

AGENDA  
SELECT BOARD  
August 23, 2022  
7:00 p.m.  
Town Building & Zoom

**The public may attend the Select Board meetings in person or may participate via remote Zoom access**

Join Zoom Meeting  
<https://us06web.zoom.us/j/87310784202?pwd=UDRhMTh0aXZlakIxWWhVcEIEZUxMQT09>

Meeting ID: 873 1078 4202  
Passcode: 022139

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Discussion and Possible Vote
  - Permit for the Stow Firefighters Association's Touch A Truck event Saturday, August 27 from 10 a.m.-2 p.m. at 688 Great Road
  - Discussion of the Board of Health meeting on August 18, 2022 re: Level 3-Critical Drought and Non-Essential Outdoor Water Use
  - Discussion of the charge for the Economic Development and Industrial Commission
  - Update to the Traffic Mitigation Plan from the Traffic Safety Advisory Committee – Police Chief Michael Sallese
  - Town Administrator Goals and Annual Evaluation Discussion
    - Review FY22 Goals
    - Discuss FY23 Goals
    - Approve Evaluation Form
  - General Bylaw Review Committee Discussion
5. Meeting minutes
  - August 9, 2022
6. Correspondence
7. Adjournment

Posted Friday, 8/19/2022  
2 p.m.

*JAS*

# **DISCUSSION & POSSIBLE VOTE**

Permit for the Stow Firefighters  
Association

Touch-A-Truck Event

Saturday, August 27, 2022

10 a.m. - 2 p.m.

688 Great Road (Bose)

This event has been shared with the appropriate  
staff and there are no concerns.



Visit Us For Our 2<sup>nd</sup> Touch-A-Truck Event!  
*688 Great Road (Bose Corporation), Stow MA*



**Saturday August 27<sup>th</sup> 2022, From 10am-2pm**

*Check Out Fire Trucks, Police Cars, DPW Vehicles & More!*

*Visit Our Sponsor Booths, Play Some Games!*

*Have some lunch made by your local Firefighters*

**FREE Admission!**



**Demonstrations\*\***  
**Scheduled for 11am,**  
**12pm, & 1pm!**  
**\*\*Subject To Availability\*\***

**For More Info Check Us Out At [www.stowfirefighters.com](http://www.stowfirefighters.com)**

## Joyce Sampson

---

**From:** Cyndie Colosi  
**Sent:** Friday, August 19, 2022 3:15 PM  
**To:** Joyce Sampson  
**Subject:** Temporary Food Permit for Stow Firefighters Association

Hi Joyce,

Bridgette Braley at Nashoba Board of Health confirmed that the temporary food permit for August 27 Touch a Truck is all set with the location change.

Best regards,

*Cyndie Colosi*

Executive Assistant  
Stow Board of Health  
380 Great Road  
Stow, MA 01775  
978-897-4592

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## Joyce Sampson

---

**From:** Erick Benoit <ebenoit.sffa@gmail.com>  
**Sent:** Thursday, August 11, 2022 11:25 AM  
**To:** Joyce Sampson  
**Subject:** [SUSPICIOUS MESSAGE] Fwd: August 27 Touch A Truck

This Message contains suspicious characteristics and has originated outside your organization.

---

Erick Benoit  
Stow Firefighters Association

Begin forwarded message:

**From:** "Tramontozzi, Shane" <Shane\_Tramontozzi@bose.com>  
**Date:** August 11, 2022 at 9:39:34 AM EDT  
**To:** Erick Benoit <ebenoit.sffa@gmail.com>  
**Subject:** Re: August 27 Touch A Truck

Hi Erick, I sent a follow up email. Are you able to provide a COI (Certificate of Insurance)?

We are okay with the lot use. Thanks

Shane Tramontozzi  
Manager, Campus Workplace Experience and Facilities

BOSE

---

**From:** Erick Benoit <ebenoit.sffa@gmail.com>  
**Sent:** Thursday, August 11, 2022 9:37:04 AM  
**To:** Tramontozzi, Shane <Shane\_Tramontozzi@bose.com>  
**Subject:** Fwd: August 27 Touch A Truck

Hi Shane,

Have you received any update from legal? If needed they can call me. Even if they are able to give us a tentative yes/no I can forward that off.

My number is 508-618-9161

Erick Benoit  
Stow Firefighters Association

Begin forwarded message:

**From:** Joyce Sampson <jsampson@stow-ma.gov>  
**Date:** August 11, 2022 at 8:19:03 AM EDT  
**To:** Erick Benoit <ebenoit.sffa@gmail.com>

## Joyce Sampson

---

**From:** Chief Michael Sallese  
**Sent:** Friday, August 12, 2022 11:14 AM  
**To:** Steve Nadeau; Joyce Sampson; JP Benoit; Cyndie Colosi; Frank Ramsbottom; Kathy Sferra; Malcolm Ragan  
**Subject:** RE: Touch A Truck 8/27 - SFFA Selectboard Event Approval

The parking lot at Bose is big enough to support this event, and also has a traffic control device to handle incoming and exiting traffic. We have no concerns or comments.

*Michael Sallese, Chief of Police  
Stow Police Department  
305 Great Road  
Stow, MA 01775  
978-897-4545*

**From:** Steve Nadeau <highway@stow-ma.gov>  
**Sent:** Friday, August 12, 2022 10:55 AM  
**To:** Joyce Sampson <jsampson@stow-ma.gov>; Chief Michael Sallese <policechief@stow-ma.gov>; JP Benoit <firechief@stow-ma.gov>; Cyndie Colosi <health@stow-ma.gov>; Frank Ramsbottom <building@stow-ma.gov>; Kathy Sferra <conservation@stow-ma.gov>; Malcolm Ragan <planning2@stow-ma.gov>  
**Subject:** RE: Touch A Truck 8/27 - SFFA Selectboard Event Approval

No comments or concerns from Highway.

Steve Nadeau  
Superintendent of Streets  
Stow Highway Department  
88 South Acton Road  
Stow, MA 01775  
Highway Departments Hours of Operations M-F 6:30AM to 2:30PM  
Tel# 978-897-8071  
FAX# 978-897-5682

**From:** Joyce Sampson <[jsampson@stow-ma.gov](mailto:jsampson@stow-ma.gov)>  
**Sent:** Friday, August 12, 2022 10:31 AM  
**To:** Chief Michael Sallese <[policechief@stow-ma.gov](mailto:policechief@stow-ma.gov)>; JP Benoit <[firechief@stow-ma.gov](mailto:firechief@stow-ma.gov)>; Cyndie Colosi <[health@stow-ma.gov](mailto:health@stow-ma.gov)>; Steve Nadeau <[highway@stow-ma.gov](mailto:highway@stow-ma.gov)>; Frank Ramsbottom <[building@stow-ma.gov](mailto:building@stow-ma.gov)>; Kathy Sferra <[conservation@stow-ma.gov](mailto:conservation@stow-ma.gov)>; Malcolm Ragan <[planning2@stow-ma.gov](mailto:planning2@stow-ma.gov)>  
**Cc:** Joyce Sampson <[jsampson@stow-ma.gov](mailto:jsampson@stow-ma.gov)>  
**Subject:** RE: Touch A Truck 8/27 - SFFA Selectboard Event Approval

Hello,

I have received confirmation from the Firefighters Association that the location for the August 27<sup>th</sup> Touch-A-Truck will be at the Bose property, 688 Great Road. I had received comments from most of you back in May, however, I want to give you the opportunity to add additional comments or concerns.

Please respond by Thursday, August 18<sup>th</sup> as this will be on the Select Board agenda for Tuesday, August 23<sup>rd</sup> meeting.  
Thank you!

Best regards,

Joyce

**From:** selectboard

**Sent:** Thursday, May 26, 2022 2:27 PM

**To:** Chief Michael Sallese <[policechief@stow-ma.gov](mailto:policechief@stow-ma.gov)>; JP Benoit <[firechief@stow-ma.gov](mailto:firechief@stow-ma.gov)>; Cyndie Colosi <[health@stow-ma.gov](mailto:health@stow-ma.gov)>; Steve Nadeau <[highway@stow-ma.gov](mailto:highway@stow-ma.gov)>; Frank Ramsbottom <[building@stow-ma.gov](mailto:building@stow-ma.gov)>; Kathy Sferra <[conservation@stow-ma.gov](mailto:conservation@stow-ma.gov)>; Jesse Steadman <[planning@stow-ma.gov](mailto:planning@stow-ma.gov)>

**Subject:** FW: Touch A Truck 8/27 - SFFA Selectboard Event Approval

Hello,

Please see the plan below for an event on August 27, 2022. This will not be on the SB agenda until the end of July or the beginning of August, however, any comments or concerns that you can send soon would be greatly appreciated. Thank you!

Best regards,

Joyce

Joyce Sampson | Executive Assistant  
Town Administrator & Select Board Office  
Town of Stow | 380 Great Road | Stow, MA 01775  
978-897-4515 | [www.stow-ma.gov](http://www.stow-ma.gov)

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**From:** SFFA Vice President <[vice.sffa@gmail.com](mailto:vice.sffa@gmail.com)>

**Sent:** Tuesday, May 24, 2022 12:56 PM

**To:** selectboard <[selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov)>

**Subject:** Re: Touch A Truck 8/27 - SFFA Selectboard Event Approval

Hello,

attached is the information from above. If there are any questions feel free to let me know.

Thank you,

Erick Benoit

*Vice President, Stow Firefighters Association*

- Name
  - Stow Firefighters Association Touch-A-Truck Event
- Date
  - Saturday August 27th, 2022 (No Rain Date)
- Time
  - Event Time 10am-2pm, setup at 9am
- Location of the event
  - 688 Great Road (Bose/~~Masters Academy~~)
- Certificate of Liability Insurance from sponsor(s)
  - ~~Town Of Stow~~

- Estimated number of people at the event
  - 500+ throughout the event
- Approval from event location (SEE EMAIL FROM SHANE TRAMONTOZZI)
  - Contact has been made with ~~Masters academy~~ who has approved the event location. This is to be finalized when paperwork has been signed for property ownership

## Event Logistics

- Parking
  - Parking is planned to utilize current parking spots. The spot locations will be dependent of approval form ~~Masters Academy~~
- Where will lunch be held? (if applicable)
  - Lunch will be offered. The Stow Firefighters Association will be filing permits with the Nashoba Board Of Health
- Vendors?
  - Vendors will be given specific locations in a vendor's area. Vendors will be allowed to bring vehicles. These must be parked and secured per the SFFA rules prior to the start of the event
- Entertainment?
  - There will be no entertainment

## Accessibility

- Parking
  - Parking is planned to utilize current handicap parking spots. The spot locations will be dependent of approval form ~~Masters Academy~~
- Food service area
  - Food service area will be as permitted by the Nashoba Board of Health
- Eating area
  - Eating area will be as permitted by the Nashoba Board of Health
- Portable toilets
  - Port-a-potties will be purchased and brought in for the event

## Food and Waste

- Plan for food, including the information you receive from the Board of Health in writing
  - Food will be applied by the Stow Firefighters Association to the Nashoba Board Of Health
- Are dumpsters being provided?
  - Dumpsters will not be provided. Trash Bags will be provided. All trash will be removed off site using personal vehicles and disposed of in personal trash cans

## Entertainment

- Entertainment being provided
  - N/A
- Hours for entertainment?
  - N/A

## Vendors

- type of vendors
  - Vendors will be businesses, nonprofits and other groups interested in attending. They will have the ability to bring vehicles, or set up booths
- Are they selling food?
  - Vendors will have the ability to sell snacks and drinks as allowed by the board of health
- Will they have tents?
  - Vendors will have the ability to set up tents in their designed locations
- Will they be covered under the main liability insurance policy?
  - Vendors will be covered under their own policies

On Tue, May 24, 2022 at 12:35 PM selectboard <[selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov)> wrote:

Hi Erick,

For the Touch A Truck event on Saturday, August 27th, here is a list of what the Select Board office needs as one full submission. Once we receive your complete packet, this office will review it and send it to our internal event team for approval/comments. You may drop off a paper packet, or submit it electronically; whichever is easiest for you.

- Name, date, time, and location of the event
- Certificate of Liability Insurance from sponsor(s)
- Estimated number of people at the event
- Approval from event location
- Full logistics of the event and a map of the layout, including the following:
  - Parking
  - Where will lunch be held? (if applicable)
  - Vendors?
  - Entertainment?
- Accessibility - all areas must provide access for persons with a disability, to include:
  - Parking
  - Food service area
  - Eating area
  - Portable toilets
- Plan for food, including the information you receive from the Board of Health in writing
- Plan for waste disposal
  - Are dumpsters being provided?
    - If YES, will they be covered and when will they be placed and removed?
    - If NO, what is the plan for trash?
- Entertainment being provided
  - Hours for entertainment?
- Vendors
  - type of vendors
  - are they selling food?
  - will they have tents?
  - Will they be covered under the main liability insurance policy?

Your event will be scheduled on a Select Board agenda, and we have a tentative date for you of **Tuesday, August 9, 2022**. We would need to get this information from you no later than **JULY 20 at noontime**. This will give our departments ample time to review and provide feedback prior to the meeting on August 9<sup>th</sup>.

(If you find that this is not enough time, we can put you on the August 23<sup>rd</sup> agenda, and we would need your information by August 3<sup>rd</sup>).

Please let me know if you have any questions. Thank you!

Best regards,

Joyce

Joyce Sampson | Executive Assistant

Town Administrator & Select Board Office

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

978-897-4515 | [www.stow-ma.gov](http://www.stow-ma.gov)

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**From:** Vice President <[vice.sffa@gmail.com](mailto:vice.sffa@gmail.com)>

**Sent:** Monday, May 23, 2022 5:14 PM

**To:** selectboard <[selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov)>

**Subject:** Re: SFFA Selectboard Event Approval

Sorry about that

The event is being planned August 27th, 2022 from 10am-2pm, we are looking for the approval prior so we can start reaching out.

We have been working with masters academy as our primary location. We are looking into other locations as a secondary incase something happens with with property signing.

The plan will be to bring in vendors and vehicles for people to explore.

We will again be hosting this as a free event.

--  
**Erick Benoit**

*Vice President*

*Stow Firefighters Association*

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On May 23, 2022, at 12:53 PM, selectboard <[selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov)> wrote:

Hello,

Could you please provide the date, time, and location of the event? Also, will there be any vendors there or just the Touch A Truck?

Once I receive this information, I will check with the Town Administrator to see which agenda your event can be added to. Thank you!

Best regards,

*Joyce*

Joyce Sampson | Executive Assistant

Town Administrator & Select Board Office

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

978-897-4515 | [www.stow-ma.gov](http://www.stow-ma.gov)

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**From:** Vice President <[vice.sffa@gmail.com](mailto:vice.sffa@gmail.com)>  
**Sent:** Monday, May 23, 2022 12:34 PM  
**To:** selectboard <[selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov)>  
**Cc:** Rachel Vogendewey <[pres.sffa@gmail.com](mailto:pres.sffa@gmail.com)>  
**Subject:** SFFA Selectboard Event Approval

Good afternoon!

The SFFA is requesting to be added to the upcoming selectboard meeting to request approval for a 2022 Touch A Truck Event.

Please let me know if there is anything you need from us

--

**Erick Benoit**

*Vice President*

*Stow Firefighters Association*

**Help Support Us!** [www.stowfirefighters.com](http://www.stowfirefighters.com)

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Discussion of the Board of  
Health meeting on August 18  
re: Level 3-Critical Drought and  
Non-Essential Outdoor Water Use

Town of Stow  
Board of Health  
Mandatory Water Use Ban  
**Non-Essential Outdoor Water Use Ban**

Whereas the Town of Stow is in an area of the State declared to be in Level 3 – Critical Drought,

Whereas the State Guidance on Non-Essential Outdoor Water-Use restriction is to ban all non-essential outdoor water use,

Whereas Stow residents and businesses derive their potable water from private and public water supply wells which access groundwater,

Whereas wetlands and streams have shown stress from the current drought condition,

Whereas a supply of potable water is necessary for the promotion of public health of the residents of Stow,

**The Stow Board of Health, acting under 105CMR400.220 (b) Emergency Procedures, hereby prohibits non-essential outdoor water use at all times. This ban shall be effective August 22, 2022 and the Board of Health will monitor the drought level and shall review the ban from time to time.**

Examples of **nonessential** outdoor water uses include, but is not limited to:

- Irrigation of public and private lawns via sprinklers or automatic irrigation systems;
- Washing of vehicles, other than by means of a commercial car wash, except as necessary for public safety or operator safety; and
- Washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply paint, preservatives, stucco, pavement or cement.

The following uses are permitted:

- Watering of personal gardens by means of a hand-held hose/watering can is allowed after 7:00PM until 7:00AM; and
- To meet the core functions of a business or commercial activity.

# Discussion of the Charge for the Economic Development and Industrial Commission

## **Planning Board EDIC Key Points Input**

### **8/9/22**

1. Define context that establishes framework from which to work within – overarching goals
2. Have a specific charge – create and implementing an economic development plan to attract and retain businesses that fits into the Town’s overall plan (Comprehensive/Master) – this implies they are working with other Boards and Committees to create a common vision, not a body that acts on their own
3. Directly state they need to work with other Boards and Committees to influence those things under the purview of the other Boards and Committees (i.e. not work in parallel with a different goal/perspective), acknowledging that the Boards and Committees need to balance other perspectives beyond economic development

### **Sample statements**

#### Context

Have a thriving business community is vital to the Stow, both as a source of basic goods and services and as a major factor in improving and maintaining the quality of life in the Town. At the same time, residents desire to maintain Stow’s small town rural character while having options for shopping, dining, and services to remain locally accessible. To balance these desires, the Town must ensure that economic development is appropriate for a rural and suburban community by encouraging appropriate businesses that enhance the community. And, to further support the business community, the Town should also guide the continued development of appropriate, efficient, and economical infrastructure for Stow, including utilities.

#### Charge

To create and sustain a thriving business community, the Town of Stow recognizes it is important to have a rigorous and result driven economic development plan to attract and retain businesses. Under the direction of the Stow Select Board, the Stow Economic Development and Industrial Commission (EDIC) will develop and implement an Economic Development Plan for the Town of Stow for anticipated inclusion in the upcoming Comprehensive Plan update (i.e. Master Plan update). Working with the business community and Stow residents, the EDIC will develop a community engagement strategy, gain community data, information, and perspectives to inform the economic development plan. The EDIC will bring relevant data and collaborate with Town boards and committees where the economic development plan needs to influence activities under the purview of the other boards and committees so that the Comprehensive Plan update represents a unified vision for Stow.

# Update to the Traffic Mitigation Plan

Chief Michael Sallese  
Traffic Safety Advisory Committee



Town of Stow  
**TRAFFIC SAFETY  
ADVISORY COMMITTEE**

**380 Great Road  
Stow, Massachusetts 01775-1122  
(978) 897-4545**

August 18, 2022

Select Board  
380 Great Road  
Stow, MA 01775

RE: Traffic Mitigation Plan Update

In September of 2014 Police Chief William Bosworth and Fire Chief Joseph Landry approached the Select Board with a Traffic Mitigation Plan to help assist Public Safety with the increased traffic that is drawn to Stow during the fall season. This plan established guidelines for numerous organizations and public safety officials to alleviate traffic congestion which would hinder the movement of public safety vehicles during an emergency either at a venue or the surrounding area.

Over the past few months, the Traffic Safety Advisory Committee has received complaints from Stow Residents regarding the upcoming fall traffic. As a group, we felt this was a good opportunity to review and update an 8-year-old guideline, while also adding new businesses that have developed. This review process started in May and completed in August. The Traffic Plan was discussed on the public agenda for the following meetings 5/18, 6/2, 6/22, 7/20, 7/27, 8/17.

We have found that this is an ever-evolving document and needs to be reviewed on an annual basis. Part of the review process is to have numerous public meetings inviting stakeholders and residents to receive their input. The Traffic Safety Advisory Committee finalized the plan at the August 17, 2022, meeting. Before the meeting all stakeholders were hand delivered a notice of the review and the final draft of the plan. Additionally, they were invited to the public meeting to be heard and to discuss any information they wanted the committee to consider. No representatives from any of the venues attended the meeting. The committee voted to have me represent the committee and send the plan to you for your approval.

I respectfully request that you approve the updated plan as presented. Please note it is the intent of the committee to continue to update the plan annually

Respectfully submitted,

Chief Michael Sallesse, on behalf of the Traffic Safety Advisory Committee



Town of Stow  
**TRAFFIC SAFETY  
ADVISORY COMMITTEE**

**380 Great Road  
Stow, Massachusetts 01775-1122  
(978) 897-4545**

The following Traffic mitigation plan has been developed by the Stow Traffic Safety Advisory Committee as a pro-active measure to protect the citizens and all who visit Stow during fall time and any scheduled or non-scheduled events that contribute to a hazardous traffic condition. The intent of this plan is to alleviate traffic congestion which would hamper the movement of public safety vehicles during an emergency either related or non-related to the venue.

This plan has been developed as a multiple stage program to accommodate several locations and conditions with a seamless transition from one stage to the next as a situation escalates.

This plan will require actions from multiple agencies in conjunction with the local business owners. It is our commitment to offer the residents and all that visit Stow a safe and pleasant experience.

## Table of Content

Stow Police Operating Guidelines -----	Page 3
Honey Pot Orchard -----	Page 6
Shelburne Farm Plan -----	Page 12
Collings Foundation Plan -----	Page 14
Carver Hill Orchard Plan -----	In Development
Derby Orchard Plan -----	In Development
Honey Pot Orchard Christmas Tree Sales-----	In Development
Mistletoe Christmas Farm-----	In Development
Taproot Farm-----	In Development
Town of Stow By-Laws -----	Page 16
Collective Bargaining Agreement Regarding Details -----	Page 18

## **Stow Police Operating Guidelines**

### **Special Events Planning Stow Police Department Policy & Procedure No. 7.02**

#### **I. General Considerations and Guidelines**

The purpose of this policy is to provide a guideline for employees assigned the task of planning for a special event.

#### **II. Policy**

It is the policy of this department to plan in advance for events whenever possible and, depending upon the scale of the event, distribute responsibilities for event planning and management.

#### **II. Procedures [46.2.7]**

##### **A. Event Planning and Management**

##### **1. Duties**

- a. The Chief of Police in conjunction with other public agencies will develop a written event plan to coordinate the actions of Public Safety Personnel during events.
- b. In the absence of the Chief of Police an Event Supervisor shall be designated to oversee the event, The supervisor will utilize the developed plan as a guideline to mitigate perceived public safety issues.
- c. Other employees may be assigned to manage subtasks as part of the overall event and report to the Event Supervisor:
  - 1) Traffic;
  - 2) Security;
  - 3) Medical Support;
  - 4) Logistics;

##### **2. Event Plan Management**

- a. Event proposals shall be filed with the Chief of Police.
- b. Copies of the event proposals shall be made available to all Public Safety Officials in advance, to be reviewed for planning feedback.
- c. An event plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.<sup>1</sup>

##### **B. Event Plan**

1. Purpose [46.1.2]

- a. The event plan consists of a plan of command, control, and organized deployment of resources for a planned event.
- b. Existing event plans for this department include:
  - 1) Fourth of July Celebration i.e. Lake Boon Water Carnival
  - 2) Thanksgiving Day Turkey 5k Run
  - 3) Memorial Day Parade
  - 4) Springfest
  - 5) Run for the Woods 5k- Week of Springfest
  - 6) Apple Picking Season
  - 7) Collings Foundation

2. CONSIDERATIONS

The following items will be taken into account during the development of an event plan.

- a. CROWD CONTROL
  - 1) A written estimate of the number of attendees
  - 2) Age and mobility of attendees
  - 3) Anticipated crowd control problems
- b. TYPE OF EVENT
  - 1) Reason for attending the event
  - 2) Examples: political, celebratory, entertainment, protest
- c. SCOPE OF EVENT
  - 1) Geographic area
  - 2) Length of event, time-wise
- d. SECURITY CONSIDERATIONS
  - 1) Hostile participants
  - 2) Counterdemonstrations
  - 3) Weapons
  - 4) Terrorism
- e. TRAFFIC
  - 1) Access to the event
  - 2) Egress from the event
  - 3) Emergency vehicles
  - 4) Street closings
  - 5) Traffic direction and control posts
- f. PARKING
  - 1) Authorized parking areas
  - 2) Handicapped parking access
  - 3) Bicycles
  - 4) Parking area security
- g. ANTICIPATED CRIME PROBLEMS

- 1) Event participants
- 2) Persons victimizing participants
- h. LOGISTICAL REQUIREMENTS
  - 1) Equipment
  - 2) Supplies
  - 3) Medical support
  - 4) Staging area
- i. STAFFING
  - 1) Local personnel resources
  - 2) Available personnel resources from outside agencies
  - 3) Use of special operations personnel, if any
- j. COORDINATION
  - 1) Within the agency
  - 2) Within the municipality
  - 3) Outside of the municipality

C. Post Event Review

- 1. After Action review
  - a. The Chief of Police shall conduct an after-event review to determine the overall strengths and weaknesses of the event plan.
- 2. After Action Report
  - a. The Chief of Police shall create an after-action report highlighting strengths and weakness of the plan and lessons learned.

## **Honey Pot Orchard**

### **Phase I**

The Phase 1 plan will be implemented every weekend, weather permitting from the Third weekend in September through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage.
2. The Stow Highway will place additional "Road Closed" signs at the following locations in the event of an unforeseen emergency.
  - a. Gleasondale Road @ Whitman Street
  - b. Gleasondale Road @ Boon Road
  - c. Sudbury Road @ State Road
3. Police will post the area around Honey Pot with No Parking signs, additional signs will be posted..
  - a. Sudbury Rd @ Whitman to south side of Bridge
  - b. East side of Barton Rd
  - c. Appleblossom Ln
  - d. Robert Rd @ Boon Rd
  - e. Robert Rd @ Whitman
  - f. Boon Rd
  - g. Sudbury Rd @ Whitman to Gleasondale Rd
4. Police and Fire Chief's or designee will meet with the Martin Family at Honey to discuss plans as needed and relay updated cell phone contacts.
5. A Police Detail consisting of 2 Officers from 11:00 am to 3:00 pm weather permitting from third weekend in September to Colombus Day.
6. One shall be at the Whitman Street, Boon Road and Sudbury Road intersection.
7. One at Sudbury Road in the vicinity of the Farm Stand exit and Lot "A", this officer may be used to also aleave traffic at Lots B & C or Gleasondale @ Sudbury Rd if needed.
8. Detail Officers will remove road clousure sign at Gleasondale at end of each day.
9. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.

- 10.** Additional Fire Personnel maybe be recalled by the Shift Officers if necessary
- 11.** Honey Pot Orchard will be prepared to open additional parking areas including Lot "E" immediately when requested by the Detail Officers in the interest of public safety
- 12.** Town sign board will be utilized as needed
- 13.** Additional Stow Police no parking signs will be given to Honey Pot Orchards
- 14.** Map of Honey Pot parking lots and Maze issued to Police and Fire personnel
- 15.** Mutual aid Police and Fire assistance is available if necessary
- 16.** Police and Fire personnel will be updated on procedures for the weekend
- 17.** All active lots must have a monitor with communications. This monitor will notify Their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately. The Detail Officer will be notified of the change and direct traffic accordingly.
- 18.** Honey Pot will supply a Farm Stand parking monitor to notify the Lot "C" monitor that no more spaces are available and shut down Boon Road to the Farm Stand.
- 19.** Police have authority to shut down inbound traffic on public ways to Honey Pot if these roads are at capacity and causing a public safety issue. (*Town of Stow By-Law, Article II, section 2*)
- 20.** Maze traffic to be restricted to "Right Turn Only" toward Gleasondale Road due to Boon Road closure. (*Town of Stow By-Law, Article II, section 1*)
- 21.** Sudbury Rd. (south) through the orchard towards Gleasondale Rd. will be allowed to be a one way exit route for Honey Pot traffic with no traffic entering from Rte 62, residents only (*Town of Stow By-Law, Article II, section 1*)
- 22.** Traffic leaving Sudbury Road at Gleasondale Road will be directed to Hudson Lower Main Street. (Reducing traffic returning to State Road via Boon Road)
- 23.** Farm Store Exit traffic to be directed to Sudbury Road to Gleasondale
- 24.** Sign Board to be placed at Sudbury Road at Gleasondale Triangle to direct right turns before triangle for north on 62.

## **Detail Officer Operating Guidelines**

### **Detail Officer I**

(Whitman Street @ Boon Road)

The Officer will report to the Farm Stand to meet with Chelcie Martin to review the days agenda and will be assigned a Honey Pot Orchard portable radio.

- Whitman Street traffic will be directed down Boon Road to enter into the Store or Lot's "C & B"
- Sudbury Road traffic from State Road will be directed up Sudbury Road to Lot "A"
- Detail Officer I will constantly monitor traffic levels on Whitman Street, Boon Road and Gleasondale Road
  - a. Andrew Martin cell # (978) 394-5911
  - b. Andrew Martin Cell # 2 (978) 394-5346
  - c. Chelcie Martin cell # (978) 875-2756

### **Detail Officer II**

(Sudbury Road @ Lot "A" / Farm Stand entrance)

- Place traffic cones allowing only inbound traffic to Lot "A" from Sudbury Road and exiting traffic from Lot "A" and the Farm Stand to exit south on Sudbury Road.
- Keep constant flow of traffic entering Lot "A" from Sudbury Road to eliminate back-up on Sudbury Road from State Road
- Assist with pedestrian traffic crossing Sudbury Road from the Farm Stand to Lot "A".
- Assist traffic at the Entrance to B and C on Boon Road
- Assist Traffic at Gleasondale and Sudbury Road
- Ensure Barricade is up at beginning of Detail, leaving room for residents
- Remove Barricade at Gleasondale Road
- Conditions permitting, Detail Officer II may be utilized in alternate locations to alleviate other traffic conditions.

## **Phase II**

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations. (*Town of Stow By-Law, Article II, section 1*)

### **Whitman Street @ Birch Hill Road**

- Traffic permitting Detail Officer I will allow traffic to move straight across to Lot "A" in addition to Lot's "B & C".
- If necessary, Detail Officer I will implement the Road Closure at Gleasondale Road and Whitman Street to reduce traffic.

### **Gleasondale @ Boon Road**

- If necessary, Detail Officer I will implement the Road Closure at Gleasondale Road and Boon Road to reduce traffic.

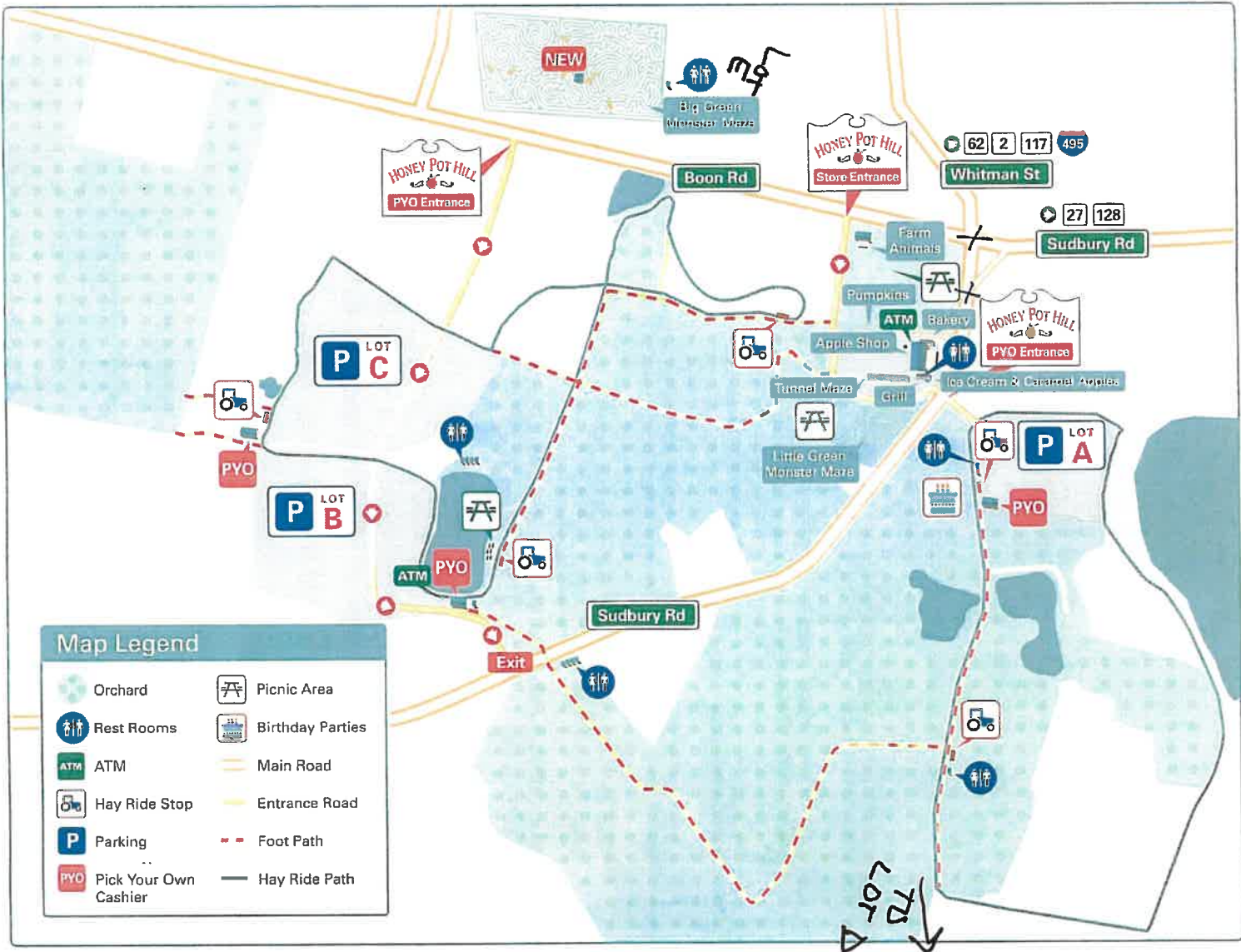
### **Sudbury @ State Road**

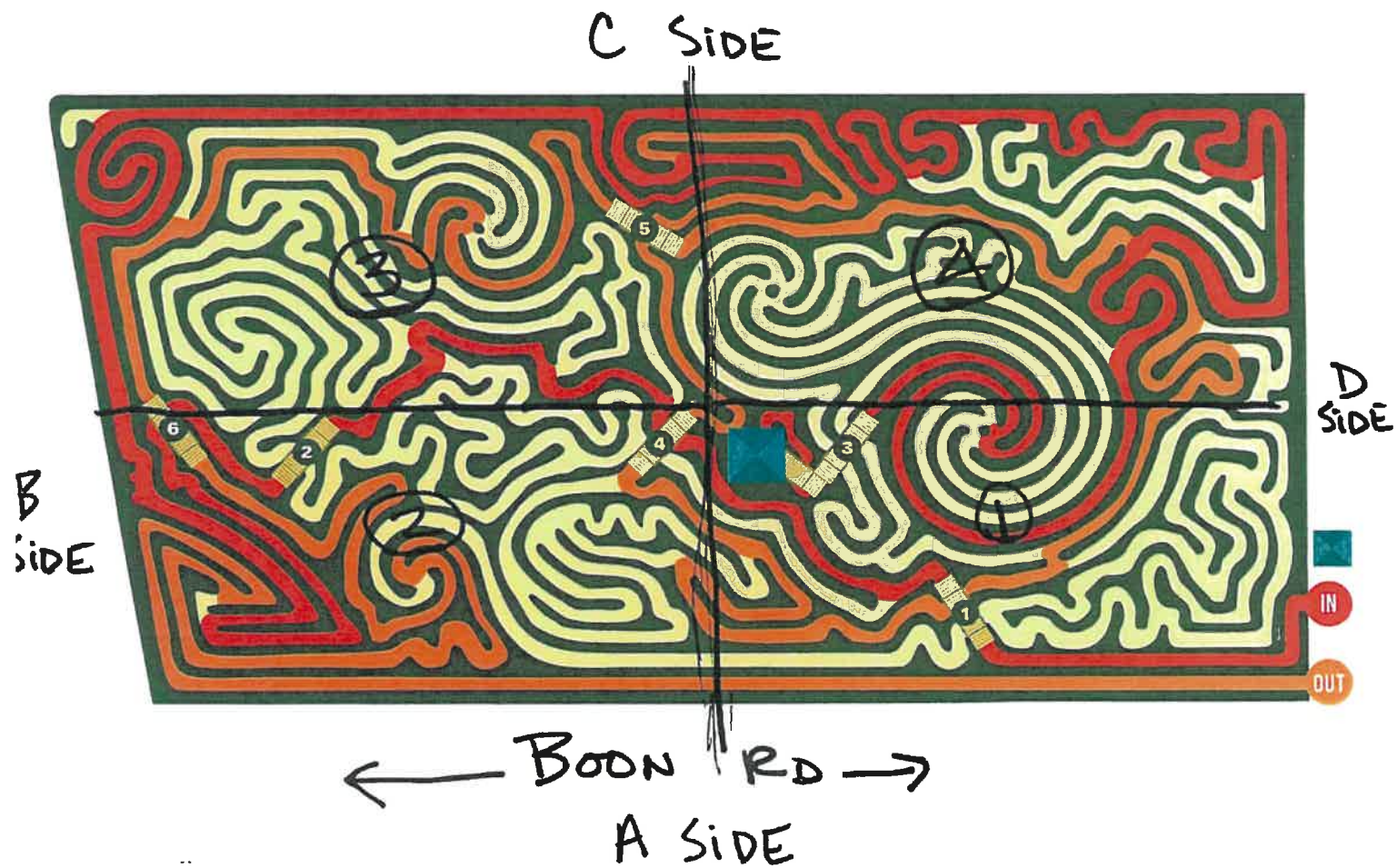
- Traffic permitting Detail Officer I will allow traffic to move straight across the Whitman Street intersection to Boon Road access to Lot "C" along with the Sudbury Road access to Lot "A"
- If necessary Detail Officer I will implement the Road Closure at State Road and Sudbury Road to reduce traffic.

## **Phase III**

Phase III will be implemented in the event of a reported incident in the vicinity of or south of the Whitman Street intersection. (*Town of Stow By-Law, Article II, section 2*)

1. Dispatch will notify both Detail Officers of the incident and location.
2. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
3. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
4. Appropriate road closures will be implemented and remain up for the duration of the incident.





## **Shelburne Farms**

### **Phase I**

The Phase 1 plan will be implemented every weekend, weather permitting from Labor Day weekend through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage
2. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.
3. Additional Fire Personnel will be recalled by the Shift Officers if necessary
4. Cell phone communication confirmed with the staff, they will be given Police and Fire Chief's cell numbers
5. Police will post the area around Shelburne Farm with No Parking signs, additional signs will be posted as needed.
  - a. No Parking Signs on West Acton Road from South Acton to Brandy Meade
  - b. No Parking Signs on Brandy Meade
6. Police and Fire Chief's meet with the Owner at Shelburne Farm to discuss plans as needed
7. Town sign board will be utilized as needed
8. Map of Shelburne Farm parking lots and issued to Police and Fire personnel
9. Mutual aid Police and Fire assistance is available if necessary
10. Police and Fire personnel will be updated on procedures for the weekend
11. All active lots must have a monitor with communications. This monitor will notify Their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately.
12. Police have authority to shut down inbound traffic on public ways to Shelburne Farm if these roads are at capacity and causing a public safety issue.

## **Phase II**

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations

### **West Acton Road @ Crescent Street**

- On duty officers will place a "Road Closed" sign at the West Acton, Boxborough, and South Acton Intersection diverting traffic from West Acton Road to both South Acton Road and Boxborough Road. This action will quickly alleviate congestion for emergency vehicles to access West Acton Road if needed.
- Shelburne Farm will be directed to close entrance to and use secondary parking lot on West Acton Road.
- If necessary Detail Officer I will implement the Road Closure at Crescent Street and West Acton Road to reduce traffic.

## **Phase III**

Phase III will be implemented in the event of a reported incident in the vicinity of Shelburne Farms, on West Acton Road or any connecting road that will need access from outside agencies.

1. Dispatch will notify the On-Duty Officers of the incident and location.
2. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
3. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
4. Appropriate road closures will be implemented and remain up for the duration of the incident.

## **COLLINGS FOUNDATION**

### **Phase I**

The Phase I plan will be implemented when the Collings Foundation is hosting a major scheduled event weather permitting

- 1. Prepare all active cruisers with "Road Closed" signage**
- 2. Police will post the area around the Collings Foundation with no parking signs if needed; additional signs will be posted as needed.**
- 3. Police and Fire Chief's meet with the Collings Foundation to discuss plans as needed**
- 4. Police and Dispatch will have the authority to call in extra help as needed or call in the next shift early, if deemed necessary**
- 5. Additional Fire Personnel will be recalled by the Shift Officers if necessary**
- 6. Cell Phone communication confirmed with Collings Foundation staff**
- 7. Collings Foundation will be prepared to open additional parking areas immediately if requested by Public Safety Officials**
- 8. Town Sign Board will be utilized as needed**
- 9. Additional Stow Police no parking signs will be given to Collings Foundation**
- 10. Mutual Aid Police and Fire assistance is available if necessary**
- 11. Police and Fire Personnel will be updated on procedures for the weekend**
- 12. All active lots must have a monitor with communications. This monitor will notify their supervisors when the lot is 75% full. At this time additional parking areas will be utilized immediately.**
- 13. Police have the authority to shut down inbound traffic on public and private ways to the Collings Foundation if these roads are at capacity and causing a public safety issue ( *Town of Stow By-Law, Article 11, section 2*)**
- 14. A chain across the fire access road with a Fire Department lock will be added to the entrance.**

## **PHASE II**

Phase III will be implemented in the event of a reported incident on Barton Rd. in the vicinity of the Collings Foundation.

- Dispatch will notify on duty officers of the incident and location.
- Immediate action will be taken by the on duty officers to relieve traffic in the most direct route of travel for emergency services.
- Mutual Aid will be dispatched if deemed necessary by the Police and Fire Department supervisors.
- Appropriate road closures will be implemented and remain in place for the duration of the incident.

## **Town of Stow By-Laws**

### **Article 6. Police Regulations**

#### **Section 13.**

a. No vehicle shall be parked on the left side of any street, road, square or way within the Town of Stow, nor shall any vehicle be parked so as to interfere with the normal flow of traffic, nor shall any vehicle be parked anywhere within the Town of Stow in such a manner as to hinder in the plowing or removal of snow from any street, road, square, or way. (amended 2/24/59)

b. No person, which term shall include any company, corporation or other entity and its agents and employees, shall block or obstruct the normal flow of vehicular traffic on any public way, or private way open to the public, for any reason, including repairs by any public utility, without first obtaining a permit from the Chief of Police, acting for or on behalf of the Selectmen. Such permits may be granted by the Chief of Police on such terms and conditions as he in his sole judgment and discretion shall determine to be in the interests of public safety. Any public utility or other person frequently engaged in activities in or near such a way may be granted a general permit for all such work; provided, however, that the Police Department shall be notified by the holder of such permit prior to the undertaking of any work thereunder. The denial of a permit, or any terms and conditions imposed, may be appealed by the applicant to the Board of Selectmen. Any person, prior to the issuance of such permit, shall agree in writing to indemnify and hold the Town and its officials harmless from any damages as may be awarded or legal fees incurred in any action for personal injury or property damage suffered as a result of the issuance of any permit. (added 5/8/84)

## **Town of Stow Traffic Rules and Orders**

With amendments through October 6, 2009.

At a meeting of the Board of Selectmen held in Stow on November 23, 1971 the following vote was duly passed:

The Board of Selectmen of the Town of Stow acting by virtue of the power given to it by Chapter 40, Section 22 of the General Laws (Ter. Ed.) and by virtue of any other power it hereto enabling, hereby adopts and makes the following rules and orders for the regulation of traffic upon the streets and highways of said town, the same to be known as Traffic Rules and Orders of the Town of Stow, insofar as the said rules and orders or any of them are the same as any valid regulations, rules and orders now in force, they shall be deemed to be a continuation thereof.

## **Article II. Authority and Duties of Police**

### **Section 1. Police to Direct Traffic**

It shall be the duty of the Police Officers to enforce the provisions of these rules and orders. Police Officers are hereby authorized to direct all traffic either in person or by means of visible or audible signal in conformance with the provisions of these rules and orders, provided that in the event of a fire or other emergency, to expedite traffic or safe-guard pedestrians, officers of the Police or Fire Department may direct traffic as conditions may require, notwithstanding the provisions of these rules and orders.

### **Section 2. Police May Close Streets Temporarily**

The Police may close temporarily any street or highway in an impending or existing emergency or for any lawful assemblage, demonstration or procession provided there is reasonable justification for the closing of such street.

### **Section 3. Police May Prohibit Parking Temporarily**

The Police may prohibit, temporarily, parking on any street or highway or part thereof in an impending or existing emergency or for a lawful assemblage, demonstration or procession provided there is reasonable justification for such prohibition. Vehicles parked in places where parking is prohibited temporarily may be moved by or under the direction of an officer.

### **Section 4. Exemptions**

The provisions of these rules and orders shall not apply to operators actually engaged in work upon a street or highway closed to travel or under construction or repair, to officers when engaged in the performance of public duties nor to drivers of emergency vehicles while operating in an emergency and in performance of public duties when the nature of the work of any of these necessitates a departure from any part of these rules and orders. These exemptions shall not, however, protect the driver of any vehicle from the consequences of a reckless disregard of the safety of others.

## **Article III. Traffic Signs, Signals, Markings and Zones**

### **Section 1. Interference with Signs, Signals and Markings Prohibited**

It shall be unlawful for any person to willfully deface, injure, move, obstruct or interfere with any official traffic sign, signal or marking.

### **Section 2. Obedience to Traffic Controls**

No driver of any vehicle shall disobey the instructions of any official control signal, sign, marking, marker or legend, unless otherwise directed by a police officer.

### **Collective Bargaining Agreement Regarding Details**

Agreement Between the Town of Stow and Stow Police Unit Local 206 Massachusetts Coalition of Police, AFL-CIO

#### **Article XVII: Extra Paid Details**

Section 1. Details, special details, road construction or repair, roadside improvements or public utilities construction or repairs, which may tend to hinder or endanger the normal flow of traffic, vehicular, pedestrian or otherwise, shall first be offered to the full-time Police Officers of the Stow Police Department...

Section 6. The Chief, when available, or the on duty shift commander in his absence, shall determine on a case by case basis, given the nature of a detail work request, the number of officers to be assigned to work the detail. Officer safety will be a primary consideration in determining the officer assignment numbers.

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# STOW PUBLIC SAFETY

## Traffic Mitigation Plan

### **Stow Fire Department**

Chief Joseph Landry

### **Stow Police Department**

Chief William Bosworth

The following Traffic mitigation plan has been developed by the Public Stow Public Safety Officials as a pro-active measure to protect the citizens and all who visit Stow during peak Apple Season and any scheduled or non-scheduled events that contribute to a hazardous traffic condition. The intent of this plan is to alleviate traffic congestion which would hamper the movement of public safety vehicles during an emergency either related or non-related to the venue.

This plan has been developed as a multiple stage program to accommodate a number of locations and conditions with a seamless transition from one stage to the next as a situation escalates.

This plan will require actions from multiple agencies in conjunction with the local business owners. It is our commitment to offer the residents and all that visit Stow a safe and pleasant experience.

## Table of Content

Stow Police Operating Guidelines	Page 3
Honey Pot Orchard	Page 6
Shelburne Farm Plan	Page 12
Collings Foundation Plan	Page 14
Carver Hill Orchard Plan	In Development
Derby Orchard Plan	In Development
Town of Stow By-Laws	Page 16
Collective Bargaining Agreement Regarding Details	Page 18

## **Stow Police Operating Guidelines**

### **Special Events Planning Stow Police Department Policy & Procedure No. 7.02**

#### **I. General Considerations and Guidelines**

The purpose of this policy is to provide a guideline for employees assigned the task of planning for a special event.

#### **II. Policy**

It is the policy of this department to plan in advance for events whenever possible and, depending upon the scale of the event, distribute responsibilities for event planning and management.

#### **II. Procedures [46.2.7]**

##### **A. Event Planning and Management**

###### **1. Duties**

- a. The Chief of Police in conjunction with other public agencies will develop a written event plan to coordinate the actions of Public Safety Personnel during events.
- b. In the absence of the Chief of Police an Event Supervisor shall be designated to oversee the event, The supervisor will utilize the developed plan as a guideline to mitigate perceived public safety issues.
- c. Other employees may be assigned to manage subtasks as part of the overall event and report to the Event Supervisor:
  - 1) Traffic;
  - 2) Security;
  - 3) Medical Support;
  - 4) Logistics;

###### **2. Event Plan Management**

- a. Event proposals shall be filed with the Chief of Police.
- b. Copies of the event proposals shall be made available to all Public Safety Officials in advance, to be reviewed for planning feedback.
- c. An event plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.<sup>i</sup>

##### **B. Event Plan**

###### **1. Purpose [46.1.2]**

- a. The event plan consists of a plan of command, control, and organized deployment of resources for a planned event.

- b. Existing event plans for this department include:
  - 1) Fourth of July Celebration i.e. Lake Boon Water Carnival
  - 2) Thanksgiving Day Turkey 5k Run
  - 3) Memorial Day Parade
  - 4) Springfest
  - 5) Run for the Woods 5k- Week of Springfest
  - 6) Apple Picking Season
  - 7) Collings Foundation

## 2. CONSIDERATIONS

The following items will be taken into account during the development of an event plan.

- a. CROWD CONTROL
  - 1) A written estimate of the number of attendees
  - 2) Age and mobility of attendees
  - 3) Anticipated crowd control problems
- b. TYPE OF EVENT
  - 1) Reason for attending the event
  - 2) Examples: political, celebratory, entertainment, protest
- c. SCOPE OF EVENT
  - 1) Geographic area
  - 2) Length of event, time-wise
- d. SECURITY CONSIDERATIONS
  - 1) Hostile participants
  - 2) Counterdemonstrations
  - 3) Weapons
  - 4) Terrorism
- e. TRAFFIC
  - 1) Access to the event
  - 2) Egress from the event
  - 3) Emergency vehicles
  - 4) Street closings
  - 5) Traffic direction and control posts
- f. PARKING
  - 1) Authorized parking areas
  - 2) Handicapped parking access
  - 3) Bicycles
  - 4) Parking area security
- g. ANTICIPATED CRIME PROBLEMS
  - 1) Event participants
  - 2) Persons victimizing participants
- h. LOGISTICAL REQUIREMENTS
  - 1) Equipment
  - 2) Supplies
  - 3) Medical support

- 4) Staging area
- i. STAFFING
  - 1) Local personnel resources
  - 2) Available personnel resources from outside agencies
  - 3) Use of special operations personnel, if any
- j. COORDINATION
  - 1) Within the agency
  - 2) Within the municipality
  - 3) Outside of the municipality

#### C. Post Event Review

- 1. After Action review
  - a. The Chief of Police shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- 2. After Action Report
  - a. The Chief of Police shall create an after action report highlighting strengths and weakness of the plan and lessons learned.

# Honey Pot Orchard

## Phase I

The Phase 1 plan will be implemented every weekend, weather permitting from the Third weekend in September through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage.
2. The Stow Highway will place additional "Road Closed" signs at the following locations in the event of an unforeseen emergency.
  - Gleasondale Road @ Whitman Street
  - Gleasondale Road @ Boon Road
  - Sudbury Road @ State Road
3. Police will post the area around Honey Pot with No Parking signs, additional signs will be posted as needed.
4. Police and Fire Chief's meet with the Martin Family at Honey to discuss plans as needed and relay updated cell phone contacts.
5. A Police Detail consisting of 1 Officer from 11:00 am to 3:00 pm weather permitting at the Whitman Street, Boon Road and Sudbury Road intersection.  
*(The last 2 weekends in September through Columbus Day Weekend)*
6. An additional Police Detail Officer from 11:00 am to 3:00 pm weather permitting at Sudbury Road in the vicinity of the Farm Stand exit and Lot "A".  
*(1<sup>st</sup> Sunday of October and Columbus day weekend all 3 days)*
  - a) Detail Officer 2 may be utilized at other lot entrances depending on traffic volume
  - b) A dedicated Honey Pot Employee at the entrance to Lot "A" may replace the 2<sup>nd</sup> Detail Officer on a trial basis. This employee must have direct communication with Detail Officer 1 at all times.  
*(Detail Officer 1 or the Police Chief may require the 2<sup>nd</sup> Detail Officer as deemed necessary)*
7. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.
8. Additional Fire Personnel will be recalled by the Shift Officers if necessary
9. Honey Pot Orchard will be prepared to open additional parking areas including Lot "E" immediately when requested by the Detail Officers in the interest of public safety
10. Town sign board will be utilized as needed

11. Additional Stow Police no parking signs will be given to Honey Pot Orchards
12. Map of Honey Pot parking lots and Maze issued to Police and Fire personnel
13. Mutual aid Police and Fire assistance is available if necessary
14. Police and Fire personnel will be updated on procedures for the weekend
15. No parking signs posted on Apple Blossom Ln.
16. A Road Closed sign will be placed on Boon Road at the Farm Stand entrance to Sudbury Road intersection (*Town of Stow By-Law, Article II, section 2*)
17. All active lots must have a monitor with communications. This monitor will notify their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately. The Detail Officer will be notified of the change and direct traffic accordingly.
18. Honey Pot will supply a Farm Stand parking monitor to notify the Lot "C" monitor that no more spaces are available and shut down Boon Road to the Farm Stand.
19. Police have authority to shut down inbound traffic on public ways to Honey Pot if these roads are at capacity and causing a public safety issue. (*Town of Stow By-Law, Article II, section 2*)
20. Maze traffic to be restricted to "Right Turn Only" toward Gleasondale Road due to Boon Road closure. (*Town of Stow By-Law, Article II, section 1*)
21. Sudbury Rd. (south) through the orchard towards Gleasondale Rd. will be allowed to be a one way exit route for Honey Pot traffic with no traffic entering from Rte 62, residents only (*Town of Stow By-Law, Article II, section 1*)
22. Traffic leaving Sudbury Road at Gleasondale Road will be directed to Hudson Lower Main Street. (Reducing traffic returning to State Road via Boon Road)

## **Detail Officer Operating Guidelines**

### **Detail Officer I**

(Whitman Street @ Boon Road)

The Officer will report to the Farm Stand to meet with Chelcie Martin to review the days agenda and will be assigned a Honey Pot Orchard portable radio.

- Whitman Street traffic will be directed down Boon Road to enter into the Store or Lot's "C & B"
- Sudbury Road traffic from State Road will be directed up Sudbury Road to Lot "A"
- Detail Officer I will constantly monitor traffic levels on Whitman Street, Boon Road and Gleasondale Road
  - a. Andrew Martin cell # (978) 394-5911
  - b. Chelcie Martin cell # (978) 875-2756
  - c. Nick (Parking Coordinator) cell # (978)875-0301

### **Detail Officer II**

(Sudbury Road @ Lot "A" / Farm Stand entrance)

- Place traffic cones allowing only inbound traffic to Lot "A" from Sudbury Road and exiting traffic from Lot "A" and the Farm Stand to exit south on Sudbury Road.
- Keep constant flow of traffic entering Lot "A" from Sudbury Road to eliminate back-up on Sudbury Road from State Road
- Assist with pedestrian traffic crossing Sudbury Road from the Farm Stand to Lot "A".
- Conditions permitting, Detail Officer II may be utilized in alternate locations to alleviate other traffic conditions.

## **Phase II**

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations. (*Town of Stow By-Law, Article II, section 1*)

### **Whitman Street @ Birch Hill Road**

- Traffic permitting Detail Officer I will allow traffic to move straight across to Lot "A" in addition to Lot's "B & C".
- If necessary Detail Officer I will implement the Road Closure at Gleasondale Road and Whitman Street to reduce Whitman Street traffic.

### **Gleasondale @ Boon Road**

- Traffic Permitting Detail Officer I will remove the Road Closure between The Farm Stand and Whitman Street on Boon Road. This will allow direction of traffic up Sudbury to Lot "A".
- If necessary Detail Officer I will implement the Road Closure at Gleasondale Road and Boon Road to reduce traffic.

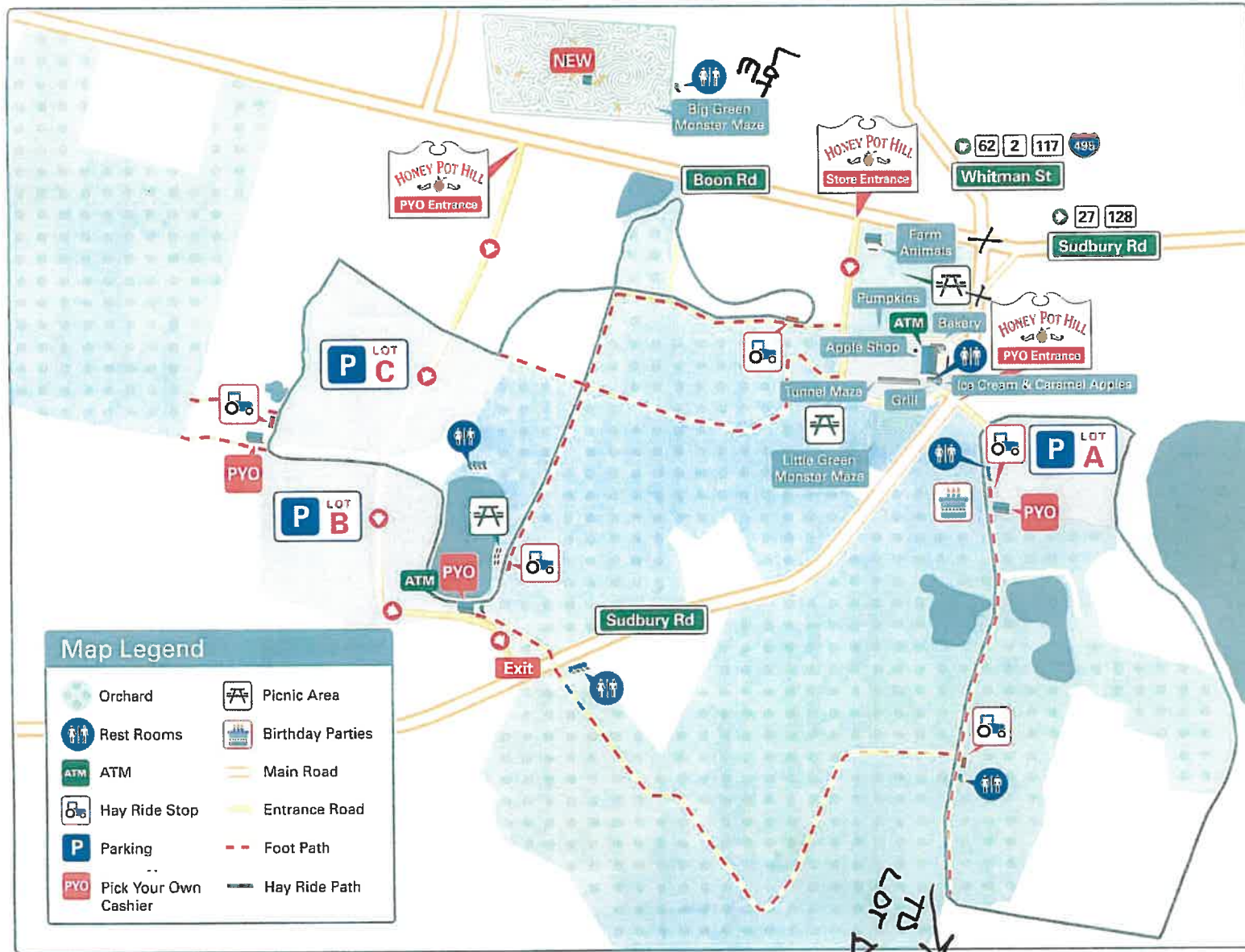
### **Sudbury @ State Road**

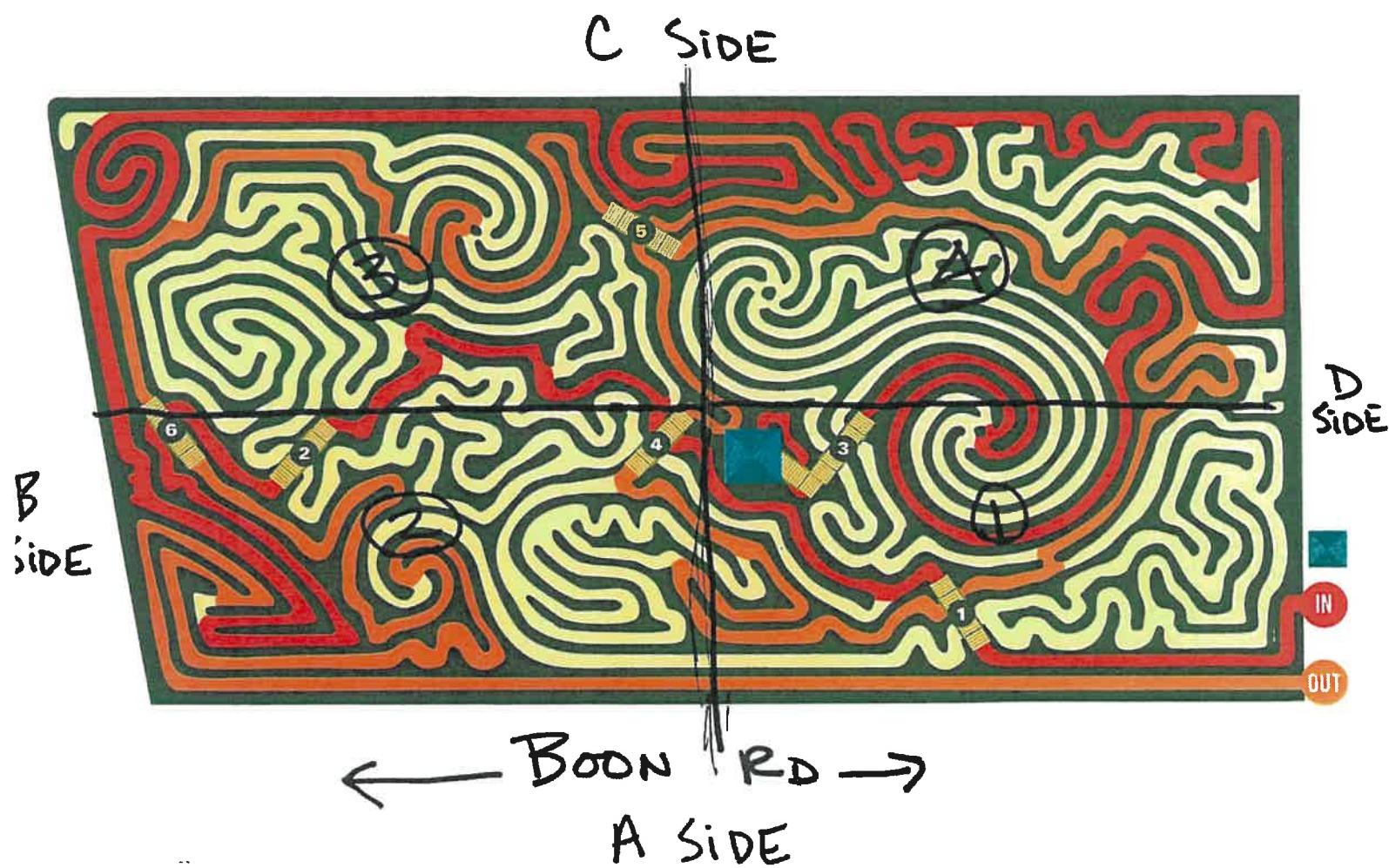
- Traffic permitting Detail Officer I will allow traffic to move straight across the Whitman Street intersection to Boon Road access to Lot "C" along with the Sudbury Road access to Lot "A"
- If necessary Detail Officer I will implement the Road Closure at State Road and Sudbury Road to reduce traffic.

## **Phase III**

Phase III will be implemented in the event of a reported incident in the vicinity of or south of the Whitman Street intersection. (*Town of Stow By-Law, Article II, section 2*)

1. Dispatch will notify both Detail Officers of the incident and location.
2. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
3. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
4. Appropriate road closures will be implemented and remain up for the duration of the incident.





# **Shelburne Farms**

## **Phase I**

The Phase 1 plan will be implemented every weekend, weather permitting from Labor Day weekend through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage
2. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.
3. Additional Fire Personnel will be recalled by the Shift Officers if necessary
4. Cell phone communication confirmed with the staff, they will be given Police and Fire Chief's cell numbers
5. Police will post the area around Shelburne Farm with No Parking signs, additional signs will be posted as needed.
6. Police and Fire Chief's meet with the Owner at Shelburne Farm to discuss plans as needed
7. Town sign board will be utilized as needed
8. Map of Shelburne Farm parking lots and issued to Police and Fire personnel
9. Mutual aid Police and Fire assistance is available if necessary
10. Police and Fire personnel will be updated on procedures for the weekend
11. All active lots must have a monitor with communications. This monitor will notify Their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately.
12. Police have authority to shut down inbound traffic on public ways to Shelburne Farm if these roads are at capacity and causing a public safety issue.

## **Phase II**

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations

### **West Acton Road @ Crescent Street**

- On duty officers will place a "Road Closed" sign at the West Acton, Boxborough, and South Acton Intersection diverting traffic from West Acton Road to both South Acton Road and Boxborough Road. This action will quickly alleviate congestion for emergency vehicles to access West Acton Road if needed.
- If necessary Detail Officer I will implement the Road Closure at Crescent Street and West Acton Road to reduce traffic.

## **Phase III**

Phase III will be implemented in the event of a reported incident in the vicinity of Shelburne Farms, on West Acton Road or any connecting road that will need access from outside agencies.

1. Dispatch will notify the On-Duty Officers of the incident and location.
2. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
3. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
4. Appropriate road closures will be implemented and remain up for the duration of the incident.

## **COLLINGS FOUNDATION**

### **Phase I**

The Phase I plan will be implemented when the Collings Foundation is hosting a major scheduled event weather permitting

1. Prepare all active cruisers with "Road Closed" signage
2. Police will post the area around the Collings Foundation with no parking signs if needed; additional signs will be posted as needed.
3. Police and Fire Chief's meet with the Collings Foundation to discuss plans as needed
4. Police and Dispatch will have the authority to call in extra help as needed or call in the next shift early, if deemed necessary
5. Additional Fire Personnel will be recalled by the Shift Officers if necessary
6. Cell Phone communication confirmed with Collings Foundation staff
7. Collings Foundation will be prepared to open additional parking areas immediately if requested by Public Safety Officials
8. Town Sign Board will be utilized as needed
9. Additional Stow Police no parking signs will be given to Collings Foundation
10. Mutual Aid Police and Fire assistance is available if necessary
11. Police and Fire Personnel will be updated on procedures for the weekend
12. Collings Foundation will maintain multiple vehicle check in points within the Collings property to alleviate traffic congestion and delays on Barton Road in an attempt to keep traffic flowing.
13. All active lots must have a monitor with communications. This monitor will notify their supervisors when the lot is 75% full. At this time additional parking areas will be utilized immediately.
14. Police have the authority to shut down inbound traffic on public and private ways to the Collings Foundation if these roads are at capacity and causing a public safety issue ( *Town of Stow By-Law, Article 11, section 2*)

## **PHASE II**

Phase II will be implemented when Public Safety Officials receive information that Barton Road is backed up in such a manner that it could be considered a public safety concern.

- Barton Rd. will be closed by Public Safety Officials in the area of Barton Rd. @ Sudbury Rd. with road closed signs ( *Town of Stow By-Laws Article 2 II section 2*)
- Hudson Police Department will be notified to deploy road closure on their roads leading to Barton Road.

## **PHASE III**

Phase III will be implemented in the event of a reported incident on Barton Rd. in the vicinity of the Collings Foundation.

- Dispatch will notify on duty officers of the incident and location.
- Immediate action will be taken by the on duty officers to relieve traffic in the most direct route of travel for emergency services.
- Mutual Aid will be dispatched if deemed necessary by the Police and Fire Department supervisors.
- Appropriate road closures will be implemented and remain in place for the duration of the incident.

## **Town of Stow By-Laws**

### **Article 6. Police Regulations**

#### **Section 13.**

a. No vehicle shall be parked on the left side of any street, road, square or way within the Town of Stow, nor shall any vehicle be parked so as to interfere with the normal flow of traffic, nor shall any vehicle be parked anywhere within the Town of Stow in such a manner as to hinder in the plowing or removal of snow from any street, road, square, or way. (amended 2/24/59)

b. No person, which term shall include any company, corporation or other entity and its agents and employees, shall block or obstruct the normal flow of vehicular traffic on any public way, or private way open to the public, for any reason, including repairs by any public utility, without first obtaining a permit from the Chief of Police, acting for or on behalf of the Selectmen. Such permits may be granted by the Chief of Police on such terms and conditions as he in his sole judgment and discretion shall determine to be in the interests of public safety. Any public utility or other person frequently engaged in activities in or near such a way may be granted a general permit for all such work; provided, however, that the Police Department shall be notified by the holder of such permit prior to the undertaking of any work thereunder. The denial of a permit, or any terms and conditions imposed, may be appealed by the applicant to the Board of Selectmen. Any person, prior to the issuance of such permit, shall agree in writing to indemnify and hold the Town and its officials harmless from any damages as may be awarded or legal fees incurred in any action for personal injury or property damage suffered as a result of the issuance of any permit. (added 5/8/84)

## **Town of Stow Traffic Rules and Orders**

With amendments through October 6, 2009.

At a meeting of the Board of Selectmen held in Stow on November 23, 1971 the following vote was duly passed:

The Board of Selectmen of the Town of Stow acting by virtue of the power given to it by Chapter 40, Section 22 of the General Laws (Ter. Ed.) and by virtue of any other power it hereto enabling, hereby adopts and makes the following rules and orders for the regulation of traffic upon the streets and highways of said town, the same to be known as Traffic Rules and Orders of the Town of Stow, insofar as the said rules and orders or any of them are the same as any valid regulations, rules and orders now in force, they shall be deemed to be a continuation thereof.

## **Article II. Authority and Duties of Police**

### **Section 1. Police to Direct Traffic**

It shall be the duty of the Police Officers to enforce the provisions of these rules and orders. Police Officers are hereby authorized to direct all traffic either in person or by means of visible or audible signal in conformance with the provisions of these rules and orders, provided that in the event of a fire or other emergency, to expedite traffic or safe-guard pedestrians, officers of the Police or Fire Department may direct traffic as conditions may require, notwithstanding the provisions of these rules and orders.

### **Section 2. Police May Close Streets Temporarily**

The Police may close temporarily any street or highway in an impending or existing emergency or for any lawful assemblage, demonstration or procession provided there is reasonable justification for the closing of such street.

### **Section 3. Police May Prohibit Parking Temporarily**

The Police may prohibit, temporarily, parking on any street or highway or part thereof in an impending or existing emergency or for a lawful assemblage, demonstration or procession provided there is reasonable justification for such prohibition. Vehicles parked in places where parking is prohibited temporarily may be moved by or under the direction of an officer.

### **Section 4. Exemptions**

The provisions of these rules and orders shall not apply to operators actually engaged in work upon a street or highway closed to travel or under construction or repair, to officers when engaged in the performance of public duties nor to drivers of emergency vehicles while operating in an emergency and in performance of public duties when the nature of the work of any of these necessitates a departure from any part of these rules and orders. These exemptions shall not, however, protect the driver of any vehicle from the consequences of a reckless disregard of the safety of others.

## **Article III. Traffic Signs, Signals, Markings and Zones**

### **Section 1. Interference with Signs, Signals and Markings Prohibited**

It shall be unlawful for any person to willfully deface, injure, move, obstruct or interfere with any official traffic sign, signal or marking.

### **Section 2. Obedience to Traffic Controls**

No driver of any vehicle shall disobey the instructions of any official control signal, sign, marking, marker or legend, unless otherwise directed by a police officer.

## **Collective Bargaining Agreement Regarding Details**

Agreement Between the Town of Stow and Stow Police Unit Local 206 Massachusetts  
Coalition of Police, AFL-CIO

### **Article XVII: Extra Paid Details**

Section 1. Details, special details, road construction or repair, roadside improvements or public utilities construction or repairs, which may tend to hinder or endanger the normal flow of traffic, vehicular, pedestrian or otherwise, shall first be offered to the full-time Police Officers of the Stow Police Department...

Section 6. The Chief, when available, or the on duty shift commander in his absence, shall determine on a case by case basis, given the nature of a detail work request, the number of officers to be assigned to work the detail. Officer safety will be a primary consideration in determining the officer assignment numbers.

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# Town Administrator Goals and Annual Evaluation Discussion

- Review FY22 Goals
- Discuss FY23 Goals
- Approve Evaluation Form



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

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

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

*Dolores Hamilton*  
*Assistant Town Administrator*  
[assttownadmin@stow-ma.gov](mailto:assttownadmin@stow-ma.gov)

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Town Administrator's Annual Review and Goals

Date: August 12, 2022

---

Please find attached a summary of my FY22 Goals that were voted on by the Select Board. We will discuss these on the 23<sup>rd</sup> and the Board members should have new goals in mind for the next year.

Additionally, please find the Performance Evaluation Form voted on last year. If the Board would like to make any changes to the form, they would need to be articulated at the meeting on August 23<sup>rd</sup>.

The expectation is the members would complete the evaluation form and return them to Dolores by September 5<sup>th</sup> for her to consolidate into a public document for discussion on September 13<sup>th</sup>.

Thank you.

Town Administrator Goals  
September 1, 2021 – August 31, 2022  
Voted on September 14, 2021

Goal	Status as of August 2022	Comments
Currently, the highest Town priority is implementing the Stow Acres solution. Therefore, a TA priority is to work with conservation, SCT, planning, and everyone else to finalize the deal and bring it to a fall town meeting. In particular, it is a priority for you to figure out the financing.	P&S has been signed. Retained Rights Agreement has been negotiated. Confident that funding will be secured.	Monthly meetings with the key stakeholders will continue until we acquire the property.
Track Road — if we do indeed receive the federal grant, figuring out what to do becomes a high priority for the Select Board. The priority for the TA would be to form and lead a working group to develop a plan, have that plan reviewed by relevant boards (planning, complete streets, SB I suppose), and implemented.	Federal Earmark was awarded. Funding goes through MassDOT. Met with them on 08/12/2022 to determine next steps.	
Coordinate with the Green Advisory Committee to ensure they are developing a climate action plan for the Town of Stow. Additionally, work with the committee to determine what steps would need to happen in order to have a plastic bag ban in town.	Established monthly meetings with three GAC liasons to assist moving their plan and objectives forward.	
Draft and present to the Select Board policies requested by the Select Board within 3 meetings of the affirmative vote to move forward with a proposed policy.	Other than a Board & Committee Code of Conduct, there have been no policies the SB has asked me to draft.	The Code of Conduct was drafted and presented at the meeting immediately following the discussion
Develop and host an onboarding training for new members of the Select Board, Finance Committee and Capital Planning Committee.	Working on a new Board & Committee Member Handbook.	Once the handbook is complete, can implement a training

Goal	Status as of August 2022	Comments
Develop and implement a comprehensive HR plan for the Town of Stow, with emphasis on employee recruitment, retention, and happiness. Draft and implement HR policies and practices to meet the plan.	In-Progress	There are a number of practices we have implemented to recruit and retain employees. We are also working on numerous HR Policies.
Coordinate with the Traffic Safety Advisory Committee to ensure the committee: a. prepares a report and presents to the Select Board and Town Administrator	Meet regularly with the TSAC Chair. To date, the TSAC meets once or twice a month and has put forth a number of proposals/reports forward to the Select Board.	
Work with the Moderator to start the bylaw & charter review processes	The new Moderator has compiled a Charter Review Committee. The General Bylaw Review Committee falls under the Select Board	There are a number of components to the General Bylaws - does the SB want one committee to review all or multiple committees focusing on specific topics?
Work with Library Stakeholders to move the library renovation project forward in a financially responsible way	The Library project passed town meeting and the ballot with a near unanimous vote. Now embarking on the design and construction phases to keep the project in budget.	

# **TOWN OF STOW TOWN ADMINISTRATOR PERFORMANCE EVALUATION**

## **INTRODUCTION**

A performance evaluation of the Town Administrator can result in substantial increases in municipal productivity. The evaluation process itself enhances communication with the governing body and strengthens the management team.

A positive or constructive evaluation will instill confidence in the Town Administrator and motivate that individual to a higher level of performance. The evaluation can identify real or perceived problems and give the team an opportunity for corrective action before the problems cause serious discord.

The evaluation session must reflect the thinking of the entire governing body. A carefully constructed evaluation process can be a very positive tool; it must be taken seriously and used wisely.

## **FREQUENCY OF EVALUATION**

A comprehensive performance evaluation should take place at least annually. The annual evaluation should be scheduled well in advance to permit preparation time and to avoid having an evaluation scheduled due to a single problem.

Ample time should be scheduled for each step in the evaluation process. Hurried sessions will not encourage communications, team building or the identification of problems.

## **THE EVALUATION PROCESS**

### **Section I.**

Each member of the Select Board is to evaluate the Town Administrator on each of the items listed, by circling the appropriate number rating. Also provided under each major points are lines for comments. These written comments are essential in providing explanations for a rating given.

### **RATING**

- 1 – Unsatisfactory
- 2 – Needs Improvement
- 3 – Satisfactory
- 4 – Good Performance
- 5 – Outstanding Performance

### **Section II.**

Each member of the Select Board will list their overall comments.

### **Section III.**

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator)**

## SECTION I.

DECISION MAKING – The Town Administrator must have the ability to make sound decisions and solve difficult problems.

1	2	3	4	5	Is objective, unbiased, analytical – able to deal with factors, rather than personalities, emotions or gossip when making decisions.
1	2	3	4	5	Is well informed – reads available background materials and, when necessary, requests additional information.
1	2	3	4	5	Considers innovative possibilities.
1	2	3	4	5	Sticks with a decision even when it is controversial.
1	2	3	4	5	Identifies and understands the problem and consequences of alternative decisions.
1	2	3	4	5	Is able to make difficult decisions.

COMMENTS:

COMMUNICATION – The Town Administrator must be effective with the residents, staff, news media, and elected officials.

1	2	3	4	5	Listens, understands, and asks questions.
1	2	3	4	5	Keeps the governing body well informed with concise and written communication.
1	2	3	4	5	Considers opposing points of view and is open-minded.
1	2	3	4	5	Focuses on the issue and is open and available to the public and takes their concerns seriously.
1	2	3	4	5	Criticizes the idea, not the person.

COMMENTS:

**PERSONAL DEVELOPMENT** – An effective policy maker must develop personal characteristics which are conducive to the smooth operation of the governing body and government.

1	2	3	4	5	Takes responsibility seriously and works hard.
1	2	3	4	5	Is sensitive to residents, staff, and media.
1	2	3	4	5	Is tactful, diplomatic, and tolerant.
1	2	3	4	5	Has a positive approach to position.
1	2	3	4	5	Recognizes and learns from the past mistakes.
1	2	3	4	5	Devotes time and effort to personal and professional excellence.
1	2	3	4	5	Respects opposition.

COMMENTS:

**PLANNING** – In order for the government to be efficient and meet its future needs, decisions must be deliberate rather than reactionary. Planning is the instrument of deliberate action.

1	2	3	4	5	Sees the big picture – is aware of the full range of services.
1	2	3	4	5	Thinks and plans for the long term.
1	2	3	4	5	Recognizes the need for improvement and believes positive change is possible.
1	2	3	4	5	Understands all major planning processes and actively participates where appropriate.
1	2	3	4	5	Understands the critical importance of the budget and participates constructively in that process.
1	2	3	4	5	Is willing and able to prioritize competing needs.
1	2	3	4	5	Plans for the long-term purchasing, replacement, and maintenance of Town equipment.

COMMENTS:

LEADERSHIP/SUPERVISION – The ability to guide the government forward and effectively supervise staff is crucial to growth and progress.

1	2	3	4	5	Encourages staff and provides challenges.
1	2	3	4	5	Gives clear direction to staff.
1	2	3	4	5	Does not expect or require staff to always agree.
1	2	3	4	5	Appreciates a job well done and recognizes outstanding employees.
1	2	3	4	5	Provides staff ample opportunities for growth and development.
1	2	3	4	5	Appreciates the range of responsibilities shouldered by staff and recognizes their concerns and needs.
1	2	3	4	5	Honestly, fairly, objectively, and regularly evaluates staff.

COMMENTS:

UNDERSTANDS ROLE – The role and function of a Town Administrator is generally well defined in the Town Charter. Serious problems arise when an Administrator does not understand that role or exceeds his/her authority.

1	2	3	4	5	Understands the form of government and its operation.
1	2	3	4	5	Recognizes that the authority of a governing body is constituted in the whole, and not its individual members.
1	2	3	4	5	Knows and follows the policies and legislation that define the role of the governing body.
1	2	3	4	5	Knows and follows the established chain of command.
1	2	3	4	5	Has the ability to resolve the numerous conflicts inherent in municipal government – is a good negotiator.

1	2	3	4	5	Recognizes the value of excellent employees and uses all reasonable efforts to ensure that the best available individuals are recruited and hired.
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COMMENTS:

TEAM PLAYER – Excellence in government requires teamwork. A good team member must constantly strive to cooperate with other members of the governing body.
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1	2	3	4	5	Understands the importance of teamwork.
1	2	3	4	5	Willing to develop and work toward common goals.
1	2	3	4	5	Recognizes the efforts and accomplishments of other team members.
1	2	3	4	5	Spends the time and effort necessary to build the team.
1	2	3	4	5	Avoids bitter and unfair political rhetoric.
1	2	3	4	5	Recognizes and respects that staff members are part of the team.

COMMENTS:

CONDUCT AT MEETINGS – The success of a local government depends on the productivity of the meeting of the governing body.
---

1	2	3	4	5	Stays on the topic and follows the agenda.
1	2	3	4	5	Abides by the rules of procedure for meetings.
1	2	3	4	5	Participates actively in the meeting.
1	2	3	4	5	Keeps comments concise and does not monopolize the meeting.
1	2	3	4	5	Prepares for all meetings.
1	2	3	4	5	Regularly attends the meetings.
1	2	3	4	5	Displays a competent and professional attitude.

COMMENTS:

ETHICS – A responsible Town Administrator adheres to a set of standards which are above reproach, consistently upholds the public trust.

1	2	3	4	5	Is committed to the premise of good government and services to the public.
1	2	3	4	5	Knows and follows the policies and legislation that defines the role of the governing body.
1	2	3	4	5	Has high personal and professional standards.
1	2	3	4	5	Does not disclose confidential information.
1	2	3	4	5	Always avoids conflicts of interest when possible and discloses them when not.
1	2	3	4	5	Is able to set aside all bias against any segment of the community.

COMMENTS:

PANDEMIC LEADERSHIP – A Town Administrator should demonstrate leadership, knowledge, and a willingness to adapt to unforeseen situations.

1	2	3	4	5	Provides competent leadership during the Coronavirus pandemic.
1	2	3	4	5	Establish effective and innovative policies during the pandemic.
1	2	3	4	5	Communicates effectively with all stakeholders during the pandemic.

COMMENTS:

Total: \_\_\_\_\_ out of a possible 300.      Average: \_\_\_\_\_

*(total divided by 60)*

## SECTION II:

Are there any other or overall comments you wish to make on a) strengths of the Town Administrator, b) areas where improvement is needed, c) on other relevant aspects of the Town Administrator's performance or d) general managerial skills?

Comments:

## Section III.

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator – they will be compiled and brought forth to the whole Board)**

Date

\_\_\_\_\_  
Signature of Evaluator  
(Member of the Select Board)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Administrator

*Send completed evaluations to Assistant Town Administrator/HR Director, Dolores Hamilton at [assttownadmin@stow-ma.gov](mailto:assttownadmin@stow-ma.gov).*

# General Bylaw Review Committee Discussion



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

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

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

Dolores Hamilton  
Assistant Town Administrator  
[assttownadmin@stow-ma.gov](mailto:assttownadmin@stow-ma.gov)

To: Select Board

From: Denise M. Dembowski, Town Administrator

Re: General Bylaw Review Committee

Date: August 12, 2022

---

One of the goals the Select Board set last year was for me to work with the Moderator to establish a General Bylaw Review Committee. After reviewing the Charter, it is up to the Select Board to appoint said committee.

After reviewing the General Bylaws, my question to the Board is how would you like a committee to proceed with such varying types of information contained in the bylaws. For instance, should a resident committee review and make recommended changes on the Police Regulations, or Fire Prevention and Protection Code, Personnel Administration, or Wetlands Protection? Most of these sections are updated as needed by the departments, boards, or committees whose purview are the specific topics.

It appears the last Bylaw Review Committee was in 2005, but we have been unable to locate a report that was presented. However, since that time, there are individual updates as needed to the different Articles.

Please let me know how you'd like to proceed with this committee. It would be the expectation to form them in January, as there are specific requirements when then need to complete their work.

**Charter Language:**

General Bylaw Review - The board of selectmen shall at five year intervals following the adoption of this charter, appoint a special committee of five voters for the purpose of reviewing all by-laws of the town, except bylaws adopted in accordance with Chapter 40A of the General Laws.

The committee shall present a final report which shall include recommendations for such substantive change in town bylaws as it deems necessary or advisable to the board of selectmen no later than ninety days prior to the date established by bylaw for the special town meeting to be 25(c) (d) Section 7-8: (a) held in accordance with Section 2-5(a) during the year following the year in which it is appointed.

## GENERAL BYLAWS

### TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1. TOWN MEETINGS	1
ARTICLE 2. GOVERNMENT OF TOWN MEETINGS	2
ARTICLE 3. TOWN AFFAIRS	3
Section 17. Community Preservation Committee	6
Section 18. Municipal Affordable Housing Trust	7
ARTICLE 4. TOWN FINANCE AND ADMINISTRATION	13
Section 8. Capital Planning Committee	14
ARTICLE 5. ACCEPTANCE AND REPAIRS OF PRIVATE ROADS	18
ARTICLE 6. POLICE REGULATIONS	22
Section 6. Public Ways	22
Section 7. Animal Control	24
Section 21. Boating Regulations at Lake Boon	32
Section 23. Unregistered Motor Vehicles	33
Section 24. Non-criminal Disposition of Certain Violations	34
Section 26. Regulation and Licensing of Solicitors and Canvassers	36
Section 27. Alarm Systems Regulation Bylaw	38
9	
ARTICLE 7. CEMETERIES	40
ARTICLE 8. REPEAL	42
ARTICLE 9. WETLANDS PROTECTION	43
ARTICLE 10. FIRE PREVENTION AND PROTECTION CODE	49
ARTICLE 11. PERSONNEL ADMINISTRATION	51
ARTICLE 12. REGULATIONS FOR UNDERGROUND STORAGE FACILITIES	67
ARTICLE 13. REGULATION OF HAZARDOUS MATERIAL	74
ARTICLE 14. REGULATION FOR RECYCLING MATERIALS (deleted)	78
ARTICLE 15. RIGHT TO FARM	79
ARTICLE 16. STRETCH ENERGY CODE	81
ARTICLE 17. EARTH REMOVAL	81
ARTILCE 18. THE STOW STORM DRAIN SYSTEM	93

# MINUTES

Select Board Meeting Minutes  
Tuesday, August 9, 2022  
Stow Town Building & Zoom

Present in the Warren Room: Megan Birch-McMichael, Cortni Frecha, Ingeborg Hegemann Clark, and Town Administrator Denise Dembkoski

Present via Zoom: Ellen Sturgis

Chair Birch-McMichael called the meeting to order at 7 p.m. The Chair reminded everyone that the meeting is being recorded, participants via Zoom are to use the “raise hand” function for public comment, and that public comment is for items that are not on the agenda.

**Public Comment:**

Debbie Woods commented on the legal notice that was in the newspaper for a feasibility study for a new public works facility. She asked when the town adopted the name change from a highway department to public works, and if spending for this was approved at the Annual Town Meeting.

**Board Member Comments:** - None

**Town Administrator (TA) Report**

- As of August 4, there are 14 positive Covid-19 cases in town, which is a 5.07% positivity rate. Our numbers have decreased over the past few weeks.
- Although it visually appears that the bacteria has gone away, per MA guidelines we need to wait on algae test results before the Town Beach can be reopened. The only testing facility is in Washington state.
- A community notification call went out on Friday night asking the public to do their best to conserve water. Stow is all private wells, but all water does come from the same aquifer and as the current drought continues it may impact individual well systems.
- The Comcast public hearing will be September 13, not August 23 as noted in the packet.
- The TA will be on vacation next week.
- In response to Public Comment, the Town did appropriate funding for the feasibility study, and it is being called “public works” as the cemetery department is in the process of moving into the highway building. The department name will be formally changed in the future.

**Appointments**

Call Fire Lieutenant - Steven Walsh

Fire Captain Barry Evers said Mr. Walsh has been a valuable, active member of the fire department for over three years as a call firefighter and has a background in public safety dispatch.

*Board member Frecha moved to appoint Steven Walsh to the position of Call Fire Lieutenant through June 30, 2023. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

#### Green Advisory Committee – David Korn

Mr. Korn was recommended by Arnie Epstein, the committee chair. Ms. Sturgis said that she could not think of a better person to be appointed and he brings an incredible background to this role.

*Board member Frecha moved to appoint David Korn to the Green Advisory Committee, to fulfill the remainder of a one-year term expiring June 30, 2023.*

*Board member Hegemann seconded the motion and it passed unanimously by a roll call vote*

#### **Permits for the Assabet Craft Beer & Food Truck Festival – September 3, 2022**

Event Chairman Hector Constantzos was present and gave a brief overview of the event. There will be three breweries, three food trucks, and an ice cream truck. It is a fundraiser for the First Parish Church. The TA said we are still waiting on a few items that can be provided prior to the event.

*Board member Frecha moved to approve a Special Event Permit for the Assabet Craft Beer & Food Truck Festival, to be held at First Parish Church on Saturday, September 3, 2022 from 12 noon until 4 p.m., pending receipt of all required food permits, TIPS and Crowd Manager certifications for volunteers responsible for the event. In addition, recommendations of the Traffic and Safety Plan as put forth by Public Safety officials must be followed.*

*Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

*Board member Frecha moved to approve a One-Day Liquor License for the Assabet Craft Beer & Food Truck Festival, to serve beer from three breweries in a delineated area at First Parish Church on Saturday, September 3, 2022 from 12 noon until 4 p.m.*

*Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

#### **Permit for the Lake Boon Water Carnival – September 3, 2022**

David Gray of the Lake Boon Association was present via Zoom. He said this event has been going on for at least 100 years in various configurations. This year's event on land, at Pine Bluff Recreation Area, will be Saturday, September 3 with about 100 people attending throughout the day.

*Board member Frecha moved to grant a Special Event Permit for the Lake Boon Carnival to be held at Lake Boon on Saturday, September 3 from 9:30 a.m. until 4:30 p.m., contingent upon receipt of the Temporary Food Establishment Permit from the Board of Health, and with the understanding that there will be no amplified music during Lake Boon Quiet Hours.*

*Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

#### **Economic Development and Industrial Commission (EDIC) Joint Board Discussion**

Planning Board Chair Lori Clark was present via Zoom. EDIC Chair Tom Farnsworth, and members Jen Gero, Mary Bradt Mintz, and Kevin Whalen were present in the Warren Room.

Ms. Clark shared an outline created by the Planning Board last week which highlighted three key points: define a context that establishes the framework for the group, which acts as an overarching goal from the town's perspective; a specific charge to create and implement an economic development plan to attract and retain businesses that fit into the Town's Comprehensive Plan (formerly known as the

Master Plan); and work in conjunction with other boards and committees for collaboration to drive input to the Town's Comprehensive Plan and creating one common vision.

Chair Birch-McMichael asked Mr. Farnsworth for his thoughts on how the Planning Board's vision of the EDIC compares to how the EDIC currently functions. Mr. Farnsworth said his understanding is that the current charge is for the EDIC to help businesses in town resolve issues that they may be facing. He thinks it is crucial that some EDIC members are business owners.

Ms. Hegemann said that the two statements were different but not opposed and asked what the process would be for working on a statement and the goal. The TA said that this discussion is it; this is where you gather information, discuss what you'd like to see, and decide as a group what you'd like the focus to be for the EDIC going forward.

Select Board members and EDIC members shared their thoughts, and most agreed that it would have been helpful to have Ms. Clark's outline prior to the meeting. Some EDIC members will make their decision on whether to remain on the committee once the modified charge has been developed.

Chair Birch-McMichael said the purpose of this meeting was to re-form the committee and not remove members. She wants to figure out the best way to use their abilities and the relationships that they have in order to have a successful EDIC. The Select Board members will provide their comments and feedback at their next board meeting. The chairs of the three committees will then meet to work on a draft of the EDIC charge. The current EDIC will be allowed to meet so that they can discuss their charge.

*Board member Frecha moved to allow the Economic Development and Industrial Commission to meet. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

### **Comcast Contract Discussion**

Stow TV Director Jonathan Daisy, LACAC<sup>1</sup> Chair Bob Glorioso and LACAC Vice Chair Lisa Lavina were present. Mr. Daisy gave an overview of the contract which will be in effect for 10 years, the period of November 1, 2022 through October 31, 2032. Stow TV is funded by a federally mandated fee from the cable companies, and this percentage is negotiated. The PEG<sup>2</sup> Access support is 4.75% of the gross annual revenues of the federally mandated cable fee charged to subscribers. The maximum any town can receive is 5%, however, at 5% the FCC<sup>3</sup> has ruled that cable companies can charge for their costs. There is also capital support given to the town for equipment. As of December 31, 2021 there are 919 Comcast subscribers (907 for Verizon).

There is a buyout payment to the Town of \$30,000 so that the Licensee will no longer be required to connect offsite locations to the Town Building via I-Net (video connections via wire) for PEG Access video return. The Town can use this money to install fiber optics to connect to those buildings.

There will be a public hearing at the Tuesday, September 13<sup>th</sup> meeting where residents can share their comments or concerns prior to the Select Board voting on the contract.

### **Minutes**

*Board member Frecha moved to accept the meeting minutes of the July 26, 2022 meeting as drafted. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

### **Correspondence**

Ms. Frecha commented on the emails from residents regarding water conservation. Ms. Hegemann suggested the Board talk at a future meeting about the types of geology and the subtleties of the geology in town and how it contributes to a drought. She said it may be beneficial to allocate funding to educate the public on this topic and to have a professional understanding of it. The TA said that the Stow Board of Health has a meeting this Thursday night and one of the topics is the possibility of the town adopting a bylaw to allow some type of enforcement during a drought.

The Planning Board request for feedback on the Community Engagement Plan will be added as a future agenda item.

### **Adjournment**

*At 8:19 p.m. Board member Frecha moved to adjourn. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.*

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.*

<sup>1</sup>LACAC: Local Access Channel Advisory Committee

<sup>2</sup>PEG: Public Education Government

<sup>3</sup>FCC: Federal Communications Commission