

AGENDA
SELECT BOARD
October 25, 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. Appointments
 - o Christopher Mailloux to the position of Call Firefighter/EMT
 - o Evan Greer, Thomas Fitzsimmons, Johnathan McDowell, Paul May, Juan Duran, Darwin Fajardo, and David Frost, all to the position of Apprentice Call Firefighter.
 - o Melissa Rollins to the Randall Library Exterior Design Committee to serve until the exterior design of the building has been approved by the RLBC2.0.
5. Discussion and Possible Vote
 - o Event Permit for the Friends of the COA Holly Craft Fair on Saturday, November 5 from 9 a.m. to 4 p.m. at Pompositticut Community Center
 - o Event Permit for the Friends of the COA Second Chance Annual Holiday Sale on Saturday, December 3 from 9 a.m. to 4 p.m. at Pompositticut Community Center
 - o Event Permit for the Stow Gobbler 5K on Thursday, November 24 from 7 a.m. to 10 a.m. sponsored by the Stow Community Chest
 - o Event Permit for the Friends of the Randall Library Fundraiser with the Dunkin' Truck, Saturday, November 12 from 10:00 a.m. to 1:00 p.m.
 - o Nashoba Regional High School Building Committee Representatives to present a status report on the proposed building project
 - o Continued discussion of Charter changes the Board would like to propose
 - o Setting Liquor, Common Victualer, and Class II License Fees for 2023
6. Meeting minutes
 - o October 11, 2022
7. Correspondence
8. Adjournment

Correspondence received:

10/20/2022 from Andy Riecker; Reminder: Trivia Night

10/13/2022 from Andy Riecker; Randall Library Event on October 28th

10/18/2022 from Kelly Lawlor; NASJA Book Club 10/26 6:30pm at Randall Library

10/17/2022 from Bruce Fletcher; re: Request for Removal of town tree at corner of 153 Harvard Road Driveway

10/13/2022 from Rich Eckel; Resignation
10/13/2022 from Eric Bourassa; Boston MPO 2022 Municipal Election MAGIC Ballot
10/11/2022 from Denise Dembkoski; re: Stow, MA zoning by law Article 8 section 3.8 Noise
10/6/2022 from Maureen Mazzone; Veterans Banners
10/6/2022 from Michelle Thrasher; Military appreciation flags
10/14/2022 from Conservation Commission; Notice of Public Hearing 11/1/2022
10/11/2022 from Malcolm Ragan; Petition for Site Plan Approval and Special Permit Extension, 108-118 Great
Road and Notice of Public Hearing 11/15/2022
10/16/2022 from Niall S Connors (Verizon); Customer Notice – Nexstar Update
10/10/2022 from Niall S Connors (Verizon); Nexstar Customer Notice
10/11/2022 from Xfinity; Changes to Xfinity TV Services

Posted Friday, 10/21/2022
2 p.m.

APPOINTMENTS

Appointment
Christopher Mailloux to the
position of
Call Firefighter/EMT

Appointments

Evan Greer

Thomas Fitzsimmons

Johnathan McDowell

Paul May

Juan Duran

Darwin Fajardo

David Frost

all to the position of
Apprentice Call Firefighter



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

Town of Stow
Office of the
Town Administrator

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

I am pleased to recommend Christopher Mailloux to the position of Call Firefighter/EMT with the Fire Department. Additionally, I am pleased to recommend Evan Greer, Thomas Fitzsimmons, Johnathan McDowell, Paul May, Juan Duran, Darwin Fajardo, and David Frost to the position of Apprentice Call Firefighters.

The Fire Department has conducted a number of interviews and these candidates rose to the top. I look forward to having them all onboard and serving the Town of Stow.

I respectfully ask for your ratification of the recommendations.

Denise M Dembkoşki



STOW FIRE DEPARTMENT

511 Great Road
Stow, Massachusetts 01775
Phone (978) 897-4537
Fax (978) 461-1400
Firechief@stow-ma.gov

John P Benoit
Fire Chief

October 6, 2022

Town Administrator
Denise Dembkoski
380 Great Rd.
Stow, MA 01775

Denise,

I respectfully request your recommendation to appoint Christopher Mailloux to the Position of Call Firefighter with the Stow Fire Department. Christopher is a certified Firefighter I/II and paramedic which will afford him the opportunity to adapt quickly and fill a much-needed void in our Per-Diem staffing.

Please let me know if you require any other information regarding this candidate.

Respectfully,

John P Benoit
Fire Chief



STOW FIRE DEPARTMENT

511 Great Road
Stow, Massachusetts 01775
Phone (978) 897-4537
Fax (978) 461-1400
Firechief@stow-ma.gov

John P Benoit
Fire Chief

October 20, 2022

Town Administrator
Denise Dembkoski
380 Great Rd.
Stow, MA 01775

Denise,

I respectfully request your recommendation to appoint of the following individuals to the position of Apprentice Call Firefighter with the Stow Fire Department.

- Evan Greer
- Thomas Fitzsimmons
- Johnathon McDowell
- Paul May
- Juan Duran
- Darwin Fajardo
- David Frost

All the listed candidates have been interviewed and display the desire to serve the community.

Please let me know if you require any other information regarding these candidates.

Respectfully,

John P Benoit
Fire Chief

Appointment

Melissa Rollins to the
Randall Library Exterior Design
Committee



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

Town of Stow
Office of the
Town Administrator

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

I would like to recommend Melissa Rollins to the Randall Library Exterior Building Committee. I met with Melissa, and she is a strong supporter of the library, but isn't pleased with the conceptual design and would like to work towards designing a library that blends the historical aspect with the new addition. Melissa brings extensive graphic design experience and will be an asset to the Town and the exterior design committee.

I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Denise Dembkoski

From: selectboard
Sent: Tuesday, October 11, 2022 8:13 AM
To: Denise Dembkoski
Subject: FW: Randall Library Exterior Design Committee

From: mrollins@mr-online.com <mrollins@mr-online.com>
Sent: Monday, October 10, 2022 11:04 AM
To: selectboard <selectboard@stow-ma.gov>
Subject: Randall Library Exterior Design Committee

Hello,

I am interested in the EDC and would like to apply for a position on the Committee.

Although I am not an architect or building designer, I have 30+ years of graphic design experience and personal opinions on the future appearance of the Randall Library. I would like to learn more about the theories regarding renovation of a historical building and offer my opinion as well as soliciting the opinions of other residents.

I have lived near Stow Center for 27 years and have served the residents in several capacities. Please let me know if you require any references.

Thank you,

Melissa Rollins
18 Carriage Lane



Town of Stow
SELECT BOARD

Stow Town Building
380 Great Road

Stow, Massachusetts 01775

(978) 897-4515 selectboard@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY

Randall Library Building Exterior Design Committee

Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Non-Voting Members:	Zero
Term:	The length of the exterior design process
Designation:	Special Municipal Employees

Voting Members:

Library Building Committee Members

Town Administrator or designee

Library Director

Building Commissioner

At-Large Member

Three Residents not serving on the primary Library Building Committee

Purpose:

To provide input into the style and materials for the building and plantings and structures for the landscaping.

Charge:

The Exterior Design Committee will guide and oversee the exterior look of the Randall Library Renovation project. During the exterior design process, the EDC will work as a team with several consultants including the Owner's Project Manager (OPM) and the Architect firm. The EDC will ensure proper public outreach is conducted and the public is kept informed about the exterior look of the building.

Term:

The EDC will serve until the exterior of the building design has been approved by the RLBC2.

Application: The Select Board will be accepting applications until the positions are filled. If you are interested, please contact the Select Board Office at selectboard@stow-ma.gov or 978-897-4515.

Posted September 16, 2022

DISCUSSION & POSSIBLE VOTE

Event Permit for the Friends of
the COA Holly Craft Fair
Saturday, November 5
from 9 a.m. to 4 p.m.

Comments from Department Heads:

Board of Health – no permit is needed for a
bake sale (Friends have the bake sale rules)

Town Clerk – raffle permit has been issued

Certificate of Liability Insurance is on file.



Town of Stow

Special Event Permit

This is to certify that, on October 25, 2022, the Select Board voted:

That Rita DiStefano-French, as a representative of the Stow Friends of the COA, is granted permission to hold a Holly Craft Fair on Saturday, November 5, 2022, beginning at 9 a.m. to approximately 4 p.m. as described in the application materials, and contingent upon the following:

- 1) That arrangements are made with the Police and Fire Departments for the appropriate number of detail personnel (*contact Chief Michael Sallèse at the Stow Police Department at 978-897-4545 and Chief JP Benoit at the Stow Fire Department at 978-897-4537*);
- 2) That a certificate of general liability insurance naming the Town of Stow as additional insured be provided to the Select Board office prior to the event;
- 3) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event (*contact the Building Department at 978-897-2193*);
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event. (Note: Per Code of Massachusetts Regulations Title 521 Sec 30.1.2, at least 5% but not less than one accessible toilet unit shall be installed and identified by the International Symbol of Accessibility);
- 5) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 6) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 7) These stipulations, made upon approval, have been met:

SELECT BOARD

Megan Birch-McMichael, Chair

Ellen S. Sturgis, Clerk

Cortni Frecha

Ingeborg Hegemann Clark

Hector Constantzos



TOWN OF STOW Special Event Permit Application



Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Stow Friends of COA Non-Profit Profit

Address: 509 Great Road City: Stow State: MA Zip: 01775

Tax ID #: 04-3000535 Applicant name: Rita DiStefano-French

Phone: 617-880-9545 Email: lancastermomof3@gmail.com

Web Site: na

Event Manager: Rita DiStefano-French Contact Info: 617-880-9545

Other Contact person/s: Louise Peacock Contact Info: 978-793-1324

Event Information

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

Other (specify) Craft fair

Event Title: Holly Berry Craft Fair

Start Date & Time(s): 11/5/22 9:00 am End Date & Times(s): 11/5/22 4:00 pm Rain Date & Time(s): 11/6/22 9-4 pm

Estimated Attendance: # 200 Admission Fee: none

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): _____

Set Up Date/Time: 11/4/22 2:00 pm Break Down Date/Time: 11/4/22 4:00

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

Event Details

Please indicate whether the following items pertain to your event.

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: <u>BAKE SALE / JAS</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Banner(s) and/or Sign(s) – <i>requires prior approval</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closure(s) - <i>list streets:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i> <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>20 Tables in Room, 2 Tables + 4 chairs, hall way</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does your event require electricity? <i>Source:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Container(s) and/or Dumpster(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet(s) – <i>approximate number/vendor:</i> <u>Bldg use @ vendors A115FCOA</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stage(s) - <i>indicate dimension:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entertainment - <i>describe:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amusement Rides - <i>list and describe:</i> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant:  Date: 9/1/22

Printed Name: Rita DiStefano-Trench Fee Paid: _____



Craft Fair (127)

Permit #: 1720

Applicant:

SFCOA
Susan Rondeau
509 GREAT RD
STOW MA 01775

Created By: Laura Greenough
Created On: 12/13/2021 11:07:32 AM

Applicant Phone: (978) 637-2984

Location	Date	Times
Pompo Community Center - Room 127	Sat, November 05, 2022	08:00 AM - 05:00 PM

Reservation Questions	Answers
Do you have liability insurance for your event/organization?	yes
Do you need access to a refrigerator or freezer?	no
Do you need access to the audio/video equipment?	maybe
How many tables and chairs will you need?	unknown
Will you be having food or drinks at your event?	no
Would you like a walk through prior to your event?	no



Craft Fair (134)
Permit #: 1722

Applicant:
SFCOA
Susan Rondeau
509 GREAT RD
STOW MA 01775

Created By: Laura Greenough
Created On: 12/13/2021 11:15:47 AM

Applicant Phone: (978) 637-2984

Location	Date	Times
Pompo Community Center - Room 134 (Function Hall)	Sat, November 05, 2022	08:00 AM - 05:00 PM

Reservation Questions	Answers
Do you have liability insurance for your event/organization?	yes
Do you need access to a refrigerator or freezer?	no
Do you need access to the audio/video equipment?	maybe
How many tables and chairs will you need?	unknown
Will you be having food or drinks at your event?	no
Would you like a walk through prior to your event?	no

Event Permit for the Friends of
the COA Second Chance Annual
Holiday Sale
Saturday, December 3
from 9 a.m. to 4 p.m.

Comments from Department Heads:

Board of Health: if there is a bake sale no permit is needed (Friends have the bake sale rules)

Town Clerk – raffle permit has been issued

Certificate of Liability Insurance is on file.



Town of Stow

Special Event Permit

This is to certify that, on October 25, 2022, the Select Board voted:

That Rita DiStefano-French, as a representative of the Stow Friends of the COA, is granted permission to hold a Second Chance Annual Holiday Fair on Saturday, December 3, 2022, beginning at 9 a.m. to approximately 4 p.m. as described in the application materials, and contingent upon the following:

- 1) That arrangements are made with the Police and Fire Departments for the appropriate number of detail personnel (*contact Chief Michael Saltese at the Stow Police Department at 978-897-4545 and Chief JP Benoit at the Stow Fire Department at 978-897-4537*);
- 2) That a certificate of general liability insurance naming the Town of Stow as additional insured be provided to the Select Board office prior to the event;
- 3) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event (*contact the Building Department at 978-897-2193*);
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event. (Note: Per Code of Massachusetts Regulations Title 521 Sec 30.1.2, at least 5% but not less than one accessible toilet unit shall be installed and identified by the International Symbol of Accessibility);
- 5) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 6) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 7) These stipulations, made upon approval, have been met:

SELECT BOARD

Megan Birch-McMichael, Chair

Ellen S. Sturgis, Clerk

Cortni Frecha

Ingeborg Hegemann Clark

Hector Constantzos



TOWN OF STOW Special Event Permit Application



Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Stow Friends of COA Non-Profit Profit
 Address: 509 Great Road City: Stow State: MA Zip: 01775
 Tax ID #: 04-3000535 Applicant name: Rita DiStefano-French
 Phone: 617-880-9545 Email: lancastermomof3@gmail.com
 Web Site: na

Event Manager: Rita DiStefano-French Contact Info: 617-880-9545
 Other Contact person/s: Louise Peacock Contact Info: 978-793-1324

Event Information

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

Other (specify) holiday sale

Event Title: Second Chance Annual Holiday Sale

Start Date & Time(s): 12/3/22 9:00 am End Date & Times(s): 12/3/22 4:00 pm Rain Date & Time(s): 12/4/22 9:00 AM - 4:00 PM

Estimated Attendance: # 150 Admission Fee: none

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): _____

Set Up Date/Time: 12/2/22 2:00 pm Break Down Date/Time: 12/3/22 4:00

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Food Concession and/or Food Preparation
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: <u>BAKE SALE</u>
<input type="radio"/>	<input type="radio"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input type="radio"/>	<input type="radio"/>	First Aid Facility(ies) and Ambulance (s)
<input type="radio"/>	<input type="radio"/>	Banner(s) and/or Sign(s) – <i>requires prior approval</i>
<input type="radio"/>	<input type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i>
<input type="radio"/>	<input type="radio"/>	<i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>10</u> <u>6 chairs</u>
<input type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="radio"/>	<input type="radio"/>	Does your event require electricity? <i>Source:</i> <u>Building</u>
<input type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="radio"/>	<input type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s)
<input type="radio"/>	<input type="radio"/>	Toilet(s) – <i>approximate number/vendor:</i> <u>Bldg use vendors all SFCA</u>
<input type="radio"/>	<input type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> <u>Quilt raffle</u>
<input type="radio"/>	<input type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant: _____

Date: 9/1/22

Printed Name: Rita DiStefano-French

Fee Paid: N/A



Second Chance Holiday sale (134)
Permit #: 1724

Applicant:
SFCOA
Susan Rondeau
509 GREAT RD
STOW MA 01775

Created By: Laura Greenough
Created On: 12/13/2021 11:20:08 AM

Applicant Phone: (978) 637-2984

Location	Date	Times
Pompo Community Center - Room 134 (Function Hall)	Sat, December 03, 2022	08:00 AM - 05:00 PM

Reservation Questions	Answers
Do you have liability insurance for your event/organization?	yes
Do you need access to a refrigerator or freezer?	no
Do you need access to the audio/video equipment?	maybe
How many tables and chairs will you need?	unknown
Will you be having food or drinks at your event?	no
Would you like a walk through prior to your event?	no

Event Permit for
The Stow Gobbler 5k
Thursday, November 24
from 7 a.m. to 10 a.m.

Comments from Department Heads:

Highway: roads will be checked for potholes and fixed if needed before the race

Board of Health: no permit is needed for prepackaged snacks (there will only be bottled water offered, no coffee)

Building: event will not have a banner

Certificate of Liability Insurance is all set.



Town of Stow

Special Event Permit

This is to certify that, on October 25, 2022, the Select Board voted:

That Brooke Ball, as a representative of The Stow Community Chest, is granted permission to hold The Stow Gobbler 5k on Thursday, November 24, 2022, beginning at 7 a.m. to approximately 10 a.m. as described in the application materials, and contingent upon the following:

- 1) That arrangements are made with the Police and Fire Departments for the appropriate number of detail personnel (*contact Chief Michael Sallese at the Stow Police Department at 978-897-4545 and Chief JP Benoit at the Stow Fire Department at 978-897-4537*);
- 2) That a certificate of general liability insurance naming the Town of Stow as additional insured be provided to the Select Board office prior to the event;
- 3) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event (*contact the Building Department at 978-897-2193*);
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event. (Note: Per Code of Massachusetts Regulations Title 521 Sec 30.1.2, at least 5% but not less than one accessible toilet unit shall be installed and identified by the International Symbol of Accessibility);
- 5) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 6) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 7) These stipulations, made upon approval, have been met:

SELECT BOARD

Megan Birch-McMichael, Chair

Ellen S. Sturgis, Clerk

Cortni Frecha

Ingeborg Hegemann Clark

Hector Constantzos



TOWN OF STOW Special Event Permit Application



Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: The Stow Community Chest Non-Profit Profit

Address: P.O. Box 392 City: Stow State: MA Zip: 01775

Tax ID #: 04-2794423 Applicant name: Cathy Petter / Brooke Ball

Phone: 508-517-4957 Email: president@stowcommunitychest.org

Web Site: stowcommunitychest.org

Event Manager: Brooke Ball Contact Info: 617-771-6746

Other Contact person/s: Jeanne Dolan Contact Info: 978-766-3924

Event Information

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

Other (specify) _____

Event Title: The Stow Gobbler

Start Date & Time(s): 11/24/22 8:AM End Date & Times(s): 11/24/22 10:00AM Rain Date & Time(s): _____
(7 AM check in)

Estimated Attendance: # 900 people Admission Fee: \$30/runner over age 12
\$15/runner under age 12

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositticut Community Center Town Forest

Street (specify): see route map

Other (specify): _____

Set Up Date/Time: 11/23/22 Break Down Date/Time: 11/24/22 after race

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation <i>— no sales, but water + coffee + snacks</i>
<input type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input type="checkbox"/> Propane Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input checked="" type="checkbox"/> Catered Other: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Aid Facility(ies) and Ambulance (s) <i>request support from Nashoba EMTs</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Banner(s) and/or Sign(s)– <i>requires prior approval</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closure(s) - <i>list streets: see route</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i> <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired. Briefly, to announce start of race + winners</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have animals? <i>If yes, specify: _____</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will your event require lights? <i>If so, specify hours: _____</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number? Tables for beverage + snacks @ end, water tables along route</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does your event require electricity? <i>Source: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s) <i>Tent over registration used @ field</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions: (existing)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Container(s) and/or Dumpster(s) <i>Trash containers for cups etc from water.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toilet(s) – <i>approximate number/vendor: 4 – still working on vendor.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stage(s) - <i>indicate dimension: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainment - <i>describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides - <i>list and describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable Device(s) - <i>list and describe: _____</i>

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant: Catherine G. Petter Date: September 21, 2022
 Printed Name: Catherine Petter, President Stow Community Chest Fee Paid: \$0

Stow Gobbler Route

Google Maps





Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

STOW POLICE DEPARTMENT OPERATIONAL PLAN

305 GREAT ROAD
STOW, MA 01775
978-897-4545

TRAFFIC PLAN

Prepared by Chief Sallese, Bolton Lt. Hamburger, Organizer Adrienne Hoey

15th Annual Stow Gobbler 5k

Thursday, November 24, 2022 Thanksgiving Day

The Stow Gobbler is a community race and 5K fun run held every Thanksgiving Day at 8 am in the town of Stow, Massachusetts. The race is organized by the Stow Community Chest and benefits recipients of grants awards by the Stow Community Chest; The Stow Gobbler is sanctioned and certified by the USA Track & Field Association. This year the race is planning on around 1,200 runners.

Contact info: Email stowgobbler@gmail.com
Brooke Ball: (617) 771-6746
Adrienne Hoey: (203) 606-8745

Pre-Event Meeting at 7:30am the day of the race at the Stow Police Department with all Officers to receive their location and cruiser assignments. Bolton Officers will be given Stow Police Radios for communication between departments.

PARKING

Detail and Patrol Officers will direct individuals who wish to park their vehicle to the following location:

Bose Corporation-688 Great Road, Stow, MA 01775

Pre-Race Preparations

One week prior, one day, and the morning of the Race, Stow Police Department will Facebook, Twitter, route and other traffic delays to public. Also these postings will be shared by the Bolton Police Social Media outlets.

The course will be marked with signs and arrows on the side of the road with course monitors at each turn. Flyers are in the Stow Independent Newspaper and the Stow Recreation brochure, distributed weeks before the race announcing the race date and course. The local community groups have been notified. (to be completed by race organizers)

No Parking signs to be placed either morning of/ or evening before race by Stow Police Department

α) Old Bolton Road, Starting at the intersection of Old Bolton Road and Hiley Brook to the intersection of Old Bolton Road and Maple St.

Race set up begins at 7:45am, Old Bolton Road will be shut down from 7:45am until 8:10am (approximately) as this is when racers begin to setup for the start of the race. Two cruisers will be in the roadway parked at Bose Entrance on Old Bolton Road at 7:45am to prevent vehicles from travelling on Old Bolton Road west. One cruiser (Patrol #2) will be blocking Maple St at Old Bolton Road (see assignments below)

Timing equipment begins getting set up at 6:30am, light traffic is allowed over the timing equipment and Old Bolton Road will NOT be needed to shut down while the equipment is being setup.

Volunteers from Nashoba Regional High School will be set up along race route to assist runners. All Volunteers will be instructed to dial 911 for any emergency.

SPECIAL NOTE NASHOBA FOOTBALL GAME AT 10AM IN CLINTON. OFFICERS WILL KEEP TRAFFIC MOVING AS BEST AS POSSIBLE.

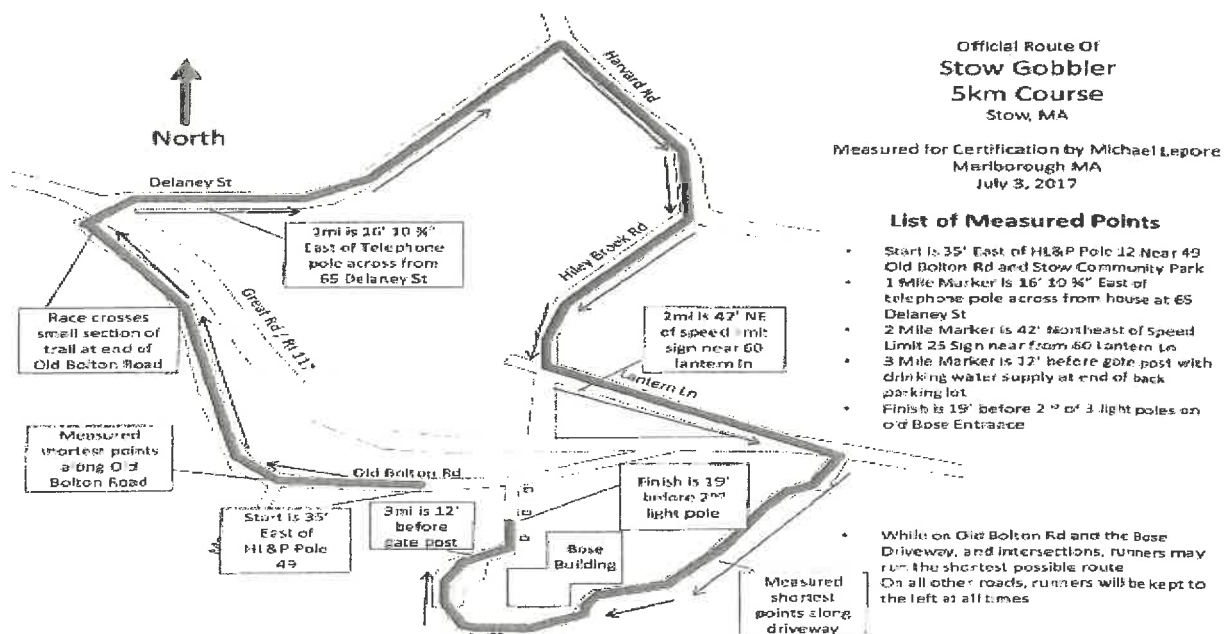
5K WALK AND 5K RUN AND RECREATIONAL WALK

- Walkers and Runners both Start at 8am

<i>Cruiser Officer</i>	<i>Location</i>
Bolton PD Bolton Detail #1	A) East End Road (east bound) B) Once all walkers/runners are on Delaney, Go to Hiley Brook at Lantern Lane, Stow to Assist.
Stow Chief	A) Leads the Race from Great Road at Delaney St to Finish line, Once runners are on Harvest Rd (Bose Driveway) assist SD#2 with Lights at Harvest Rd.

- | | |
|-----------|--|
| Detail #1 | A) Behind Runners at Old Bolton Road
B) Once race begins moves to Lantern Lane at Great Road |
| Patrol #1 | A) Behind Runners at Old Bolton Road
B) Once race begins follow last runner to end of Old Bolton Road, once last runner crosses 117, resume normal patrol to handle calls. |
| Patrol #2 | A) Block Maple at Old Bolton preventing cars from heading down Old Bolton, Once race starts and Patrol 1 passes your location,
B) Head to Delaney St and follow last runner/walker to Harvard at Delaney,
C) Once at Detail 3 location (Delaney at Harvard), resume normal patrol to handle calls. |
| Detail #2 | A) Harvard Road at Delaney, (when racers are on Harvard or Delaney no vehicles on either road, once all racers are on Harvard, traffic can be sent down Delaney)
B) Once Patrol 2 arrives, follow last runner/walker to finish line. |
| Detail #3 | A) Harvard Road at Hiley Brook. (when racers are on Harvard, no north bound traffic allowed on Harvard), (when racers are on Hiley Brook, no traffic allowed on Hiley Brook)
B) When Detail 3 arrives, assist following last runner/walker to finish line. |

Map of Course



Joyce Sampson

From: Brooke Ball <brooke@stowcommunitychest.org>
Sent: Wednesday, October 19, 2022 3:42 PM
To: Joyce Sampson
Subject: Fwd: RE: Bose parking lot use agreement requested by tomorrow

Sorry for all the emails today! Here's something a little more concrete from Bose for the packet. Thanks, b.

On October 19, 2022 at 3:40:34 PM, Tramontozzi, Shane (shane_tramontozzi@bose.com) wrote:

Hi Brooke,

The Legal team will draft our standard use agreement using the terms listed in your e-mail below.

We approve of your use of the lot on 11/24/2022 from 6:30 AM to 11:00 AM for the Stow Community Chest 5K

Regards,

Shane Tramontozzi

Manager Campus Workplace Experience and Facilities

Bose Corp.

From: Brooke Ball <brooke@stowcommunitychest.org>
Sent: Wednesday, October 19, 2022 6:33 AM
To: Tramontozzi, Shane <Shane_Tramontozzi@bose.com>
Subject: Bose parking lot use agreement requested by tomorrow

Hi Shane,

Event Permit for the Randall
Library Friends Association
Fundraiser
Saturday, November 12
from 10 a.m. to 1 p.m.

Comments from Department Heads:

Chief Sallese: The truck will be between the library and the church on the side, not on Common Road. Cones will be placed to block off the parking lot to keep traffic and pedestrians away from each other.

Board of Health permit is pending.



Town of Stow

Special Event Permit

This is to certify that, on October 25, 2022, the Select Board voted:

That Dana Green, as a representative of the Randall Library Friends Association, is granted permission to hold a Fundraiser with the Dunkin' truck on Saturday, November 12, 2022, beginning at 10 a.m. to approximately 1 p.m. as described in the application materials, and contingent upon the following:

- 1) That arrangements are made with the Police and Fire Departments for the appropriate number of detail personnel (*contact Chief Michael Sallèse at the Stow Police Department at 978-897-4545 and Chief JP Benoit at the Stow Fire Department at 978-897-4537*);
- 2) That a certificate of general liability insurance naming the Town of Stow as additional insured be provided to the Select Board office prior to the event;
- 3) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event (*contact the Building Department at 978-897-2193*);
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event. (Note: Per Code of Massachusetts Regulations Title 521 Sec 30.1.2, at least 5% but not less than one accessible toilet unit shall be installed and identified by the International Symbol of Accessibility);
- 5) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 6) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 7) These stipulations, made upon approval, have been met:

SELECT BOARD

Megan Birch-McMichael, Chair

Ellen S. Sturgis, Clerk

Cortni Frecha

Ingeborg Hegemann Clark

Hector Constantzos



TOWN OF STOW

Special Event Permit Application

Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Randall Library Friends Assn Non-Profit Profit

Address: 19 Crescent Street City: Stow State: MA Zip: 01775

Tax ID #: 04-3284326 Applicant name: Lisa Lavina

Phone: 978-828-7802 Email: l.lavina34@gmail.com

Web Site: www.randallfriends.org

Event Manager: Dana Green Contact Info: 860 287 3866

Other Contact person/s: Lisa Lavina Contact Info: 978 828 7802

Event Information

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

Other (specify) _____

Event Title: Randall Runs on Dunkin or Dunkin' at the Library

Start Date & Time(s): 11.12.22 11am 11.19.22 11am End Date & Times(s): 11.12.22 2pm 11.19.22 2pm Rain Date & Time(s): _____

Estimated Attendance: # 150 Admission Fee: none

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): Common Road near Library

Other (specify): _____

Set Up Date/Time: 10:30a 11.12.22 11.19.22 Break Down Date/Time: 2:30p 11.12.22 11.19.22

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation
<input type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input type="checkbox"/> Propane Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Catered <input type="checkbox"/> Other: <u>not sure / food truck</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Banner(s) and/or Sign(s)– <i>requires prior approval</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure(s) - <i>list streets: Common Road not sure closure needed</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound - <i>If yes please indicate Start Time</i> _____ <i>End Time</i> _____ <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>1 or 2 for cream/sugar/napkins</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does your event require electricity? <i>Source:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Container(s) and/or Dumpster(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toilet(s) – <i>approximate number/vendor:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> <u>1 FOOD TRUCK</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainment - <i>describe:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant: Lisa R Lavina Date: October 19, 2022
 Printed Name: LISA R LAVINA Fee Paid: 0

**Nashoba Regional High School
Building Committee Representatives
Status Report on the Proposed
Building Project**

Denise Demboski

From: Megan Birch-McMichael
Sent: Saturday, October 8, 2022 11:07 AM
To: Denise Demboski
Subject: Fwd: [Stow MA] Nashoba Regional High School Building Project (Sent by Joseph M. Gleason, JGleason@nrsd.net)

Hi,
Can we get them on our next agenda?
Thanks!
Megan

Get [Outlook for iOS](#)

From: Contact form at Stow MA <cmsmailer@civicplus.com>
Sent: Saturday, October 8, 2022 8:07:45 AM
To: Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>
Subject: [Stow MA] Nashoba Regional High School Building Project (Sent by Joseph M. Gleason, JGleason@nrsd.net)

Hello mbmcmichael,

Joseph M. Gleason (JGleason@nrsd.net) has sent you a message via your contact form (<https://www.stow-ma.gov/user/4701/contact>) at Stow MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.stow-ma.gov/user/4701/edit>.

Message:

Good Morning Chairperson Birch-McMichael:

My name is Joseph Gleason, I am a District Committee representative from Lancaster to the Nashoba Regional School District Committee, and I have the privilege of being the present Chairperson of the Nashoba Regional High School Building Committee (hereinafter "Building Committee").

As you may know, the Building Committee is on the precipice of voting on a preferred design option recommendation for the Nashoba Regional High School and our Building Committee vote on this recommendation is scheduled to occur October 18th. Once a design option has been approved we will then be moving to the schematic design phase of the project (Massachusetts School Building Authority - Module Four (4)) and then on to our funding requests.

Given where the Building Committee is with the project at present, I would suggest that now would be appropriate time to enhance the Building Committee's profile and in this regard I would like to request an appearance before your Select Board to provide an in-person status report on the project, to answer any questions or address any concerns your membership has with the project, and to otherwise begin what I hope will be an ongoing opportunity to present before your Select Board on a regular and/or semi-regular basis.

Should you desire a presentation before your Select Board I will be accompanied thereat with Superintendent Kirk Downing along with the Building Committee's (co) Vice-Chairperson Leah Vivirito (of Stow).

Also, please note that the Building Committee will be hosting on October 11, 2022 at 6:00 p.m. in the Nashoba Regional High School auditorium a public forum on the design options.

I look forward to hearing from you.

Joseph M. Gleason, Chairperson
N.R.H.S. Building Committee
Nashoba Regional School District Committee (Lancaster)
JGleason@nrsd.net

Charter Changes the Select
Board would like to Propose
continued discussion

Megan:

This is one that I would like the Board to discuss as I think that it has been an issue between the two Boards as to ownership, given the fact that the Planning Board can't move forward on Master Plan if the Select Board doesn't put forth the committee; and the Select Board has no ownership of the Master Plan other than just appointing the committee. Some clarity on this might go a long way in ensuring that both Boards can work together to accomplish this goal.

Section 7.7 (c)

Master Plan Committee: The Master Plan shall be reviewed at the direction of the Planning Board every five years, and a Master Plan Committee shall be appointed two years before the next update is due. The Board of Selectmen shall appoint a special committee of seven members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission, and the Finance Committee and two Stow voters at large, who are not members of the above named boards. The appointed committee shall present a final report to the Planning Board and said report shall include a Master Plan or updates to any existing Master Plan as required by Chapter 41 of the General Laws. The committee shall be discharged six months after the Master Plan or Master Plan updates have been presented to the Planning Board.

-As I read this, it is incumbent on the Select Board to get the ball rolling on this, as the Planning Board cannot act on the Master Plan review if the Select Board has not appointed a committee in a timely manner. A process for appointing the special committee should go into a master calendar (much like other appointments that the Board has to do throughout the year). I do think that there should be a final report presented to both the Planning Board and the Select Board in a joint session as there will be implications for both boards (Planning at a micro-level and Select Board at a macro-level).

Hector:

Replace all references of Selectmen with Select Board

- Replace all uses of the word "master plan" with "comprehensive plan", where practical
 - 3-2(b)(3)
 - 3-6(b)
 - 4-2(s)
 - 7-7(c)
- Update references to recording and publicly communicating information to include digital methods, such as secure cloud drives, websites, and social media, as allowed by state law
 - E.G. 3-1(g)(3), 7-10
- Replace all references of "chairman" with "Chair"
- 3-1(g)(2): Update the term typewritten to include other methods (computer, printing, etc) of filling in the data
- 3-1(g)(8): A person can't be appointed, but can they be elected to another position?
 - 3-6: Should there be any reference/explanation of the relationship between the Planning Board and the Town Planner?
 - 3-7: Should there be any reference to the relationship with an external BoH? Or mention of the authority to pass certain responsibilities to an external BoH?
 - 4-2(b): Add something to the effect that "The TA will gather all applications for the positions that the Select Board is an appointing authority for, and present them to the Board along with any recommendations."
 - 4-2(c): Add provisions for electronic posting of notices
 - 4-5(a): Add the option for digital communication, as allowed by law
 - 4-6: Insert paragraph references to match the other sections and subsections
 - 5-1(b) 2nd Paragraph: Update to allow for additional methods of providing notice, not just the local paper
 - 5-4: This section currently reads: "Any appointed officer, member of a multiple member body, or employee of the town..."
 - Elected members of the Select Board, Board of Accessors, and other bodies are members of a multiple member body. This is very confusing.
 - The section needs to either clarify that this does not apply to elected members of a multiple member body, or explain what disciplinary actions can be legally taken to suspend or dismiss elected members who are violating laws, the charter, policies, or behaving in a fashion unbecoming of the office they were elected to.

○ At the very least, a distinction needs to be made between elected members of a multiple member body and appointed members of a multiple member body. Maybe rewrite those lines that are throughout this section to read something like

"Any appointed officer, appointed member of a multiple member body, or employee of the town..."

- 5-4(a): Update to include digital notifications, as permitted by law
- 5-5(a): Are EMTs considered fire fighters even though they don't fight fires? Where is the distinction of appointing EMTs?

- 6: Update many references to posting notices in a local paper to include digital notifications, as permitted by law

- 6-2(a) & 6-5(a): The budget is sent to Fin Comm 60 days before ATM. Fin Comm needs time to review and setup a meeting for the public. This might mean the public Budget review is maybe 1 week before the ATM. That seems to be a tight schedule with very little time for adjustments and updates based on feedback from the meetings.

- 7-10: There should be a clarification about whether this applies to elected members as well

Ellen:

Section 2-4(b): Is it required by MGL that finance committee has to comment on ALL articles. There's a distinction here that all articles are submitted to Fincomm and addressed at a public hearing, but "shall report its recommendations on the fiscal aspects...". This to me sounds like they only have to state opinions on those with fiscal implications where we currently have them comment on ALL.

Section 2-7(a): I'd like to see #2 be increased to perhaps 30 votes for an annual town meeting

Section 2-8: doesn't require a vote for non voters but our moderator has required this. Clarify?

Section 2-9: can we add in absence of the town clerk, "assistant town clerk or the TC's designee"?

Section 2-11(b): 200 voters by petition is a high bar. I'd be interested in what others think (this number is also in Recall (3-1:(g)) which makes more sense to me).

Section 3-1:

a: why is Minuteman excluded from elected office: is this consistent with other member towns?

c: this came up in the regional school agreement: does it make sense that they are immediately in office or is there a need for "lame duck"/to finish, tie to fiscal year perhaps?

f: (1) should be required to be posted. not sure why or what the distinction is between "town officer" and "multiple member body" but why would the process be different.

g: is "without delay" a legal term?! should we say within 48 hours?

3-2(b): need to include Hiring and review of TA in the "responsible for".

3-3: can we drop the local school committee section?

3-5: should add that duties include certain appointments (listed)

3-9: would be interested if we can add a statement in the event of dissolution, responsibilities will fall to the SMAHT.

4-2(1): delete

4-3/4-4: do we need to add role of Assistant TA and explicitly note that person as first to be authorized/delegated?

4-6: screening committee: not more than one employee of the town

5-5: I think SB should appoint superintendent of streets, police & fire chief but hand off employees of those depts to TA

6-5: would be interested to discuss if SB should take a position on annual budget. Column used to be called TA/SB budget but I don't see a role in this section for SB

6-6: needs to reflect regional, revise section b (can we legislate how regional SC operates?)

Section 7-8: postings (section b): can we adopt this from bulletin board or other publicly available location?

Town Charter
Town Administrator Requested Changes
(presented to Charter Review Committee on 10/19/2022)

Article II

Section 2-7 – Initiation of Warrant Articles

(c) Inclusion on Warrant – The Select Board shall include in the warrant for an annual town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which have been received by the date the Select Board formally close the warrant.

Section 2-8 – Availability of Town Officials at Town Meeting

~~Every town agency shall designate one or more persons to attend all sessions of any Town Officials shall be available to attend town meeting, as needed,~~ for the purpose of providing the town meeting with information pertinent to matters appearing on the warrant.

Article III

Section 3-1 – General Provisions

~~(d) Compensation – Elected town officers shall receive such compensation for their services as may be appropriated for such purpose.~~

Compensation - Elected town officers shall receive no compensation for their services.

3-8 Board of Assessors

(a) Composition, Term of Office – there shall be a board of assessors consisting of ~~three members elected~~ of the Principal Assessor and two appointed members, for terms of three years each, so arranged that the term of one member shall expire each year.

Article IV

Section 4-2 Powers & Duties

(b) To recommend for appointment or removal by the Select Board all department heads, officers, ~~members of boards and commissions,~~ and employees for which the Select Board is the appointing authority.

(c) I think this section should be looked at – not following it as written

Article V

Section 5-5 Town Administrative Organization

(a) The Select Board shall appoint:

- A Town Administrator to serve for an indefinite term;
- ~~An Assistant Town Administrator to serve for an indefinite term;~~
- ~~An administrative assistant to the Select Board and Town Administrator whose duties shall be determined by said board;~~
- ~~A conservation commission;~~
- ~~An open space committee;~~
- A board of registrars of voters in the manner provided by general law;
- ~~A zoning board of appeals;~~
- ~~A council on aging, as provided by bylaw;~~
- ~~A development and industrial commission, as provided by bylaw;~~
- ~~An industrial development finance commission in the manner provided by general law;~~
- ~~A cable television advisory committee;~~
- ~~A cultural council as provided by general law;~~
- ~~A board of cemetery trustees;~~
- Constables;
- An emergency management officer ~~and related personnel;~~
- ~~An historical commission;~~
- A superintendent of streets ~~and employees of said department;~~
- A police chief and other full-time police officers;
- A fire chief and other full-time fire fighters or command staff ~~and other fire fighting personnel or a board of fire engineers;~~
- A forest fire warden;
- A town collector and treasurer;
- A town accountant;
- An inspector of buildings;
- A zoning enforcement officer;
- A wire inspector, a plumbing inspector, and a gas inspector;
- A sealer of weights and measures;
- ~~A recreation commission;~~
- At least two members of the Lake Boon Commission;
- Town counsel;
- ~~The Randall Relief Fund Trustees;~~
- ~~The Randall Town Fund Trustees;~~
- ~~The Hale School Fund Trustees;~~
- ~~A surveyor of wood and lumber;~~
- ~~A fence viewer;~~
- ~~A field driver;~~
- A tree warden;
- ~~A pest control officer;~~

A veterans' agent; and

All boards, committees, or commissions, who are not elected, and have no other statutory appointing authority.

~~A veterans' graves committee.~~

Article VI

Section 6-2 Submission of Budget and Budget Message

(a) At least ~~sixty~~ thirty days prior to the date scheduled for town meeting in accordance with the bylaws, the town administrator, after consultation with the Select Board, shall submit to the finance committee a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents. ~~The town administrator shall simultaneously provide for the publication in a newspaper of general circulation in the town, of a general summary of the proposed budget. The summary shall specifically indicate any major variations from the operating budget for the current fiscal year and the reason for such changes. The notice shall further indicate the times and places at which complete copies of the proposed operating budget are available for examination by the public.~~

Article VII

Section 7-8 Procedures Governing Multiple Member Bodies

(a) Meetings – In accordance with the Massachusetts Open Meeting Law, Ch. 30A, all multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Except in cases of emergency, special meetings of any multiple member body shall be held on the call, by notice to each member at least forty-eight hours (excluding holidays and weekends) in advance of the time set, of the respective chairman or by one-third of the members thereof. A copy of said notice shall also be posted on the town bulletin board and on the official website of the town. ~~Special meetings of any multiple member body shall also be called within ten days after the date of the filing with the town clerk of a petition signed by at least fifty voters and which states the purpose or purposes for which the meeting is to be called. Except as authorized by law, all meetings of all multiple member bodies shall be open and public.~~

(b) Agendas – ~~At least one business day before any~~ forty-eight hours (excluding holidays and weekends) in advance of the meeting, and in accordance with the Massachusetts Open Meeting Law, Ch. 30A, an agenda containing all items which are scheduled to come before the multiple member body at the meeting shall be posted on the town bulletin board and on the official website of the town. No action taken on a matter not included in the posted agenda shall be effective unless the multiple member body first adopts by a separate vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the town.

Section 7-9 Notice of Vacancies

Whenever a vacancy occurs in any appointed town office, position, or employment, or whenever by reason of a pending or expiration of a fixed term a vacancy be anticipated, the Town Administrator or designee ~~appointing authority~~ shall forthwith cause public notice of such vacancy to be posted on the ~~town bulletin board~~ official town website for not less than ten days....

Set Liquor, Common Victual, and Class II License Fees for 2023



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

Town of Stow
Office of the
Town Administrator

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

For 2023, I am recommending that the restaurant-only liquor license fees return to pre-COVID fees. These establishments were given a 50% discount for 2021 and 2022, however, the restaurant industry has seen their customer base increase back to pre-pandemic levels.

I respectfully ask for your support of the recommendation.

Denise M Dembkoski

**Town of Stow
Select Board**

License Fees for 2023

Alcoholic Beverage Licenses

Restaurants – All Alcohol	\$2,200*
Restaurants – Wine & Malt	\$880*
Package Stores – All Alcohol	\$2,000
Package Stores – Wine & Malt	\$880

Common Victualer -\$25

Class II/used auto sales -\$100

** Note: At the Select Board meeting of October 26, 2021, it was voted to keep for 2022 the reduced restaurant-only liquor license fees, initially voted in 2020, due to the continuing impact of Covid 19 restrictions.*

MINUTES

Select Board Meeting Minutes
Tuesday, October 11, 2022
Stow Town Building & Zoom

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

Absent: Ellen Sturgis, Cortni Frecha

Chair Birch-McMichael called the meeting to order at 7 p.m. and said that the meeting is being recorded. If the Chair calls on a person for comments, they are to state their name and address and limit comments to two minutes or less. Public Comment is for items not on the agenda.

Public Comment

Dorothy Granat, 11 White Pond Road, spoke about Board of Health requirements for license renewals, about Conservation land, and hydrocarbon test results.

Board Member Comments

Mr. Constantzos said that October is Domestic Violence Awareness Month and LGBT History Month.

Mr. Constantzos said there was a Facebook conversation about campaign signs on the Common that went missing and asked for clarification from the Town Administrator. Ms. Dembkoski said that when the Highway Department cuts the grass they remove any signs that are in the way and bring them to the Highway yard to allow whoever posted them to collect them and repost. In this instance the signs were inadvertently thrown away. An internal investigation determined that this was an accident, it was not intentional. The signs are back up and Ms. Dembkoski encouraged folks to not place signs on the public grass. Going forward when signs are removed they will be put to the side or in the former bus shelter so people can retrieve them. She apologized for the removal and disposal of those signs.

Chair Birch-McMichael addressed the Town Administrator review process, referencing the Town Charter section 4.1, as there is misinformation being discussed in Town. If the review had been in an executive session, it would have been a violation of the Open Meeting Law. This year, the comments were not uniform and to avoid being accused of leaving out any information, the Assistant Town Administrator included all the Board members' comments in the individual sections. The Chair said that as a public official she knew that her comments in this review, as well as any comments made in her role as a Select Board member, are a public record and she approached her written comments with that in mind. The Chair said that she "absolutely regrets any emotional and professional distress that this (review process) may have caused." As the Chair, she sets the agenda but does not see supporting documents before the other Board members, including this written review. Changes to the Charter are on the agenda and she hopes that they can provide some clarity to this section to avoid the issues that they went through this year.

Town Administrator (TA) Report

- As of October 6, there are 12 COVID-19 cases in Town, which is a 6.53% positivity rate.
- The Flu Clinic is Saturday at Pompo; pre-registration information is on the website and Facebook.

- The Board of Health has free at-home COVID-19 test kits available at Pompo, the Stow Food Pantry, the Board of Health Office, the Randall Library, and at the Flu Clinic on Saturday.
- The Town has received 16 defibrillators, purchased with ARPA funds, which will be distributed among our buildings and will double the number of units available in our public facilities.
- In addition to the new employees being appointed tonight, a Procurement and Grants Administrator has been hired via ARPA funds and will start on October 31.
- The Board rescheduled its first meeting in November as it is the same day as the State Election. The Board moved the meeting from Tuesday, November 8 to Tuesday, November 15.
- Highway Superintendent Steve Nadeau is retiring and will work through mid-December.

Appointments

Appointment of Highway Mechanic

Board member Constantzos moved to promote Jerry Camara to the position of Highway Mechanic. Board member Hegemann seconded the motion and it passed unanimously.

Appointment of Highway Driver/Laborers

Board member Constantzos moved to appoint Corey Parks to the position of Highway Driver/Laborer. Board member Hegemann seconded the motion and it passed unanimously.

Board member Constantzos moved to appoint Dean Osborne to the position of Highway Driver/Laborer. Board member Hegemann seconded the motion and it passed unanimously.

Randall Library Building Committee 2.0

Kat Copeland was present in the Warren Room.

Ms. Copeland said that she and Lisa (Lavina) would like to be appointed to be able to continue this project and carry it to fruition.

Board member Constantzos moved to appoint Lisa Lavina to the Randall Library Building Committee 2.0, to serve until the project is complete and the renovated library is fully open. Board member Hegemann seconded the motion and it passed unanimously.

Board member Constantzos moved to appoint Kat Copeland to the Randall Library Building Committee 2.0, to serve until the project is complete and the renovated library is fully open. Board member Hegemann seconded the motion and it passed unanimously.

Election Update and Sign the November Election Warrant

Town Clerk Linda Hathaway was present via Zoom.

Election Day is Tuesday, November 8, 2022 and voting is at Center School. Early Voting is in person from October 22 through November 4 in the lower level of Town Building. For Vote By Mail, Ms. Hathaway said her office received ballots today and they are now ready to mail out 1,800 ballots. Ms. Hathaway recommended that those using Vote By Mail return their ballot as soon as possible. Ballots that are placed in the drop box at Town Building on Election Day after 3 p.m. will not be counted until November 12, 2022, which is the deadline for the Town Clerk to receive mail-in ballots. Details and more information are on the Town Clerk's webpage.

Board member Constantzos moved to sign the November 2022 Election Warrant as presented at this meeting. Board member Hegemann seconded the motion and it passed unanimously.

Girl Scout Troop 62427 Community Project

Members of the Girl Scout Troop present in the Warren Room were Cadettes Elsie Konno, Ibbie Bruosta, Olivia Cole, Kate Duchesneau, and Lila White.

All five Cadettes presented information for a Hometown Hero project in Stow which would provide uniformity along Route 117 from Maynard to Bolton. They are hoping to earn a Silver Award, which is a community service award for a project that is done with minimal adult assistance, teaches a life skill, and advocates for change to a policy. They would be teaching younger troops about the steps they took to work with the Town to make this possible.

Ms. Hegemann said the thoroughness of the presentation answered all her questions.

Mr. Constantzos said he is a Town veteran and thanked them very much for doing the project.

Chair Birch-McMichael said they would like to have the troop come back to update the Board once the project is done.

Board member Constantzos moved to grant permission for Stow Girl Scout Cadettes in Troop #62427 to carry out their community project, honoring soldiers with banners posted on telephone poles along route 117, as presented at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

PFAS Update from MassDEP (Department of Environmental Protection)

Regional Director Mary Jude Pigsley and Section Chief Kevin Daoust of the MassDEP Central Regional Office were present in the Warren Room.

PFAS¹ is a family of thousands of compounds with varying structure that are called “forever chemicals” because they are very persistent and do not biodegrade. They are in many consumer products, and most Americans have been exposed to some level of PFAS. They are used as a textile treatment, for grease resistant paper coatings, in hairspray and cosmetics, and in Aqueous Film-Forming Foam (AFFF) used by fire departments.

Currently there is no national standard for PFAS; Massachusetts is one of 16 states that regulates PFAS with a standard of 20 parts per trillion (PTT) for drinking water and for cleanup. This standard is health-based, protective of the most sensitive population (pregnant women, nursing mothers, infants, and the immune compromised), and accounts for exposure to PFAS from sources in addition to drinking water. The US Environmental Protection Agency (EPA) announced in June that they will be issuing a national drinking water standard, and it is likely that it will be lower than MassDEP’s standard of 20 PPT.

Ms. Pigsley said they oversee 77 cities and towns and 42 have PFAS. However, Stow is unique in that it has five contaminated Sites²: Stow Center (16 Crescent Street, RTN 2-0021075), MA Firefighting Academy, Dept. of Fire Services (RTN 2-0021045), the former Gleasondale Mill (RTN 2-0021116), Bose (688 Great Road, RTN 2-0021541), and the Harvard Road area (RTN 2-0022042). Water quality data is available at eeonline.eea.state.ma.us where you can enter the RTN to see specific details or use other search criteria on the website. For additional information, you can also google MassDEP PFAS.

¹ PFAS: Poly- and perfluoroalkyl Substances

² MassDEP capitalizes the word “Site”

The MassDEP map of Stow color codes various areas, with green being good, meaning non-detected; yellow is detected but below the drinking standard of 20 PPT; red is above 20 PPT. For Stow they had to create a magenta area, which is an imminent hazard level of 90 PPT. Whenever any detection is discovered people are given bottled water, and if a well exceeds 20 PPT, point of entry treatment systems (POET) are given which treats all the water coming into the home.

Ms. Dembkoski said the Town appropriates a lot of money towards PFAS remediation, and if the federal standard is lower, the Town will need to continue to appropriate money. She receives the most calls from residents in the Gleasondale area. Mr. Daoust said people can call MassDEP directly for information, and said that they are doing assessment work at the Mill and collected samples last week.

Police Department Update to Rules and Regulations – CROWN Act

Chief Michael Sallese said the CROWN Act is a new law going into effect on October 24, 2022. This will replace some of the department's existing rules and regulations, specifically removing 9.1, 9.1.D, and 9.2 and replacing them with a new rule 9.1. A copy of this change has been presented to both police and dispatch unions with no concerns.

Board member Constantzos moved to approve the update to Police rules and regulations to conform with the CROWN (Creating a Respectful and Open World for Natural Hair) Act, as presented by Police Chief Michael Sallese at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

Police Department Request to Participate in Home Base No Shave November

Chief Sallese explained that if an officer donates \$100 to the Home Base fundraiser, male officers can grow facial hair and female officers can wear their hair down or wear nail polish.

Board member Constantzos moved that the Select Board allow the Stow Police Department to suspend certain rules and regulations [9.1C, 9.2, 9.3] pertaining to grooming, for the month of November, in order to support the Home Base No Shave November fundraiser. This fundraiser is for the benefit of veterans, service members, military families, and the families of the fallen.

Board member Hegemann seconded the motion and it passed unanimously.

Select Board Proposed Charter Changes

Charter Review Committee (CRC) Chair Debbie Woods was present via Zoom.

Ms. Woods said the CRC is asking all boards, committees, and residents to submit suggestions on changes to the Charter, and why they are asking for the change, on or before November 15, 2022. Ms. Woods asked the Select Board to prepare a list of recommendations, and either she or other members of the CRC would come to the Board's meeting on November 15 to go through the list. The CRC will gather recommendations from all sources and have a public meeting in mid-December to review all the changes being suggested. The CRC has a deadline of mid-March to submit their recommendations for inclusion at the Annual Town Meeting.

Each Select Board member will send suggestions to Ms. Dembkoski by October 20, which will be added to the agenda packet for the next meeting on Tuesday, October 25, 2022.

Draft Charge for the EDIC (Economic Development and Industrial Commission)

Chair Birch-McMichael said that she met with EDIC Chair Tom Farnsworth and Planning Board Chair Lori Clark and each presented feedback from their board. The mission statement should be a high-level statement of what the EDIC is supposed to be doing, and Ms. Clark had offered a good summary of that. After a mission statement is approved and it is determined that the EDIC reports to the Select Board, then the Select Board will discuss the goals for the EDIC.

This will be discussed further at the November 15 meeting when there can be a full board discussion.

Town Administrator's FY23 Goals

The Board discussed and revised goal number two (assist in moving forward Town Hall Improvement Plan) to expand upon the scope of the goal. The goal will be to continue oversight of the Town Hall project with the focus on future use, improvements, or disposition.

Board member Constantzos moved to approve the FY23 Town Administrator Goals list, including the discussed amendment for goal number two.

Board member Hegemann seconded the motion and it passed unanimously.

Meeting Minutes

Board member Constantzos moved to accept the meeting minutes of the September 13, 2022 meeting as drafted. Board member Hegemann seconded the motion and it passed unanimously.

Board member Constantzos moved to accept the meeting minutes of the September 27, 2022 meeting as drafted. Board member Hegemann seconded the motion and it passed unanimously.

Board member Constantzos moved to accept the meeting minutes of the October 4, 2022 meeting as drafted. Board member Hegemann seconded the motion and it passed unanimously.

Correspondence

The correspondence is listed at the bottom of the agenda.

The Board discussed the date and time of the Library Trustees Trivia Night.

Adjournment

At 8:53 p.m. Board member Constantzos moved to adjourn. Board member Hegemann seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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