of the top priority traffic safety concerns in Stow, and provide the Town with a construction estimate and shovel ready design to better negotiate public/private investments with the State of Massachusetts and developers in the process of building out significant projects that will impact the intersection.



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

3.30.2022

Request for Proposals

Consulting Services

--

Great Road / Hudson Road Intersection Improvements

Due Date: May 13, 2022

Due Time: 1:00 p.m.

Town of Stow

380 Great Road
Stow, MA 01775

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March 30, 2022 | Town of Stow Notice of Request for Proposals
Consulting Services for Great Road / Hudson Road Intersection Improvements

Description: The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

RFP Packages: RFP Packages will be available beginning **April 1, 2022 at 1:00 PM**. Packages are available via email by contacting planning@stow.ma.gov. Packages are also available for download at <https://www.stow-ma.gov/highway-department/pages/bids-and-proposals>.

Due Date & Time: Proposals are due by **1:00 PM on May 13, 2022**.

Place: RFP's are to be submitted to:
Town of Stow Planning Department
380 Great Road
Stow MA 01775

and in digital format to:

planning@stow-ma.gov

Pre-Proposal Conference: A pre-proposal conference will be held on **April 20th, 2022** at 10:00 AM via Zoom video conference at <https://us04web.zoom.us/j/327513598> and accessed via phone at **1-646-558-8656**, with a Meeting ID of **327513598#**. The purpose of the conference is to assist prospective Proposers in the interpretation of the RFP, and other technical and contractual matters. This conference is not mandatory.

Questions/RFI's: If you have questions about this RFP or have a request for information or clarification, please contact Town Planner Jesse Steadman at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **12:00PM April 22, 2022**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by **12:00 PM on April 29, 2022**.

Contract Info: The Town of Stow will negotiate an industry standard contract with the successful proposer. Any contract issued in response to a successful proposal must be approved by the Town's Chief Procurement Officer.

Project Period: The Town endeavors to expedite all contracts within a timely fashion. Typically a contract will be awarded within sixty (60) days of the proposal opening if not sooner, and services under the contract will commence immediately thereafter. **The Term of the awarded Contract shall be for one (1) year.** The Town, at its sole election, may renew this contract for two additional one-year terms.

SECTION I. RFP TIMELINE

March 30, 2022	RFP legal notice appears in the <i>Stow Independent</i> .
April 1, 2022	RFP available at 10:00 AM
April 20, 2022	Pre-proposal conference at 10:00 AM.
April 22, 2022	Last day to submit questions or requests for clarification. All questions must be submitted in writing via email to planning@stow-ma.gov by 12:00 PM.
April 29, 2022	Compilation of all questions and responses will be distributed via email to prospective Proposers
May 6, 2022	Last Addendum issued
May 13, 2022	Proposal due date, Deadline for proposals is 1:00 PM EST.
May 16 – May 20 , 2022	Project Team reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal as necessary.
On or Before June 3, 2022	Notification of Award
June 2022 (Exact date TBD)	Project kick-off meeting with Planning Board.

SECTION II. PROJECT OVERVIEW

A. Description

The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

The project scope of services includes:

- Site Visit and Coordination with Highway and Planning Department;
- Existing Conditions Survey;
- Draft Base and Concept Plans;
- 25% Design Plans and Technical Memo
- 100% Design and Construction Plans;
- Construction specifications and preparation of documents for Bid Administration;
- Construction Administration Services.

The construction of the described project is anticipated to be the subject of a MassWorks Infrastructure Program Grant Application. It is expected that the design for each corresponding *Part* will conform to all relevant standards, including but not limited to: The Massachusetts Department of Transportation Project Design and Development Guidebook; the United States Department of Transportation Federal Highway Administration's Manual of Uniform Traffic Design Controls; the Architectural Access Board 521 CMR Rules and Regulations; and/or the AASHTO Highway Manual.

Part 1: Engineering and Design | Great Road/ Hudson Road Intersection Improvements

The intersection at Great Road and Hudson Road is a top priority for traffic safety improvements in Stow. A 2016 Metropolitan Planning Organization (MPO) report by the Community Transportation Planning Staff found that aspects of the intersection operate at level D and F; the intersection meets applicable signal warrants 1,2 and 7 and the crash data suggests that a left-hand turn lane, as well as management of the curb-cuts to the adjacent gas station are priority measures for consideration. These issues are expected to be exacerbated by proposed development of a ~140 unit mixed income housing development along Hudson Road, that is anticipated to create an additional 794 vehicle trips per day, as well as a proposed 700 student boarding school at the former Bose facility, approximately ¼ mile to the west of the intersection and 189 unit mixed income neighborhood at the Stow Acres Country Club.

The Town seek engineering and design services to reach 100% design plans for the signalization and related improvements to the Great Road/Hudson Road Intersection. The plans shall address the following design considerations:

1. Signalization of the intersection, including signal timing, design and coordination with signal at Harvest Drive as applicable;
2. Upgrades to Hudson Road and Route 117 intersection approaches, including addition of turning lanes, pedestrian and bike enhancements, striping, signage and other updates consistent with recommendations from prior planning documents and in accordance with findings of relevant traffic studies;
3. Conceptual design upgrades to the circulation pattern for the adjacent gas station and liquor store, including but not limited to potential use of inter-lot connections, curb-cut design and limitations on entering or exiting existing curb-cuts.

The Town anticipates that previous MPO study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements.

Part 2: Construction Administration Services

The Town of Stow seeks services necessary to administer the owner/contractor contract in accordance with the Project Manual, including on-site personnel for monitoring construction activity and resident engineering services. It is anticipated that the work could be performed on a part – time basis.

B. Limit of Work

The project will encompass:

- A portion of Route 117 / Great Road at the intersection of Hudson Road, extending west to the intersection of Harvest Road and Route 117; 200' feet to the east of the Hudson Road centerline to approximately the bridge over Elizabeth Brook and approximately 500' feet south along Hudson Road (see attached plan);
- Areas outside of the Town's Right-of-Way which may be reasonably assumed to contribute to drainage or design considerations of the Improvements, including areas subject to potential permanent or temporary construction/Right-of-way easements or agreements as well as parcels containing Gulf gas station and adjacent liquor store.

Existing county layout and survey plans are attached for reference.

C. Project Period

The term of the contract is for one (1) year, with provisions for renewal if deemed necessary.

SECTION III. SCOPE OF SERVICES SEQUENCE

Part 1: ENGINEERING & DESIGN | INTERSECTION IMPROVEMENTS

The following services and activities are anticipated to be performed by the Consultant in the following sequence proposed. In the event the Consultant believes an alternative sequence would more accurately reflect the goals of the project, an amended sequence shall be proposed.

A. SITE VISIT / COORDINATION / TRAFFIC ANALYSES

The Town anticipates that previous Metropolitan Planning Organization study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements. The goal of Task A is to flag for the project team any gaps in data that may be necessary prior to advancing concepts/25% design plans.

1. Determine gaps in necessary traffic analyses, such as turning counts, vehicle trip data, and other traffic data necessary based upon review of existing plans on file, including but not limited to relevant county layout and survey plans, Complete Streets Tier 3 Project Application forms, estimates and project descriptions, private traffic studies relating to proposed developments in the area, past intersection assessments by the Metropolitan

Planning Organization, as well as updated crash data from the Stow Police Department. (Information to be provided by the Planning Department in RFP package);

2. Determine necessity/extent of field survey;
3. Perform additional traffic analysis as applicable;
4. Submit Design Schedule.
5. Initial site visit and Meeting #1 with the Town of Stow Superintendent of Streets, Planning Department Staff and applicable members of relevant Boards and Committees to discuss findings of Task A.

B. UPDATE FIELD SURVEY

If it is determined, upon review of the plans provided herein, that there is additional survey work required to perform the scope of work as outlined in Section 1(a-b) the survey engineer shall review and update existing survey data to create a topographic survey within the project limits defined in this Request for Proposals. The proposal provided shall include the rationale for the additional survey, as well as a description of the areas within the project area that require further study. Any necessary survey shall be based on the Massachusetts State Plane Coordinate System in compliance with the most recent edition of the MassDOT Survey Manual. The specific tasks to be performed by the survey engineer may include, but are not necessarily limited to:

1. Boundary Research - Research shall be based on Town of Stow, Middlesex South Registry of Deeds, MassDOT and the Massachusetts Land Court.
2. Survey Traverse – Establish random traverse(s) to locate right of way monumentation, and existing conditions within the limits of work described above, and re-establish any recorded State County or Town record baselines.
3. Location of all physical features within the survey limits including, but not limited to all visible utilities, edge of roads, stone walls, tree lines, trees over 9” diameter at breast height; and topographic conditions at one foot contours intervals with spot elevations to the nearest 1/100th of a foot at all low points and high points, or any large expanse of level land requiring spot elevation detail in the absence of reasonable contour representation. Topographic limits of work shall extend to the right-of-way bounds. In the event proposed work requires grading or construction easements on private property outside of the Town right-of-way, the consultant shall prepare an additional services request for review and approval of the Complete Streets Committee.
4. Highway layout lines, Town layout lines, and abutting property lines will be plotted as accurately as possible based on record information and monumentation acquired by the surveyor at state and local offices and the registry of deeds.
5. Owners information taken from Assessor’s records will be shown on the plans for all lots within and abutting the limit of work. The plotted information will include the owner’s name(s) and Book/Page references along with the lot legal address of the property.
6. The surveyor shall prepare and provide digital files of the base survey in current AutoCAD format including a Triangular Irregular Network (TIN) file. Base survey plans will be on the Mass State Plane Coordinate system and NGVD 88. Plans shall conform to MassDOT Survey Manual and provide the appropriate detail and drafting standards for future project development as required by the MassDOT Project Development and Design Guidelines found in the latest edition of the Highway Design Manual relative to accuracy, content and presentation.
7. Obtain plans for private and public utilities within the project limits from the various utility purveyors and plot the information on the existing condition base plans. For subsurface utilities that cannot be directly accessed, the utility layout on the existing conditions plan will be compiled from record plans, fit to the most reasonable level of evidence that can be found within the limit of work, and noted so on the base plan. For drainage systems, the

surveyor shall open and record the invert and pipe sizes of all pipes visible within each structure. The surveyor will be responsible for coordinating with the Stow Highway Department to access structures that are full of debris or that have covers that cannot be removed with hand tools.

8. The Surveyor will be required to coordinate their field survey activities with the Town of Stow Police Department and make necessary arrangements for police detail support when working within existing travel ways. The surveyor will provide proper safety signing and devices.
9. Base plans shall be prepared such that they can be plotted at a scale of 1" = 20' for future construction plan preparation.
10. Presentation of a draft base plan and concept plans to the Superintendent of Streets, based upon Complete Streets project description and input from the kickoff meeting. The plan shall tie into State Plane Coordinates, North American Datum 1983 (NAD 83) for horizontal and North American Vertical Datum 1988 (NAVD 88) for vertical. Proposer will coordinate with Mass DOT District #3 Survey Section to provide GPS coordinates to establish the survey.
11. Identify all environmental issues and assessment of the need for preparation of permits including NPDES, Notice of Intent with DEP and Town of Stow Conservation Commission and others as may be applicable.

C. CONCEPTUAL PLANS

Prepare and submit conceptual plans and Preliminary Design Memo for review and feedback by the Project Team based upon assessment of existing data, any additional traffic analyses performed and existing conditions survey. The Conceptual Plans and Preliminary Design Memo shall include but not be limited to:

1. Summary of findings of applicable traffic analyses;
2. Description of preliminary design rationale, including recommendations for managing traffic and circulation patterns at adjacent gas station/businesses and summary of existing traffic analyses;
3. Identification of design alternatives related to managing the proximity of Elizabeth Brook, adjacent resource areas or other variables that may affect applicable design alternatives.
4. Analysis of potential sidewalk addition along the west side of Hudson Road between Route 117 Intersection and mid-block crosswalk approximately 400 feet to the south;
5. Submission of preliminary construction cost estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices;
6. Presentation at public meeting to present conceptual design plans and associated design rationale;
7. Attendance at Meeting #2 of project team to finalize feedback and advance to 25% design.

D. SUBMISSION OF TECHNICAL MEMORANDUM AND 25% Design Plans

It is the Consultant's responsibility to review the information requested for submission of 25% Design Plans and note in the submitted Proposal any items that may be missing from this RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFP. The Consultant shall update the Preliminary Design Memo to add any

additional information for the purpose of providing a 25% Design Technical Memorandum.

The 25% shall include, but not be limited to the following:

1. Completion of draft existing condition base plan, based upon input from the initial meetings. The plan shall tie into State Plane Coordinates, North American Datum 1983 (NAD 83) for horizontal and North American Vertical Datum 1988 (NAVD 88) for vertical. Proposer will coordinate with Mass DOT District #3 Survey Section to provide GPS coordinates to establish the survey;
2. Submittal of a Technical Memorandum and 25% Design Plan consistent with MassDOT standards and specification format, and in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. The Plans shall consist of:
 - a. Typical Sections;
 - b. Construction Plans and specifications, including all signal hardware and associated pedestrian signals as appropriate;
 - c. Preliminary Drainage and Utility Plans;
 - d. Conceptual Traffic Management Plans;
 - e. Pavement Marking and Signage Plans;
 - f. Coordination Plan for managing utilities;
 - g. Right-of-way plans showing temporary and/or permanent easement locations;
3. Determination of potential signal coordination and traffic effects on nearby intersections, including Route 117/Harvest Drive;
4. Identification of all environmental permitting requirements, including but not limited to approvals under the Wetlands Protection Act and Stow Wetlands Bylaw, and the National Pollution Discharge and Elimination System;
5. Wetland/Riverfront resource area delineations in accordance with the Wetlands Protection Act and Stow Wetlands Bylaw;
6. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
7. Attendance at Meeting #3 with the Project Team to gain feedback for incorporation into 100% Design Plans.

E. 100% DESIGN PLANS

Submittal of 100% Design and Construction Plans and Specifications in MassDOT format in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. Similar to Task D, it is the Consultants responsibility to review the information requested for submission of 100% Design Plans and note in the submitted Proposal any items that may be missing from this RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFP.

100% Design Plans shall be tied to County Road Layouts where applicable and shall include the following:

- a. Construction Plan and specifications showing pedestrian improvements, sidewalk and roadway features such as sidewalks, curbing, pavement, vehicular and pedestrian signals, drainage, utility work, etc.
- b. Utility Plans
- c. Pavement Markings and Signage plan
- d. Traffic Control Design Plan
- e. Traffic Management Plan
- f. Erosion Control and sedimentation Plan

The Consultant shall indicate the need for the following plans as applicable and necessary to the nature of the work proposed.

- a. Profiles
- b. Plan of temporary and permanent takings or easements
- c. Curb Tie and Grading Plans
- d. Drainage and Stormwater Pollution Prevention/Management Plan
- e. Any other items required to accomplish the task

F. SUBMITTAL OF CONSTRUCTION DOCUMENTS

It is the Town's intention to utilize the Stow Highway Department's "front end" bid documentation for the purpose of advertising the project for construction.

1. Updated Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
2. Construction specifications and bid documents

Part 2: CONSTRUCTION ADMINISTRATION SERVICES

The Town of Stow is seeking qualified civil and transportation engineering firms to provide construction administration and resident engineering services for proposed intersection improvements at the Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

A. Construction Administration

1. Resident Engineering;
2. Perform scheduled site visits;
3. Confirm correct drainage installation methods as necessary;
4. Ensure compliance with Americans with Disability Act requirements
5. Ensure compliance with the Stormwater Pollution Prevention Plan as necessary;
6. Verify asphalt mix design and quality assurance;
7. Verify asphalt quantities applied;
8. Ensure roadway compaction requirements are met;
9. Keep records of workforce levels and police detail presence;
10. Quantify work performed;
11. Maintain adherence of work to contract documents and bid specifications;
12. Provide written status/field reports on a weekly basis that include, but are not limited to updates on the pace of construction scheduling and the identification of any risks or potential overages.

B. Management of Contract Administration

1. Interpret contract documents to contractor
2. Process and approve shop drawings, requests for information, claims reviews, change orders, schedule extensions, etc.
3. Monitor adherence to and progress toward budget and cost thresholds
4. Review and maintain schedule of operations
5. Review and approve contractor pay applications/requisitions

C. Project Closeout

1. Establish criteria for reaching substantial completion and perform final inspection of work performed
2. Generate and maintain project punch list
3. Provide assistance in procuring bond release approval
4. Coordinate final contractor payment
5. Provide assistance with final Complete Streets grant walk-through as necessary

D. Construction advice and pre-construction meeting

1. Provide advice relative to shop drawing review and attendance at the pre-construction meeting as needed.

SECTION IV. PROPOSAL SUBMISSION

A. Minimum Requirements

At a minimum, Proposers must submit all materials requested in accordance with the exact specifications of this request for proposals. Proposers who meet these minimum criteria will have their proposals reviewed. Meeting minimum requirements does not mean that a Consultant will be selected for the project.

B. Proposal Contents

One (1) original bound copy and one (1) digital copy of the Proposal marked "Proposal - Professional Engineering Services for Stow Great Road" must be received per the time frame outlined in Section II. It is the sole responsibility of the proposer to insure that the Proposal arrives on time and at the designated place.

C. Preparation of Proposal

1. General proposal elements

- a. Periods of time, stated as a number of days, shall be calendar days unless otherwise indicated.
- b. It is the responsibility of all Proposers to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.
- c. All proposals must contain Exhibits A - F: the Proposal Signature page, Price Proposal Signature page, and all applicable Certifications provided.
- d. Any exceptions to this RFP stated on a separate page of the proposal.
- e. The proposal document must be submitted with an original ink signature by the person authorized to sign the proposal.
- f. Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the authorized person signing the offer.
- g. Submit one (1) unbound original and 4 bound copies of the non-price proposal.
- h. Submit one (1) electronic copy of the non-price proposal on a CD, using a widely accessible software format.
- i. Submit one (1) copy of the price proposal in a signed, sealed envelope.

2. Qualifications Narrative

The Proposal shall detail the firm's or individuals' qualifications, experience and expertise. Proposal evaluation will include an examination of the Proposer's qualifications, experience, project action plan and expertise in conducting similar work.

- a. Proposer shall provide a brief history of their firm, organization or relevant professional experience;
- b. Proposer shall list the number of current personnel that it employs, if applicable;
- c. Proposer shall detail the firm's or their own experience with similar projects completed during the past three (3) or more years;
- d. Proposer shall provide a list of specific qualifications the Consultant has in supplying the services listed in this proposal, including professional degrees, designations, affiliations, certifications and/or licenses;
- e. Proposer shall submit the names and resumes and level of participation of staff particularly staff assigned as the lead coordinator to this engagement and their respective experience in these types of engagements if applicable;

- f. Identification of any and all sub-consultants and/or subcontractors who will work with the Proposer
- g. Proposer shall provide a list of a minimum of three (3) references from current and/or former clients for projects of similar size and scope. List shall include current contact information including client contact name, agency, address and phone number.
- h. Certificates of insurance.

3. *Scope of Services and Approach to Work*

The proposal must confirm the Proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:

- a. A cover acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this RFP, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
- b. A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including a timeline for major activities. Proposer shall provide a written scope of work schedule of deliverables, which should conform to the work items, timelines, tasks and deliverables identified in the RFP;
 - a. Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed;
 - b. Proposer shall submit three (3) samples of its most relevant and recent work product;
 - c. Proposer shall affirm financial stability of Proposer's firm or organization, as applicable.

4. *Price Proposal Elements*

Fee Proposals for the various items shall be stated both in figures and words in the appropriate spaces shown on the proposal form, and all proposals will be considered informal which contain items not specified in said form.

- a. Consultant shall provide the Town with a lump sum fee itemized to correspond to specific tasks and deliverables included in Section III, Part 1.
- b. For Tasks associated with Section III, Part 2, the Consultant shall provide a lump sum fee itemized to correspond to specific deliverables, and as necessary for certain Tasks and activities, an hourly rate with an estimate-not-to-exceed fee proposal for those items that correspond to work in the field. Materials and incidental costs shall be included.

SECTION V. EVALUATION AND ACCEPTANCE

A. Proposer minimum qualifications:

- 1. Proposer must be an individual or an organization that has experience Civil Engineering practice;
- 2. Proposer should have experience working with municipalities and the Department of Transportation;
- 3. If the Proposer is an individual, he/she must propose a team with depth and expertise to complete the required tasks;
- 4. Proposers must have demonstrated ability to be an effective communicator both orally and in writing and possess the capacity to conduct presentations.

B. Education and Qualifications

The Proposer is responsible for ensuring the timely completion of all project objectives. The ideal candidate should have the demonstrated knowledge and background in the field of Civil and Traffic Engineering and a minimum of five years of relevant experience.

C. Competency of Proposers

Only those Proposers who submit all forms and materials as required will be considered responsive and responsible.

No proposal will be considered unless the Proposer submitting the same shall furnish evidence satisfactory to the Town that they have the necessary equipment, ability, and financial resources to fulfill the conditions of the contract and specifications. Previous experience and responsibility of the Proposer will be considered in awarding the contract. No contract will be awarded to any Proposer who is in arrears to the Town upon debt or contract, or who is a defaulter as to surety or otherwise upon any obligation to the Town of Stow.

D. Withdrawal of Proposal

Permission will not be given to withdraw or modify any proposal after the RFP deadline.

E. Acceptance or Rejection of Proposal

The Town reserves the right to accept proposals at any time within thirty-five (35) days after the same are received as provided. The Proposer shall submit their proposal on the proposal-contract forms if such are provided.

The Town reserves the right to reject any or all proposals and waive informalities. Any proposal deemed incomplete will be rejected outright for non-responsiveness to the requirements of the RFP.

F. Names of Proposers

Each proposal must contain the full name and address of each person or company interested therein. In the case of a partnership, the name and address of each partner must be stated on the proposal form. The firm, corporate, or individual name must be signed by the Proposer in the space provided for signature on the forms. In the case of a corporation, the title of the officer signing must be stated and the corporate seal must be affixed. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "members of firm". Individuals use the term "doing business as _____," or "Sole Owner."

G. Determination of Best Price

The Selection Committee will open the fee proposals once the general qualification review has been completed. Once the fee proposals are included in the evaluation the Selection Committee will make a recommendation to the Chief Procurement Officer.

All proposals shall remain valid and acceptable for ninety (90) days from the last proposal due date. This time may be extended by mutual consent of selected Proposer and the Town. Upon award, the engagement must commence within ten (10) days of the executed contract.

H. Exceptions

Any exceptions taken to the conditions or specifications cited herein must be clearly stated on a separate page of the proposal.

SECTION VI. AMENDMENTS

If any changes are made to this Request for Quote, an addendum will be issued. Addenda will be mailed or faxed to firms invited to quote.

The Town may cancel this Request for Quote, or reject in whole or in part any and all quotes, if the Town determines that cancellation or rejection serves the best interests of the Town.

SECTION VII. AWARD and CONTRACT:

The Town anticipates awarding the contract to the responsive and responsible Proposer offering the lowest price for all required services. If necessary, in order to distinguish the qualifications and clarifications between finalists, firms may be invited to make a presentation before the Planning Board.

The Town of Stow reserves the right to reject any Proposal or to waive any informality in the process if it is in the best interest of the Town.

The project and services provided by the successful candidate will comply with all Stow and Commonwealth of Massachusetts standards and codes, and with MGL Chapter 30.

All Proposal prices submitted in response to this Request for Proposal shall remain firm for ninety (90) days following the Proposal opening.

If, at the time of the scheduled Proposal opening, Town Building is closed due to unforeseen events, the quote opening will be postponed until 12 noon on the next business day.

SECTION VIII. CONTACT INFORMATION

Please contact the Town of Stow for clarification of this Request for Proposal, and direct all inquiries regarding the Request for Proposal to:

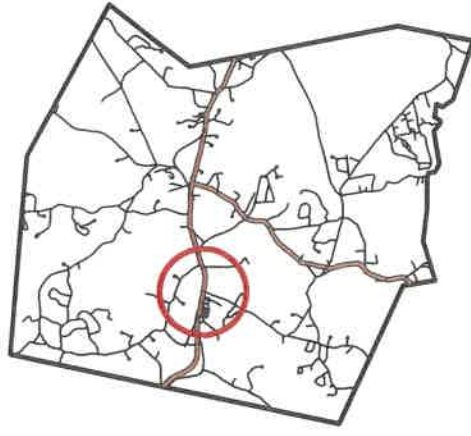
Jesse Steadman – Town Planner
Stow Planning Department
Stow, MA 01775
978-897-8071
978-897-5682 (Fax)
planning@stow-ma.gov

The Town of Stow is an equal opportunity employer.



Town of Stow
Planning Department

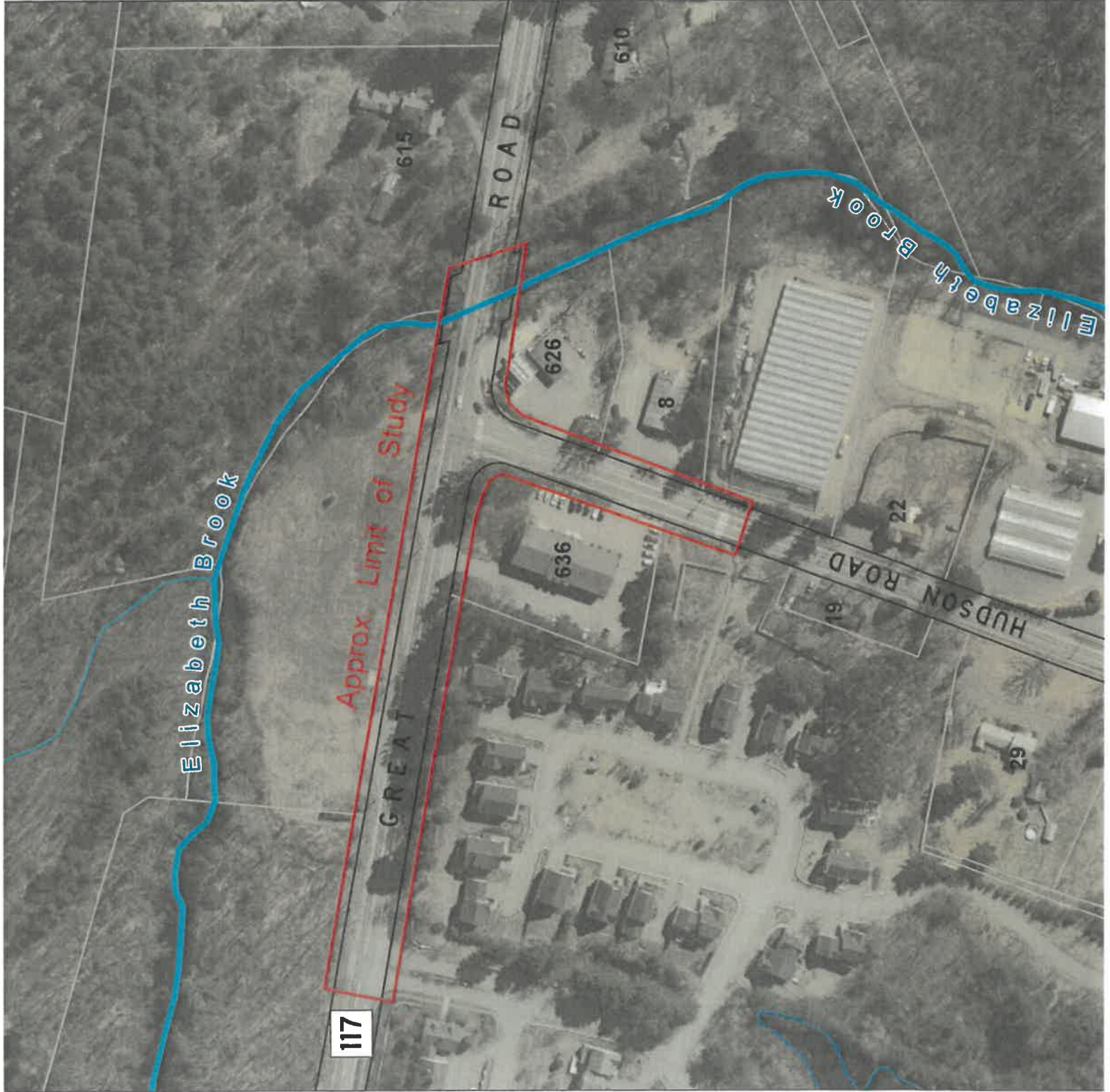
**Hudson Road/Route 117
Intersection**
February 15, 2022



Sources: Town of Stow, MassGIS

Coordinate System:
NAD 1983 State Plane Massachusetts
Mainland FIPS 2001 (Meter)

Map Created: 2/15/2022 by M Ragan

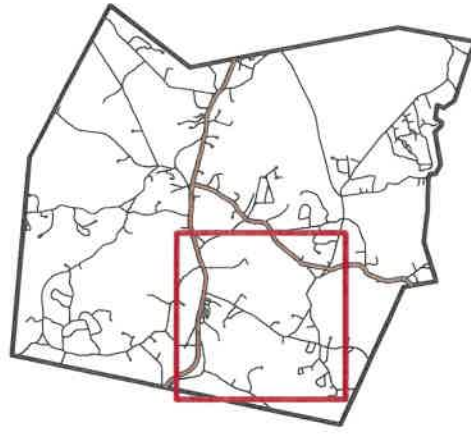




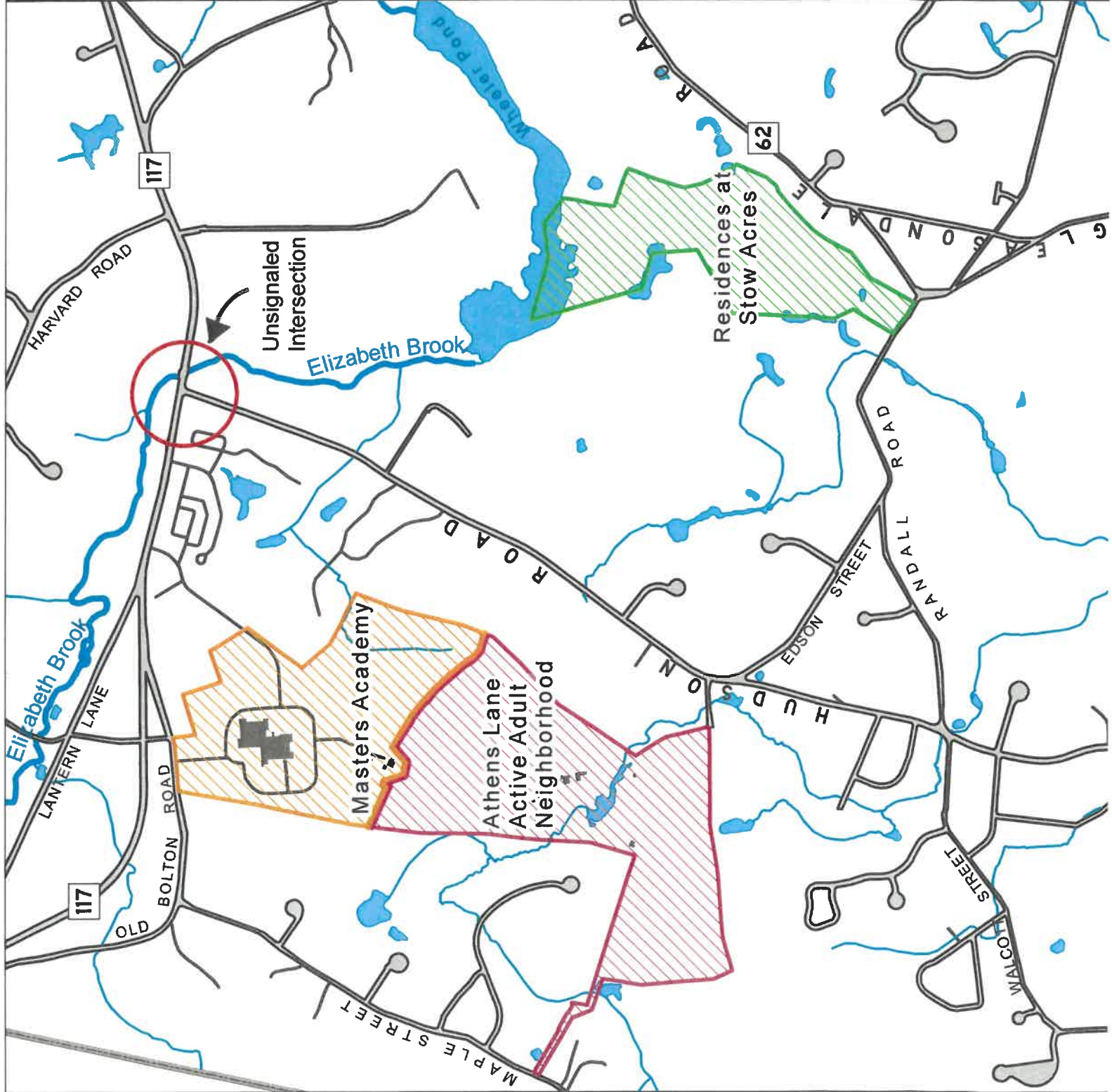
Town of Stow
Planning Department

Upcoming Developments in Southwestern Stow

February 10, 2022



Sources: Town of Stow, MassGIS
Coordinate System:
NAD 1983 State Plane Massachusetts
Mainland FIPS 2001 (Meter)
Map Created: 2/10/2022 by M Ragan





TOWN OF STOW
American Rescue Plan Act
Project Funding Request

RECEIVED

JAN 27 2022

Denise M. Dembko
Town Administrator

Submitter: Highway Department - Steve Nadeau
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Highway Department

Date: 01/13/2022

Amount Requested: \$ 50,000.00

Project being Requested: Harvard Rd Culvert

(Provide a full description below)

FUNDING CATEGORY

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

Priority Ranking (Check One):

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes No

(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes No

Have you received an estimate as a basis for cost? Yes No If Yes, please provide estimate
 Are grant or other funds available to offset this cost? Yes No If Yes, please specify source of funds
 Will this require annual maintenance or ongoing costs? Yes No If Yes, please articulate below

Project Description:

<p><i>Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.</i></p>
<p>For the culvert, we also need fund to contract an engineering firm for the replacement of the culvert on Harvard Rd to prevent flooding issues in the road.</p>
<p>Flooding issues on the road could prevent emergency services from reaching members of the public in that area of town and/or force emergency vehicles to take longer alternative routes.</p>
<p>Funding the engineering/design phase of this project will allow us to pursue other grants for the total cost of the replacement (est \$250,000.00)</p>
<p> </p>
<p> </p>

Benefits of Project/Requested Equipment:

<i>Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.</i>
Maintaining these pieces of public infrastructure will ensure that public safety and emergency services are able to continue to provide their current level of services.
These projects will also bring us into compliance with state and federal regulations for road infrastructure and safety.

Ongoing maintenance costs of project or equipment:

<i>Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.</i>
Culvert maintenance are key parts of the Highway Department's mission, these improvements will ensure that we can service these areas of the town for years to come.
The ongoing costs will be lower than current costs to deal with issues on the roadways; but maintenance will obviously continue to be part of the Highway Dept's budgeting.

Signature of Submitter



Signature of Department Representative or
Town Administrator



TOWN OF STOW

American Rescue Plan Act

Project Funding Request

Submitter: Stow Planning Department on behalf of Economic Development Commission and Planning Board
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Planning

Date: 02/04/2022

Amount Requested: \$ 100,000.00

Project being Requested: Lower Village Public Water Supply Feasibility Study (Provide a full description below)

FUNDING CATEGORY

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

Priority Ranking (Check One):

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes No (Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes No

Have you received an estimate as a basis for cost? Yes No If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes No If Yes, please specify source of funds

Will this require annual maintenance or ongoing costs? Yes No If Yes, please articulate below

Project Description:

Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.

The Town of Stow seeks a qualified consulting firm to submit proposals for consulting services to complete the work associated with determining the feasibility of establishing a Public Water Supply (PWS), and subsequent groundwater exploration, for servicing the Lower Village area of Stow. The final product will consist of preparing a summary of water system development options and the coordination of a test well program.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

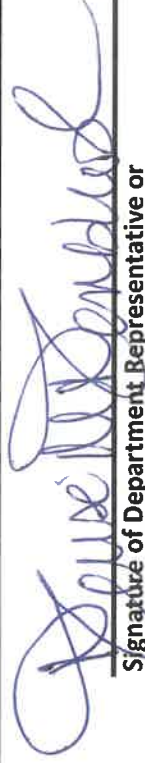
This feasibility study will provide the Town and area stakeholders with both the economic and environmental understanding to determine the potential for servicing Lower Village with a reliable and financially viable public water supply source on Town owned land.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

The test well program associated with Task 2 of the attached Request for Proposals does not include installation of equipment that requires ongoing maintenance or monitoring.

Signature of Submitter



Signature of Department Representative or
Town Administrator

3.10.2022

Lower Village Water Feasibility Study

Project Narrative

The Town of Stow Economic Development and Industrial Commission and Planning Board are seeking to advance core objectives stated in the 2019 Lower Village Revitalization Subcommittee's Final Report and 2022 Select Board goals, through an American Rescue Plan Act (ARPA) request to fund a Public Water Supply Feasibility Study for the Lower Village Business District. The study will be performed by a qualified consulting firm tasked with determining potential Public Water Supply yields on three Town owned properties in the vicinity of Lower Village, as well as preparation of a Water System Development Report, which will provide figures on estimated well installation, permitting, distribution and testing costs, with recommendations for advancing the effort to next phase.

Project Context

Stow's Lower Village is the most densely settled village along Route 117 between interstates 95 and 495, functioning as a historic gateway to Stow, the Town's primary service and retail district, and designated regional "Priority Development Area" in the 495 Compact. Lower Village includes all parcels within the Business District, including several residential parcels, along Route 117 (Great Road) roughly between Bradley Lane and White Pond Road to the west and east, and Samuel Prescott Road to the north (see attached map Exhibit B).

Despite its advantage as a convenience retail center in Stow, a 2017 Business District Assessment and Market Analysis found the lack of a public water supply source in Lower Village to be the top factor in hampering the Town's ability to providing high quality commercial development. This is primarily due to the small lot sizes of Business District zoned parcels, which are incapable of housing the Zone 1 source protections required by the Massachusetts Department of Environmental Protection. The Lower Village Revitalization Subcommittee's Final Report highlights the issue, recommending that the Town conduct a water system feasibility analysis to provide for development consistent with a pedestrian-oriented Traditional New England village center.

Subject Parcels for Study

For nearly two decades, the Town of Stow has considered various properties as potential public water supply sources. After a successful Article 97 Petition by the Town in 2013, the MA State Legislature enacted Bill 3935, authorizing public water supply uses on Heritage Lane. In ____ the Town purchased property at 144 Red Acre Road, to be used for Conservation, Affordable Housing and a potential future Public Water Supply. The two properties, split among three parcels, each have the legal ability to be utilized as a public water supply source and appear to meet the stringent use requirements of Zone 1 source protection. Parcels R-31 #57A and R-29 #85B are under the care and custody of the Conservation Commission and Parcel R-30 #36 is owned by the Stow Municipal Affordable Housing Trust. The three parcels will hereinafter be referred to as the "Subject Parcels."

Feasibility Study Goal

The Town of Stow has long been in discussion with a group of commercial property owners owning business zoned property on the south side of Route 117 in the Lower Village Business District, regarding the potential for private management of a Public Water Supply located on Town owned land. In fact, the impetus for the Heritage Lane Article 97 Petition had been the potential for leasing the Town land to a private water operator that could serve the businesses in Lower Village.

The goal of this study is to provide the Town and area stakeholders with an economic and environmental analysis sufficient to determine the feasibility of servicing Lower Village with a reliable and financially viable public water supply source on Town owned land.

Overview of Project Scope

A draft Request for Proposals is in the process of being finalized to find and hire a consulting firm with the best qualifications and approach to reach the project the goals. The project will be split into two primary tasks:

- Task 1: Groundwater Exploration on Subject Parcels
- Task 2: Feasibility Analysis

Task 1

Task 1 will require that the consultant review all relevant data related to the potential well site, including previous test well programs at the 144 Red Acre Road site, to define a test well program in accordance with the Department of Environmental Protection's Drinking Water Regulations 310 CMR 22. The test well program will include monitoring of resource areas and nearby residential and/or commercial wells as required by the applicable DEP Regulations. The consultant will be responsible for conducting the test well program and identifying the potential yields of the Subject Parcels.

Task 2

Consultants will utilize data obtained in Task 1 to begin a determination of whether the estimated yields at the proposed well site(s) are capable of meeting the existing and potential future demand. Through a review of existing and proposed zoning for the Lower Village Business District, the consultant will begin to determine the potential daily water usage. With yield and demand estimated, the consultant will then be asked to provide costs estimates for the following:

- Drilling and permitting wells to provide the estimated water needs;
- Distribution of water to the Lower Village Business District;
- Potential treatment systems based upon water quality assessments;
- Recommendation on fee structure and estimated annual operational costs based upon overview of management considerations, including special water districts, private operation of public water supply and Town water utilities.

Final Deliverable | Water System Development Options Report

With all the relevant data in hand, the consultant will be tasked with submitting a Water System Development Options Report outlining the recommended Primary Service Area. The report will include recommended management alternatives for finding economically viable options for providing water to the Lower Village Business District.

Attachments

Exhibit A: Weston and Sampson, Inc. | Preliminary Water Feasibility Study Proposal

Exhibit B: Locus Map of Study Area

Exhibit C: Lower Village Revitalization Subcommittee | Final Report Excerpt RE Water System Feasibility



TOWN OF STOW
American Rescue Plan Act
Project Funding Request

Submitter: Highway Department - Steve Nadeau
(Print Name or Board/Committee Name)

Department to Oversee/Maintain the Project: Highway Department

Date: 02/24/2022

Amount Requested: \$ 40,000.00

Project being Requested: Lake Boon Dam
(Provide a full description below)

FUNDING CATEGORY

- Support Public Health
- Address COVID-19 Negative Economic Impacts
- Provide premium pay for essential workers
- Investments in water, sewer, and broadband infrastructure
- None of the Above (Would fall under Revenue Replacement funds)

Priority Ranking (Check One):

- Very High (Needed ASAP)
- High (Needed in 1 year)
- Medium (Needed in the next 2 years)
- Was Planned for in the next 10 years

Does this project meet the bylaw requirements for Capital Planning?

Yes No
(Acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years)

Has this project been on a Department or Board's priority list? (ie. Master Plan, OSRP, Established Goals)

Yes No

Have you received an estimate as a basis for cost? Yes No If Yes, please provide estimate
 Are grant or other funds available to offset this cost? Yes No If Yes, please specify source of funds
 Will this require annual maintenance or ongoing costs? Yes No If Yes, please articulate below

Project Description:

Provide project description and articulate funding category, include an overview of proposed timeline, location(s), and supporting detail. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.

These costs will cover 4 additional inspections quarterly over the next year, per MA Office of Dam Safety. We must increase the inspections after the August sinkhole developed

Will also cover additional survey work to establish property boundaries and identify abutting properties / mark-out property lines between abutments and the project.

Cover costs of additional public meetings; as this is beyond the scope of the original proposal.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

Maintaining these pieces of public infrastructure will enhance public safety, ensure the lake level does not have to be lowered, and mitigate public & private property damage and erosion.

This project is bringing us into compliance with the order issued by the DCR Office of Dam Safety.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

Maintaining the dam is a key function of the Highway Department, as well as being a key piece of a town recreation area in the summer for residents of the town.

If repairs are not made, there will be a significant cost to public safety; however, ongoing maintenance will be a significant burden to the Highway Department's budget going forward.



Signature of Submitter

**Signature of Department Representative or
Town Administrator**

Discussion of In-Person, Public Participation at Select Board Meetings

MINUTES

Select Board Meeting Minutes
Tuesday, March 8, 2022
Stow Town Building & Zoom

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

Absent: Cortni Frecha

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

The Chair noted that if there is a vote that is not unanimous she will ask for a roll call vote. She also advised everyone participating in the meeting remotely that Stow TV is recording this meeting.

Public Input: None.

Board Member Comments:

Chair Sturgis noted that today is International Women’s Day and Marilyn Zavorski’s recently published book “Celebrating Stow’s Women: 1920 and the 19th Amendment” is available at the Randall Library and the Council on Aging. She also noted that Jonathan Daisy of Stow TV produced a 20-minute video about the book.

Board member Birch-McMichael read the Town of Stow’s Statement on Ukraine, which will be posted on the Town’s website.

Town Administrator (TA) Report

- The COVID cases in Town continue to decline; we are at 18 cases which is 3.85%. At-home COVID test kits are still available to residents from the Randall Library circulation desk during business hours.
- Orders have been placed for many of the Capital ARPA projects, and the cost for many items are under the estimate. At the next meeting the first batch of project submissions for the remainder of the ARPA funds will be discussed. At the February 8th meeting the Board authorized deficit spending for the Snow & Ice Account; to date the account is overspent by approximately \$36,000.
- Town Meeting warrant articles are due by Friday, April 1, 2022.
- Nomination papers are still available from the Town Clerk’s office for the May 21st annual election. The deadline to take out papers is March 30th, the deadline to return papers is April 1st at 5 p.m.

Randall Library Friends Used Book Sale

Carol Stoltz, Vice President of the Randall Library Friends, was present via Zoom.

Books will be accepted until March 31st in the Randall Library vestibule or the bin at Pompo. The Friends are looking for volunteers to help sort books, for sale preparation, and for the days of the sale. Contact Carol at cjstoltz@comcast.net to volunteer or if you have a large amount of books to donate. Proceeds will go to the Friends to support programs and to the Randall Library renovation (if it is passed at Town Meeting).

Board member Burns moved to approve a permit for the Randall Library Friends used book sale, to be held at the Pompositticut Community Center from Friday, April 22 through Sunday, April 24, 2022. Board member Salvie seconded the motion and it was passed unanimously.

NRSD (Nashoba Regional School District) Hartley Road Widening Project

Patricia Marone, NRSD Business and Operations Manager, was present via Zoom. Police Chief Michael Sallese, Traffic Safety Advisory Committee Chair, was present via Zoom.

The project would add an approximately 500-foot staging lane for parent drop-off and pick-up to alleviate traffic congestion and allow for two-way free flowing traffic. Currently cars enter the Center School loop off Hartley Road and traffic backs up on to Hartley Road, blocking one travel lane.

During the pandemic there was an increase in parents driving students to and from school instead of the students using the school bus. Chief Sallese said the back-up issue is not due to COVID; this issue had been discussed prior to the pandemic. He said this can easily be resolved with the road widening. It will also add more parking, and will benefit Hale School.

The Highway Department may be able to do some of this work and the amount might come in lower than the \$42,000 estimate.

Board member Burns moved to approve \$42,000 of ARPA funding for the NRSD Hartley Road widening project as presented at this meeting. Board member Salvie seconded the motion and it passed 3-1 on a roll call vote. Salvie -aye; Burns -aye; Birch-McMichael -aye; Sturgis -no.

Fire Department Cistern Project

Fire Chief JP Benoit and Captain Barry Evers were present via Zoom.

Representative Kate Hogan secured \$300,000 in ARPA funds for new cisterns in Stow.

Chief Benoit said cisterns are static water sources that are easy to maintain and allow for firefighter safety. The department works with developers and the Planning Board to install cisterns and there are currently 27 on the outskirts of town. All new developments since 1998 have had cisterns installed.

Captain Evers said of the twelve proposed locations, the initial focus will be on six critical areas where there is no water dedicated for fire suppression. A cistern holds 30,000 gallons of water and one will be located at the Fire Station on Great Road and specifically designed so it can also be used for training. When water in a cistern is used it is actively refilled, it does not recharge by groundwater. Each cistern has a service manhole to allow access for repairs and can be used as a back-up to get water out.

After the funding comes through and the RFPs(Request for Proposals) are done, the first cistern will be started by the end of May or the beginning of June, and the entire process should take about a year.

Diversity Discussion – Next Steps

Member Birch-McMichael wanted to make sure that all Select Board members had a chance to add to the conversation. Member Burns asked how the Board would pivot to think about diversity more broadly. Chair Sturgis hopes that residents will bring requests for recognition of issues to the Board.

Meeting Minutes

Board member Birch-McMichael moved to accept the meeting minutes of the February 22, 2022 meeting as drafted. Board member Salvie seconded the motion and it passed 3-0-1 on a roll call vote with Board member Burns abstaining. Salvie-aye; Burns-abstain; Birch-McMichael-aye; Sturgis-aye.

Correspondence

Chair Sturgis will have an email regarding a Master Plan update from Town Planner Jesse Steadman included in the packet for the next meeting.

Adjournment

At 8:02 p.m. Board member Burns moved to adjourn. Board member Salvie seconded the motion and it passed unanimously.

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.