

AGENDA
SELECT BOARD
June 21, 2022
7:00 p.m.
Town Building & Zoom

The public may attend the Select Board meeting in person or may participate via remote Zoom access.

Join Zoom Meeting

<https://us06web.zoom.us/j/83553972121?pwd=dVppQmQ5YkNYc1ZSZTEwUmlUZGtpdz09>

Meeting ID: 835 5397 2121

Passcode: 46507625

1. Public input
2. Board Members comments
3. Town Administrator's Report
4. Appointments:
 - Annual July 1 appointments
5. Discussion and Possible Vote
 - Collings Foundation to discuss their Revolutionary War Re-enactment "Battle for Bunker Hill" history event scheduled for July 23rd & 24th.
 - Approve the \$276,000 BAN Sale for Lower Village Traffic Safety Improvements (annual note renewal)
 - Review/Adopt Proposed Special Event Policy
 - Review/Adopt Proposed Designer Selection Procedures
 - Town Administrator's recommendation to abolish the Economic Development and Industrial Commission.
6. Correspondence
7. Executive Session: Pursuant to MGL c. 30A, sec.21 (a) (5), the Board will convene in Executive Session to discuss matters related to a criminal investigation.
8. Adjournment

Posted Thursday, 6/16/2022

JAS 3 p.m.

APPOINTMENTS

Annual July 1 Appointments



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: Reappointments
Date: June 15, 2022

Denise

Paid Positions:

I recommend reappointment for all individuals listed on the “Paid positions requiring annual appointment July 1, 2022”

Volunteer Positions:

I recommend reappointment for all individuals listed on the “Volunteer Board/Committee Appointments, Terms Beginning July 1, 2022”

Thank you.



**Town of Stow
SELECT BOARD**

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

Paid positions requiring annual appointment July 1, 2022:

Assistant Town Administrator/Human Resources Director
Dolores Hamilton

Emergency Management Officer
Fire Chief John Paul Benoit

Select Board and Town Administrator Executive Assistant
Joyce Sampson

Superintendent of Streets
Stephen Nadeau

Town Counsel
KP Law, P.C.

Tree Warden (annual from July 1, per Town Charter)
Bruce E. Fletcher

Fire Department:

Firefighters – full-time

John Paul Benoit, Full-Time Chief
Barry Evers, Full-Time Captain
Mark Guerin, Full-Time Firefighter/EMT, Call Lieutenant
Judson Swinimer, Full-Time Firefighter/EMT, Call Lieutenant
Erick Benoit, Full-Time Firefighter/EMT, Call Lieutenant
Rachel Vroegindewey, Full-Time Firefighter/EMT

Call Lieutenant

Ryan Boyd, Call Lieutenant
Jonathan Gray, Call Lieutenant

Call Firefighters/EMTs

Paul Armann
Jonathan Beharrell

Timothy Benoit
Cameron Bower
Ron Dostie
Kristina Ellis
Frank Dzerkacz
Richard Falcioni
Jason Galofaro
Camden Herlihy
Todd Jakubek
Jack Kennedy
Bryan Kiley
Stephen Laaper
Yuris Mangolds
Michael Murphy
Matthew Olson
Susan Siewierski
Steven Walsh
Matthew McNulty
Jack Stafford

Call Firefighters

Kevin Benoit
Alejandro Cabrera
Scott Dwinells
Timothy Gray
Benjamin Glover
Timothy Landry
Gregg Silverio
Jeffery Hill

Emergency Medical Technicians

Matheus Alves
Burak Say

Police Department:

Full Time Officers – completing full two-year term expiring June 30, 2023 after serving probationary first year

Brandon Murphy, Patrol Officer
Jacob Champoux, Patrol Officer
Troy Paradise, Patrol Officer

Full Time Dispatchers/Special Officers

John Fantasia, Dispatcher Supervisor/Special Officer
Jon Butler, Dispatcher/Special Officer

Gabriel Lopez, Dispatcher
Sean Marques, Dispatcher

Part-Time Dispatcher

Laurel Brazao, Per Diem on-call

Per Diem Special Officers

Mark Trefry, Special Officer (on-call)

William Bosworth, Special Officer (on-call)

Gary Murphy, Special Officer (on-call)

John Connors, Special Officer (on-call)

Rick Manley, Special Officer (on-call)

Michael Smith, Special Officer (on-call)

Jeffrey Beckwith, Special Officer/Lake Boon Officer (on-call)

Paid positions requiring triennial appointment:

Constable

Robert Kirchman

Town Accountant

Julie Costello

Town Clerk

Linda Hathaway

Treasurer – remainder of a three-year term expiring June 30, 2024

Brad Brightman

Miscellaneous Appointments:

Street Numbering – Town Clerk's office



Town of Stow **SELECT BOARD**

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

Volunteer Board/Committee Appointments, Terms Beginning July 1, 2022

The following people have been serving on the board/committee listed and have indicated a willingness to be reappointed:

Glenn Hammill – Cemetery Trustees – 3-year term

Ingeborg Hegemann Clark – Conservation Commission – 3-year term

Liza Mattison – Conservation Commission – 3-year term

Douglas Morse – Conservation Commission – 3-year term

Margaret Costello – Gleasondale Local Historic District Study Committee – 1-year term

Eve Fischer – Gleasondale Local Historic District Study Committee – 1-year term

Dorothy Spaulding – Gleasondale Local Historic District Study Committee – 1-year term

John Sangermano – Green Advisory Committee Member at Large – 1-year term

Carol Lynn – Green Advisory Committee Select Board Appointee – 1-year term

Stacen Goldman – Historical Commission – 3-year term

Dorothy Spaulding – Historical Commission – 3-year term

Arnold Epstein – Hudson Light & Power Board, Stow Representative – 1-year term

Daniel Barstow – Lake Boon Commission – 3-year term

Meredith Bartlett – Local Access Channel Advisory Committee – 2-year term

Robert Glorioso – Local Access Channel Advisory Committee – 2-year term

Lisa Lavina – Local Access Channel Advisory Committee – 2-year term

Lee Pappas – Local Access Channel Advisory Committee – 2-year term

Alyson Toole -Montachusett Area Regional Transport (MART) Representative – 1-year term

Cynthia Perkins - Municipal Affordable Housing Trust (SMAHT) - 2-year term

Vin Antil – Open Space Committee – 3-year term

Bill Maxfield – Open Space Committee – 3-year term

Samantha Altieri – Recreation Commission – 1-year term

Michael Busch – Recreation Commission – 1-year term

Dan Nicholson – Recreation Commission – 1-year term

Debra Seith – Registrar of Voters – 3-year term

Maura Hyland - SpringFest Organizing Committee – 2-year term

Susan Rondeau – Trustee, Randall Relief Fund, Randall Town Fund, Town Farm Fund – 3- year term

Patricia Bolton – Veterans Graves Committee – 1-year term

Martha Monroe – Veterans Graves Committee – 1-year term

Tom Zavorski – Veterans Graves Committee – 1-year term

Ernest Dodd – Zoning Board of Appeals Member – 5-year term

Ruth Kennedy Sudduth – Zoning Board of Appeals Associate Member – 5-year term

Select Board – Fence Viewers – 1-year term



Town of Stow
SELECT BOARD

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380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectboard@stow-ma.gov

Volunteer Board/Committee Appointments, Terms Beginning July 1, 2022

The following people have been serving on the board/committee listed and have **declined** reappointment:

Eve Fischer – Complete Streets Committee

George Peterman – Green Advisory Committee

William Sieller – Recreation Commission

Sherry Jusseaume – SpringFest Organizing Committee

The following people have been serving on the board/committee listed and **have not responded** regarding reappointment after two notifications:

Robert Collings – Economic Development & Industrial Committee

Jennifer Gero – Gleasondale Local Historic District Study Committee

Catherine Hammill – Gleasondale Local Historic District Study Committee

DISCUSSION & POSSIBLE VOTE

Collings Foundation
Revolutionary War Re-enactment
“Battle for Bunker Hill”
July 23rd & July 24th

The event has been shared with appropriate staff
and these comments were shared:

From Fire Chief JP Benoit:

“The Fire Department has reviewed the applications and has issued a permit for the event. Due to the pyrotechnics they will be required to have a fire department detail for each day of the event. We will also have a pre event meeting on site to ensure location of public safety barriers as well as emergency staging. At this time we do not have any concerns.”

Joyce Sampson

From: Jesse Steadman
Sent: Tuesday, June 7, 2022 9:50 AM
To: Joyce Sampson; Chief Michael Sallese; JP Benoit; Steve Nadeau; Frank Ramsbottom; Cyndie Colosi; Kathy Sferra
Subject: RE: Revolutionary War Re-enactment notification

Hi Joyce,

I have no specific feedback regarding the operation of this event. I do want to point you to the approved Settlement Agreement below as it relates to "Major Events," which this event is classified as. The key points are as follows:

- This event fulfills the allowance provided in Section (d) below;
- The Battle for the Airfield is the last event that can have a pyrotechnics permit;
- The remaining two Major Events cannot have pyrotechnics.

2. Allowed uses also include Major Events; all such Major Events to be subject to the following stated restrictions:

- (a) There can be up to but not more than four (4) Major Events in each calendar year
- (b) All four (4) Major Events can be Noise Generating and they do not have to meet the Noise Specifications
- (c) One (1) Major Event focusing on World War II can have Pyrotechnics applicable to that era (and there can be no other Major Events with Pyrotechnics of the World War II era or later)
- (d) One (1) other Major Event can have Pyrotechnics (but that Major Event can only have Pyrotechnics applicable to the pre-World War I era)
- (e) The remaining two (2) Major Events cannot have Pyrotechnics or cannons.
- (f) Gunfire is allowed (consistent with the above).

Thank you!

Jesse Steadman
Town Planner | Town of Stow

Stow Planning Department
380 Great Road
Stow, MA 01775
P: 978-897-5098
www.stow-ma.gov

From: Joyce Sampson <jsampson@stow-ma.gov>
Sent: Monday, June 6, 2022 1:50 PM
To: Chief Michael Sallese <policechief@stow-ma.gov>; JP Benoit <firechief@stow-ma.gov>; Steve Nadeau <highway@stow-ma.gov>; Frank Ramsbottom <building@stow-ma.gov>; Cyndie Colosi <health@stow-ma.gov>; Kathy Sferra <conservation@stow-ma.gov>; Jesse Steadman <planning@stow-ma.gov>
Subject: FW: Revolutionary War Re-enactment notification

Hello,

Joyce Sampson

From: Denise Dembkoski
Sent: Monday, June 6, 2022 1:33 PM
To: Joyce Sampson
Subject: FW: Revolutionary War Re-enactment notification
Attachments: Bunker Hill Reenactment Permit.pdf

Joyce,

Please forward this around to see if anyone has any concerns with this event scheduled for July 23rd. I have added it to the SB meeting on the 21st.

Very truly yours,

Denise

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

From: Hunter Chaney <hchaney@collingsfoundation.org>
Sent: Tuesday, May 31, 2022 10:53 AM
To: Denise Dembkoski <townadministrator@stow-ma.gov>; JP Benoit <firechief@stow-ma.gov>; Chief Michael Sallese <policechief@stow-ma.gov>
Cc: Rob Collings <rcollings@collingsfoundation.org>
Subject: Revolutionary War Re-enactment notification

Good morning Denise et al ~

Getting an early start on this and sending notification of our Revolutionary War Re-enactment "Battle for Bunker Hill." Event will take place on Saturday and Sunday, July 23rd and 24th. Attached is our signed special effects permit. *John - if you could confirm a fire detail here over that weekend that would be great.

General itinerary:
Revolutionary War Re-enactment - July 23rd and 24th
Museum and grounds open 9:00 AM to 5:00 PM.
All traffic will come and go from the main entrance in Hudson.
The "battle" will start at 1:30 and last roughly an hour.
There will be four Revolutionary war cannons and muskets.

Please let me know if you have any additional questions or concerns.

Best,

Hunter



Department of Fire Services Commonwealth of Massachusetts

Application/Permit for Special Effects (FP-027A)

This form shall be used as the application and permit for all special effects in the Commonwealth of Massachusetts.

A copy of this form and required documentation must be submitted to the head of the local fire department **at least twenty (20) days in advance of the proposed date of display** as required by 527 CMR 1.00: 1.12.8.39.2.2(1).

Required Documentation to be Submitted

- Letter from owner, operator or manager of the indoor entertainment venue or theater acknowledging the proposed use of pyrotechnics within their facility.
- A plan in accordance with NFPA 1126: Section 6.3.2, 2011 Edition

One copy of this form and required documentation must be forwarded by the Head of the Fire Department to the State Fire Marshal (by email dfs.licensing@state.ma.us, mail or fax) not later than five (5) days after receipt of said application as required by 527 CMR 1.00: 1.12.8.39.2.2(4).

Name of Sponsor: Collings Foundation: Ken Miles Phone #: 978-562-9182

Address of Sponsor: 137 Baron Rd., Stow MA 01775

Location of Display: 137 Barton Rd., Stow, MA 01775

Date to be Held: 7/23/22 & 7/24/22 From: 1:00 pm a.m. / p.m. to: 2:00 pm a.m. / p.m.

Rain Date (if applicable): N/A From: _____ a.m. / p.m. to: _____ a.m. / p.m.

Special Effects Company: Ocean State Pyrotechnics Phone #: 401-480-2318

Current Users Certificate Number: PY-004388 Date of Expiration: 1/7/2023

Name of Competent Operator: John Ruggieri

Certificate of Competency #: SE-004381 Expiration Date: 2/16/2023

Company Supplying Special Effects: (if different from applicant user certificate listed above): _____

Manner and Location of Storage of Special Effects Prior to Display: 1281 Plainfield Pike, Sterling, CT 06377

Type of Event:

- Proximate Audience/Theatrical Special Effects Battle of Bunker Hill Reenactment
- Movie/Television Production

For Proximate Audience Shows: A permit may not be issued until the owner, operator or manager of the entertainment venue or theatre provides a letter to the head of the local fire department, acknowledging the proposed use of pyrotechnics within their facility.

Date of Show: 7/23/22 & 7/24/22

Signature of Competent Operator: _____ Date: 4/22/22

I hereby certify that the competent operator named above has my approval and that in my opinion, the display described will be of such character, so located, discharged or fired as not to be hazardous to property or to endanger any person or persons. (G.L. Chapter 148, §39A)

Restrictions: FIRE DEPARTMENT DETAIL REQUIRED FOR EACH DATE
DETAIL TO INCLUDE ENGINE AND TWO DEPT PERSONAL

Signature of Head of Fire Department: _____ Date: 5/1/2022

This permit will expire on 7/24/2022

Upon completion of such investigation and inspection for fireworks, but no later than five days after receipt of said application, the Head of the Fire Department shall transmit one copy of said application to the State Fire Marshal and one copy to the applicant with his endorsement thereon in compliance with provisions of law, or his reason for withholding such endorsement. 527 CMR 1.00: 1.12.8.39.2.2(4).

*presentations at 1:00 pm; 1 battle lasting about 45 minutes

Any and all use of pyrotechnics including black powder will require the Stow Fire Department to be present. This includes any time outside the scheduled displays. Failure of anyone to comply will result in permit being revoked.

**Approve the \$276,000 BAN Sale
for Lower Village Traffic Safety
Improvements**

The sum of 276,000 dollars 00 cts

No. 652-1

\$276,000.00

COMMONWEALTH OF MASSACHUSETTS
TOWN OF STOW
GENERAL OBLIGATION BOND ANTICIPATION NOTE
RENEWAL MONEY

VOID

Date of Issue: July 8, 2022

For value received, the inhabitants of the Town of Stow, Massachusetts by their Treasurer hereto duly authorized by Ch. 44, Section 7(1) of the Massachusetts General Laws, as amended, and duly authorized by a vote of said Town approved on May 2, 2017, promise to pay to Newburyport Five Cents Savings Bank or order at Newburyport Five Cents Savings Bank the sum of

COPY

TWO HUNDRED SEVENTY SIX THOUSAND DOLLARS
(\$276,000.00)

on July 7, 2023 with interest at the rate of 2.54 per cent per annum, payable at maturity.

Countersigned and approved:

Treasurer

COPY

VOID

I certify that this note was
countersigned and approved by the
Selectmen in my presence

Town Clerk (Seal) Date

Selectmen and a majority thereof

The Commonwealth of Massachusetts
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws per the attached Director of Accounts Approval Letter.

COPY
VOID

The Commonwealth of Massachusetts Certificate of Town Clerk

Note Number(s): 652-1

Town Treasurer's Record

Town of Stow, MA

1. Date of Town Meetings Authorizing Loan May 2, 2017

2. Purpose of Loan Lower Village Traffic Safety Improvements

Note: Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.

3. Total Amount of Loan Authorized \$492,000

4. Amount of Previous New Issues of this Loan \$492,000

5. Paydowns on this Issue (if required) \$216,000

6. Amount of this Issue (Renewal Money) \$276,000

7. Balance of this Loan Unissued \$0

Note: Amount Authorized minus Previous New Issues minus This Issue (Renewal Money) equals Unissued Balance.

8. Issue Date July 8, 2022 Date Due July 7, 2023

9. Payable to Newburyport Five Cents Savings Bank

10. Payable at Newburyport Five Cents Savings Bank

11. Rate of Interest 2.54% Payable At Maturity
(Annually, semi-annually or at maturity)

12. Signed by _____, Town Treasurer

TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.

COUNTERSIGNED AND APPROVED BY:

Selectmen
and a
majority
thereof

In the presence of: _____, Town Clerk  (complete right side)

(Revised: December 2003)

MUNICIPAL PURPOSE LOAN

Town of Stow, Massachusetts

\$276,000 General Obligation Bond Anticipation Notes

Sale Date: 6/14/2022

Dated Date: 7/8/2022

Delivery Date: 7/8/2022

Due Date: 7/7/2023

Bank Qualified: Yes



Purpose	Vote Date(s)	Reference	Article Number	Amount Authorized	Previous Issue	Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Prorate Interest	Prorate Premium
Lower Village Traffic Safety Improvements	5/2/2017	Ch. 44, s. 7(1)	51	\$492,000	\$492,000	\$216,000	\$276,000	\$0	\$276,000	\$0	12/19/2017	\$6,990.93	\$0.00
Totals				\$492,000	\$278,000	\$216,000	\$276,000	\$0	\$276,000	\$0		\$6,990.93	\$0.00

EXEMPT

Town of Stow, Massachusetts

\$276,000 General Obligation Bond Anticipation Notes

Sale Date: 6/14/2022

Dated Date: 7/8/2022

Delivery Date: 7/18/2022

Due Date: 7/17/2023

Days Per Year: 360

Day Count: 359

Bank Qualified: Yes

Rating: None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Newburyport Five Cents Savings Bank		\$276,000	2.54%	\$0.00	\$6,990.93	\$6,990.93	2.5400%	\$0.00	\$6,990.93	\$276,000	NRO
The Cooperative Bank of Cape Cod		\$276,000	2.75%	\$0.00	\$7,568.92	\$7,568.92	2.7500%				
Award Totals								\$0.00	\$6,990.93	\$276,000	

Weighted Average Net Interest Cost: 2.5400%

LOWER VILLAGE TRAFFIC SAFETY IMPROVEMENTS

BOND ANTICIPATION NOTE

<u>Note No.</u>	<u>Issue Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Paydowns</u>	<u>Interest Rate</u>
645-1	12/19/17	07/10/18	\$492,000	Initial	1.35%
646-1	07/10/18	07/10/19	\$492,000	0	1.89%
647-1	07/10/19	07/10/20	\$492,000	0	2.16%
648-1	07/10/20	07/09/21	\$420,000	\$72,000	0.95%
650-1	07/09/21	07/08/22	\$348,000	\$72,000	0.40%
652-1	07/08/22	07/07/23	\$276,000	\$72,000	2.54%

Review/Adopt Proposed Special Event Policy



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: Special Event Permit & Regulations

Date: June 15, 2022

In an ongoing effort to put forth policies and procedures that make doing business with the Town easier and clearer, please find attached a new Special Event Permit and Regulations.

As you know, over the last year, we have established a list of criteria for Special Events being held in town. This Permit will spell out formally what those are and what is needed to assist the Board in making an informed decision on safe and legal events held in Stow.

Additionally, I am requesting we set the fee at Zero for non-profit organizations and \$50 for for-profit organizations.

I appreciate your consideration of this new Permit and look forward to discussing it further.
Thank you.



Town of Stow Special Event Permit Regulations

Welcome and Instructions

The Town of Stow is pleased to welcome a variety of special events, from community festivals to concerts and athletic competitions. It is the goal of the Town of Stow to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the application and submit it to the Town of Stow, Select Board Office, 380 Great Road, Stow, MA 01775. If you have any questions, please contact the Select Board Office at 978-897-4515.

On behalf of the Town of Stow, its residents, businesses and employees, thank you for considering Stow for your event.

Adopted: Month Day, Year

Regulations for Special Events

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, rights-of-way or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

Individuals or organizations wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the Town limits, including Town parks, must obtain a Special Event Permit from the Town of Stow. Event sponsors should submit applications a minimum of 45 (forty-five) days before the event.

Attendance: Events that may have 20 (twenty) attendees or more will require an event permit.

Permit Posting: Special event permits should be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

Hours: Event activities are prohibited after 11:00 p.m. in residential areas and before 7:00 a.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and may require an Entertainment License.

Alcohol: Alcohol without a license is prohibited without express approval from the Select Board and the issuance of a One-Day Liquor License.

Restrooms/Trash/Cleanup:

The Town of Stow may require event organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. If the applicant fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas only. The Police Department will provide signage for posting as required in the permit. Signs may be picked up the day before the event and must be returned at the completion of the event. The Police and Fire Departments require that all entries, exits and fire lanes be maintained.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Smoking: Smoking is not permitted in any public facility, or on recreational or historical parks, playgrounds or fields.

Pyrotechnics: Pyrotechnics (fireworks, cannon fire, etc) are not permitted without the prior approval of the Town of Stow Fire Department.

Tents/Sleeping Trailers: Tents and trailers require an inspection and permit from the Town of Stow Health, Building, and Fire Departments. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgment that no smoking, fireworks, or open flames will be permitted in the tent or trailer.

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control.

First Aid and Medical: Events may require provisions for first aid and medical personnel. Arrangements should be made with a private service for the event. The Fire Department can provide a list of contacts.

Enforcement: Town of Stow Police, Fire or other staff so designated by the Town Administrator may request that a resident, event employee, or participant leave any park or public facility for violation of rules and regulations.

Insurance: All applicants must provide a certificate of insurance in the minimum amount of \$1,000,000 for commercial general liability as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of Stow, including an indemnification and hold harmless clause. The Certificate of Insurance must name the Town of Stow as an additional insured on all applicable policies. This Certificate and verification of Worker's

Compensation Coverage must be submitted to the Select Board's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance.

Additional Permitting and Cost Requirements: Depending upon the Special Event, additional permits may be required by Town of Stow Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, merchandise sales, entertainment license, raffle licenses, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of Stow as determined by representatives of each Town Department before the issuance of the Special Event Permit.

*Events on Conservation Land require separate approval from the Conservation Commission. Please contact them at conservation@stow-ma.gov for further information.

*Food trucks and any mobile concession trailer dispensing food, ice cream, snacks, etc. must be licensed through the Nashoba Associated Boards of Health (978-772-3335). Please note this could take up to 30 days.

Special Event Application Checklist

- ✓ Submit your Special Events Permit Application (with all maps, diagrams and attachments as required) at least **45 days** before the event.
- ✓ All areas must provide access for persons with a disability, to include parking, food service area, eating area, and portable toilets
- ✓ Provide a Schedule of Events along with a Site Plan (map) which addresses:
 - Approval from owner(s) of any use of private land
 - Copy of Recreation Permit if using town property
 - Location of the event on the property
 - For road or walk race, a detailed map of the route
 - Full logistics showing where parking, food*, vendors, features, attractions, and/or entertainment** will be located
 - Participant circulation, including accessible routes for the disabled
 - Proposed parking including how you will handle overflow parking and traffic circulation
 - Any proposed road closures
 - Location of trash receptacles and dumpsters, or a plan for waste disposal
 - Will dumpsters be covered?
 - When will they be placed and removed?
 - Location of portable toilet facilities
 - Locations, size and number of any tents, trailers or temporary structures
 - Location, size, and description of any signage or banners
 - For vendors: Will they be selling food? Will they have a tent?
- ✓ *If food will be served or sold at the event, contact the Stow Board of Health to discuss regulations **before** you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
- ✓ **If entertainment is being provided, an Entertainment License Application must be submitted.
- ✓ If alcoholic beverages are being provided, a Special One-Day Alcoholic Beverages License Application must be submitted.
- ✓ If Police Details and/or Firefighters/EMTs will be required, contact the Stow Police Department and Stow Fire Department to secure services. Only Police Officers or Traffic Detail Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.
- ✓ Provide a Certificate of Insurance to the Select Board Office no later than ten (10) business days before the event. A final Special Event Permit will not be issued without submission of a Certificate of Insurance.
- ✓ Obtain any additional approvals and permits as required by the Town.



TOWN OF STOW

Special Event Permit Application

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: _____ Non-Profit Profit

Address: _____ City: _____ State: _____ Zip: _____

Tax ID #: _____ Applicant name: _____

Phone: _____ Email: _____

Web Site: _____

Event Manager: _____ Contact Info: _____

Other Contact person/s: _____ Contact Info: _____

Event Information

Event Type: Run/Walk* Rally Parade School Event
 Concert Festival Political Event Food Truck

Other (specify) _____

Event Title: _____

Start Date & Time(s): _____ End Date & Times(s): _____ Rain Date & Time(s): _____

Estimated Attendance: # _____ Admission Fee: _____

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply

Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): _____

Set Up Date/Time: _____ Break Down Date/Time: _____

** A route map is required at time of submission for a walk/run*

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="radio"/>	<input type="radio"/>	Food Concession and/or Food Preparation
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____.
<input type="radio"/>	<input type="radio"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input type="radio"/>	<input type="radio"/>	First Aid Facility(ies) and Ambulance (s)
<input type="radio"/>	<input type="radio"/>	Banner(s) and/or Sign(s)– <i>requires prior approval</i>
<input type="radio"/>	<input type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time</i> _____ <i>End Time</i> _____ <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> _____
<input type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="radio"/>	<input type="radio"/>	Does your event require electricity? <i>Source:</i> _____
<input type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="radio"/>	<input type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s)
<input type="radio"/>	<input type="radio"/>	Toilet(s) – <i>approximate number/vendor:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

Please note that all components of the event are subject to approval by the Select Board and may also require approval by and/or permit(s) from other Town departments. It is the responsibility of the applicant to secure all necessary Town of Stow permits, and to submit any payment required for permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of Insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Stow, and all of its agencies and departments. The Town of Stow shall be named as an additional insured for the date/event. Some events may require a higher limit of insurance. Permittee must list the aforementioned parties as additional insured on their Certificate of Insurance. Each event is evaluated on its risk exposure. Any and all damages resulting from the event are the responsibility of the permittee and the permittee will work through designated staff to determine the most appropriate means for repair. The Town of Stow is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Stow as they pertain to the requested usage. The permit, if granted is not transferable and is revocable at any time at the absolute discretion of the Select Board (or designee). All programs and facilities of the Town of Stow are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Review/Adopt Proposed Designer Selection Procedures



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: Designer Selection Procedure

Date: June 14, 2022

Massachusetts General Laws, Chapter 7C, Section 54(a) requires that municipalities adopt written designer selection procedures when contracting for design services for certain projects. I could not find any such procedures previously adopted by the Town of Stow. The Randall Library Renovation/Addition project will require the Town to adopt such procedures.

Please find attached the proposed Designer Selection Procedures document, which is based upon a model offered by the Massachusetts Office of the Inspector General. The Board's adoption of these procedures will help facilitate progress in the full design phase of the Randall Library.

I look forward to discussing this further with the Board. Thank you.

TOWN OF STOW ("Awarding Authority")

Designer Selection Procedures

(Adopted June XX, 2022)

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7C, §§ 44-57. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Town Administrator (hereinafter the "Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Designer Selection Committee") which will conduct the designer selection process as an ad hoc committee for each project. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
 - a. has a direct or indirect financial interest in the award of the design contract to any applicant;
 - b. is currently employed by, or is a consultant to or under contract to, any applicant;
 - c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
 - a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
 - b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
 - c. when and where a briefing session (if any) will be held;

- d. the qualifications required of applicants;
 - e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
 - f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
 - g. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at Procedures for Municipalities and Public Agencies not within DSB Jurisdiction The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on a minimum of the following criteria:
- a. prior similar experience;
 - b. past performance on public and private projects;
 - c. financial stability;
 - d. identity and qualifications of the consultants who will work with the applicants on the project; and
 - e. capacity to undertake the project,
 - f. any other criteria that the Committee considers relevant to the project.
8. Design services such as the preparation of programs and feasibility studies, construction management, and construction scheduling must be performed by licensed, registered, and experienced designers as applicable and required by law. The RFQ must require licensed, registered, and experienced designers.
9. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
10. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

11. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
12. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.
13. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body shall recommend that the Committee select additional finalists.
14. The Approving Body may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Body may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, *provided* the Approving Body otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).
15. Every contract for design services shall include the following:
 - a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
 - c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement

or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

- d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).
 - e. A requirement to provide energy system life-cycle cost estimates (which should be prepared during the preliminary design) as stipulated in MG.L. C.149, ss44M);
 - f. All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services; and,
 - g. The design contract shall state the fee as a total dollar amount. In no case may the designer's fee be determined as a percentage of construction cost.
16. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
17. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
18. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The Approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

19. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency (see Section 30 below). The Approving Body shall document in writing the reasons

for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

20. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register*.

21. The following records shall be kept by the Awarding Authority:

- a. all information supplied by or obtained about each applicant;
- b. all actions taken relating to the project; and
- c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

22. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(g).

23. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.

24. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements.

25. No officer or board shall make any contract on behalf of the Town, the execution of which will necessarily extend beyond three (3) years from the date thereof unless special permission to do so has been given by vote of Town Meeting or by the statutes of the Commonwealth.

26. Officials and employees are prohibited from making or sharing in municipal contracts.

27. Any person contracting with a municipality must certify in writing that he or she has complied with State tax laws. (M.G.L. c. 62C, s49A)

28. The contract shall specifically list the names and time commitments of the key personnel included in the designer's proposal. Any change to the list of consultants in the contract must be approved in writing by the Approving Body or their delegate.

29. The contract shall have a provision giving ownership of any completed or partially completed design documents to the awarding authority even if the contract is terminated.

30. All contracts made by any department, board or commission where the amount involved is \$10,000.00 dollars or more shall be in writing.

31. Emergency Procedures

- a. The Approving Body may declare an emergency under the following circumstances: Whenever the health or safety of any persons will be endangered because of the time required for the selection of a designer, interior designer, programmer or construction manager by the procedures prescribed by M.G.L. Chapter 7C, sections 44 to 58, inclusive, or whenever a deadline for action is set on a project by any court or federal agency which cannot be met if those selection procedures are followed.
- b. The Approving Body may select a designer from
 - 1. a pre-approved standing list of designers, or
 - 2. as the approving body determines is in the best interest of the Town.
- c. After the designer has been selected and awarded a contract, the Approving Body must file a memorandum with the Purchasing Agent, stating the reasons for the emergency declaration, listing proposed scope of work, estimated cost of construction, the established fee for designers' services, the reference to the standing contract or the list of designers solicited and any quotes received, and any other relevant information.

32. These procedures have been adopted to satisfy the purpose and intent of M.G.L. Chapter 7C, sections 44-58. Where interpretive questions or ambiguities arise, refer to the recommendations "Designing and Constructing Public Facilities, November 2016" or any update, issued by the Office of the Inspector General. The Attorney General is the chief law officer and her or his opinion takes precedence over previous interpretations by State agencies.

**Town Administrator's
recommendation to abolish the
Economic Development and
Industrial Commission**



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: Economic Development and Industrial Commission

Date: June 13, 2022

After much consideration, watching the last 6 months of EDIC meetings, speaking with current and former planning employees, speaking with current EDIC Chair, Tom Farnsworth the last several months, and in consultation with Planning Board Chair, Lori Clark, I believe it is in the best interest of the Town to abolish the EDIC. (Both Lori Clark and Tom Farnsworth support this recommendation.)

Several members of the current committee are unruly and Planning employees (current and former) have said they have felt verbally abused, berated, and insulted by members. Frankly, my recent in-person appearance at their meeting, to tell the EDIC they were misrepresenting their authority to business owners and violating the OML by discussing topics not on their agenda, was met with eye rolls and snickering. This behavior has gone on for years, and instead of kicking the can further down the road, it is time to address the situation instead of just reappointing people year-after-year.

Tom has made a valiant effort to reign the group in, but it is to no avail. My initial recommendation was going to be that the troublemakers were not reappointed but with staggering terms that will not alleviate the situation in a timely enough manner. After hearing from their Chair after last week's meeting, it is clear that the committee is lost and I think it would be best to abolish the existing committee and regroup on what the purpose of the EDIC should be and who we want representing the Town on a revitalized committee.

The Committee holds no authority so there is no concern that business will be left unattended to while we revisit the need for this committee.

I look forward to discussing this further with the Board. Thank you.