

AGENDA
SELECT BOARD
November 15, 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/86148212387?pwd=bGdLTXV4ZjJEN1V5ZXVJbmg2TkQ4QT09>

Meeting ID: 861 4821 2387

Passcode: 19380469

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - NRSD Stow School Committee Members to make a joint appointment to fill the vacancy left by Richard Eckel's resignation in accordance with M.G.L. c. 41, s.11. Applicants are:
 - Scott Powell
 - Sean Duddy to the position of Call Firefighter/EMT
 - Aisha Anderson to the Randall Library Building Committee 2.0 to serve until the project is complete and the renovated library is fully open
 - Hannah "Sunny" Richardson to the Randall Library Building Committee 2.0 to serve until the project is complete and the renovated library is fully open
 - Richard Fishman to the Randall Library Building Exterior Design Committee to serve until the exterior design of the building has been approved by the RLBC2.0
 - Alison Lamkin to the Recreation Commission through June 30, 2023
5. Discussion and Possible Vote
 - Event Permit for the Holiday Tree Lighting, Saturday, December 3, 2022 from 5 p.m. to 7 p.m. sponsored by the Lions Club
 - Updated Traffic Mitigation Plan with Chief Sallese
 - Board response to Antisemitic vandalism in Stow and next steps
 - Finalize Charter changes the Board would like to propose and present them to Charter Review Committee
 - Draft EDIC Charge continued discussion
 - Sign the First Amendment to the Stow Acres Purchase and Sales Agreement to extend the closing date to January 13, 2023.
6. Meeting minutes
 - October 25, 2022
7. Correspondence
8. Adjournment

Posted Thursday, 11/10/2022
2:15 p.m.

Correspondence received:

11/2/22 from Deborah A. Wagner, MA DOR; Notification of free cash approval - Stow

10/21/22 from Nathan Carlucci, DHCD; Update on the Guidelines for MBTA Communities Multifamily Zoning Requirement

11/8/22 from Malcolm Ragan; Updated submissions for Cottages at Wandering Pond - Board/Department comment requested

10/21/22 from Malcolm Ragan; Petition for Hammerhead Lot Special Permit Modification-98 Old Bolton Road

11/7/22 from Mary Sikes; Lake Boon Dam Project

11/4/22 from Dorothy Granat; request for records and clarifications of comments

11/4/22 from Bruce Fletcher; Request for removal of town tree at corner of 153 Harvard Road Driveway

10/28/22 from Jonathan Mascia; Determination regarding town tree next our property pin

11/3/22 from Andy Riecker; Randall Trustees Gift Fund

11/1/22 from Leigh Hilderbrandt; Masters Academy on PFAS Contaminated Land

10/30/22 from Kelly Lawlor; Let's Talk Black History

10/24/22 from Niall Connors; LFA Notice – Newsmax TV

10/24/22 from Niall Connors; LFA Notice – TheGrio HD

10/20/22 from Niall Connors; FLA Notice – G4 TV

Posted Thursday, 11/10/2022
2:15 p.m.

APPOINTMENTS

Joint Appointment with the
NRSD Stow School Committee
Members to Fill a Vacancy

Applicant:
Scott Powell

Joyce Sampson

From: Scott Powell <srpowell@hotmail.com>
Sent: Sunday, October 16, 2022 7:54 PM
To: selectboard
Cc: Joyce Sampson; lvivirito@nrsd.net; Rich Eckel
Subject: School Committee Vacancy

Good evening Stow Select Board, et al.

Rich Eckel has informed me of his intention to step down from the Nashoba Regional School District school committee. I would, again, like to volunteer to serve the remainder of his term. Please advise me of additional information you may need and the process that will be used to select his replacement.

Respectfully,
Scott Powell
srpowell@hotmail.com

Appointment
Call Firefighter/EMT
Sean Duddy



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

I am pleased to recommend Sean Duddy to the position of Call Firefighter/EMT with the Fire Department. Sean is currently a call firefighter/paramedic with the Amherst Fire Department, as well as a Team Leader with the United States Marine Corps. His knowledge and experience will allow him a seamless transition into Stow.

Sean will be a great addition to the fire department and will help fill a per-diem staffing void.

I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski



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

November 7, 2022

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

Denise,

I respectfully request your recommendation to appoint Sean Duddy to the Position of Call Firefighter with the Stow Fire Department. Sean 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

Appointments

Randall Library Building Committee 2.0

Aisha Anderson

Hannah “Sunny” Richardson



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 Aisha Anderson to the Randall Library 2.0 Building Committee. Aisha is new to town and the first municipal building she went to was the library. It has become a treasured resource for her family, and she wants to contribute and make a difference for the project. Aisha got involved with the Revitalize Randall fundraising campaign, but realized her project management skills would be better suited elsewhere.

Aisha is passionate and enthusiastic about this project and I think she will make a great addition to the 2.0 Committee and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Denise Dembkoski

From: selectboard
Sent: Wednesday, October 12, 2022 9:49 AM
To: Denise Dembkoski
Subject: FW: Letter of Interest: Randall Library Building Committee
Attachments: Aisha Anderson Resume 2022.docx.pdf

From: Aisha Anderson <andersonaishaw@gmail.com>
Sent: Tuesday, October 11, 2022 11:36 PM
To: selectboard <selectboard@stow-ma.gov>
Subject: Letter of Interest: Randall Library Building Committee

Dear Select Board Members,

I write to you today to express my sincere interest in volunteering as a member of the Randall Library Building Committee (RLBC). While I am fairly new to Stow, I am eager to serve my town in a meaningful way and this opportunity is one that is close to my heart. After moving here in 2021, the Randall Library quickly became a treasured resource for our young family. Public libraries play an essential role in their communities and I want to help ensure that the services that ours provides for all of us- young and old- are available for many years to come.

I believe that my professional experience and personal interests would be of great benefit to the RLBC. I have focused my career on improving the health care system in Massachusetts, first through process improvement efforts at local health care payers and more recently as a public servant with the Massachusetts Health Policy Commission. I specialize in launching large and complex projects that are top priorities for our executive team. I work closely with senior leaders across our organization, engage with stakeholders both internal and external, and manage contracts and relationships with consultants and vendors. I can turn an abstract idea into a project plan with a defined scope and timeline and follow it through to execution. Our library's renovation is a tremendous undertaking and I hope that my project management, communication, and organizational skills can support it. While I do not have a formal background in architecture or design, I am very interested in making both interior and exterior spaces functional, sustainable, and visually appealing and I am excited about the opportunity to contribute to that at the Randall Library.

I have attached my resume to this email. If there is any additional information that would be helpful as you make your determination, please do not hesitate to reach out. I look forward to hearing from you!

Sincerely,

Aisha Anderson



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 Hannah “Sunny” Richardson to the Randall Library 2.0 Building Committee. While Sunny brings extensive experience in areas of business and marketing, for her, it is more about the passion for the library and this project. She has been a volunteer at Randall and understands how the renovated library can benefit the employees and patrons. She is excited to work on this committee to make the library a more welcoming staple of the community.

I believe she will be an asset to the Town and the 2.0 Building Committee and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Sunny Richardson
171 Red Acre Road
Stow, MA 01775

Randall Library Building Committee Application

TO WHOM IT MAY CONCERN:

As a member of the town of Stow, as well as an active volunteer participant at the Center School and the Randall Library, I would like to put my name in for consideration on the Randall Library Building Committee (estimated commitment 3-4 years).

The Randall Library Renovation Project's success is vital to maintaining a sense of community here in Stow. In addition to being such an influential project for our beloved town, the RLRP is very near and dear to my heart as a patron of libraries and general lover of books. Libraries are a dwindling entity in the day and age of technology, but bringing them back to the forefront of our communities is critical to the development of future generations. Access to education and knowledge should be readily available for all, and libraries are one of the last havens of free community in which all are welcome. As a writer, I cherish the serenity of these spaces. As a mother, I cherish the gift of peace the library brings as my children can engage with peers and enrich their minds while I retain a few quiet moments alone. As a human being, I value libraries simply because of the ethos that all are welcome and all deserve an equal opportunity to live and to learn. Joining this committee would bring me such fulfillment as a patron, a volunteer, and a human being.

It would be my wish that I could participate in the democratic process of breathing the new Randall Library space to life. The experience I have gained as a volunteer over the past year, in addition to being a patron who utilizes almost every section of our current library (including the children's, teen, travel, and adult fiction and non-fiction areas) provides me a unique perspective which may be very beneficial to the planning process of this new space. On top of my volunteer experience, I retain an educational background in Marketing and Business at a Bachelor's and Master's level, respectively. Plus, I have cultivated significant experience in writing with a freelance career spanning over the course of 15 years.

To be selected for this committee position would be an honor. The Randall Library and its wonderful staff have been lovely this past year and have provided me with joy and satisfaction throughout my tenure as a volunteer. Serving this committee would be a beautiful way to continue to honor their hard work and dedication to our beautiful town and townsfolk.

I hope you will take my bid for a role in this committee into consideration.

Warm regards,
Sunny Richardson



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 Committee

Appointing Authority:	Select Board
Number of Voting Members:	Nine (9)
Non-Voting Members:	Zero
Term:	The length of the building process, estimated at 3-4 years

Composition:

Town Administrator or designee

Library Director

Building Commissioner

Library Trustees (2)

Residents At-Large (4)

Preference for residents with experience or interests in architectural, construction, landscape, or historical.

Purpose:

To oversee the full design and construction of the Randall Library Renovations and Addition.

Charge:

The RLBC will guide the Randall Library Renovation project. All major decisions shall be brought to the RLBC for review, approval, and formal submission to the Board of Library Trustees and Town Administrator for final approval.

Throughout the life of the project, the RLBC will work as a team with several consultants including the Owner's Project Manager (OPM) and the Architect firm. The RLBC will develop a timeline, milestones, and plans for the project.

The RLBC will work with the Library Director and Town Administrator to ensure the public is kept informed and engaged with the Randall Library Renovation Project.

Broad Committee Functions:

- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage members of the community through the entire design and construction process.
- Form subcommittees at various stages of the project such as:
 - Design – visits the job site, attends job site meetings, and monitors the schedule
 - Interior Design – chooses styles, colors, and furnishings
 - Exterior Design – chooses styles and materials on the building and plantings and structures for the landscaping
 - Relocation – identifies the most appropriate and economically feasible location to relocate the staff and books during the renovations
 - Public Relations – keeps the community informed
 - Groundbreaking/Grand Opening – organizes community celebrations
- Review, evaluate, and approve all project invoices and change orders.
- Provide quarterly updates to the Select Board, Library Trustees, and the public.

Term:

The RLBC will serve until the project is complete and the renovated Randall Library is fully open.

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

Appointment

Randall Library Building Exterior
Design Committee

Richard Fishman



Denise M. Dembko
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 Richard Fishman to the Randall Library Exterior Building Committee. Richard brings extensive graphic design experience and has a passion for aesthetics. He believes there is a better way to marry a contemporary addition with a historic building to make the Randall Library a welcoming focal point for the community.

I believe he will be an asset to the Town and the exterior design committee and I respectfully ask for your ratification of the recommendation.

Denise M Dembko

Denise Dembkoski

From: selectboard
Sent: Thursday, October 27, 2022 8:35 AM
To: Denise Dembkoski
Subject: FW: Library exterior design committee

From: Richard Fishman <fishmandesign@comcast.net>
Sent: Wednesday, October 26, 2022 11:08 PM
To: selectboard <selectboard@stow-ma.gov>
Subject: Library exterior design committee

greetings

I wish to apply for a seat on the library building Exterior Design Committee. I had a long career as a graphic designer, supplemented by a study of architecture and personal experience supervising the construction of one house and renovations of another one. And now, in retirement, I am a practicing artist with shows of my painting locally and in other places in the state.

I have been interested in buildings, and in aesthetics in a broader sense, since I was a small child. I have a great eye, a deep knowledge of architectural history and am really good at explaining things. I am a relative newcomer to Stow, but love it and care deeply about its future. Libraries are such a deeply essential part of one's self education and I would very much like to assist in ensuring that the town library becomes a focal point of our community. The face it presents to the world can be extremely effective in getting people to open the door and walk in.

Thank you for your consideration,
Richard Fishman

RICHARD FISHMAN
STOW, MASSACHUSETTS

508 349.2890
202 362.2992

demystifying simplicity

RICHARDFISHMANARTIST dot COM



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

Appointment
Recreation Commission
Alison Lamkin



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 Alison Lamkin to the Recreation Commission. Alison has been attending the meetings and looks forward to working with the Commission and recreation department to bring more community-focused events forward. An event planner by trade, she has a lot of experience and ideas for enhancing recreational opportunities in town.

I believe Alison will be an asset to the Town and the Recreation Commission and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Denise Dembkoski

From: selectboard
Sent: Wednesday, September 28, 2022 8:34 AM
To: Denise Dembkoski
Subject: FW: Recreation Commission - Vacancy Request

From: Alison Lamkin <alamkin@blue-hive.com>
Sent: Tuesday, September 27, 2022 8:10 PM
To: selectboard <selectboard@stow-ma.gov>
Subject: Recreation Commission - Vacancy Request

Good evening,

I am interested in joining the recreation commission. I attended the most recent meeting and I believe I would be an asset to the current board, and would love to contribute to the Town of Stow.

Thank you,
Alison

ALISON LAMKIN

Account Manager

BlueHive Exhibits

7 Coppage Dr. Worcester, MA 01603

o: 774-317-3433

w : blue-hive.com



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

RECREATION COMMISSION

Two members

Duties: To provide and promote recreational services for residents of Stow. To administer current programs, such as town beach, Camp Stow, skiing, etc.

Qualifications: Registered voter of Stow. Interest in recreation for townspeople of all ages. A commitment of time to attend monthly meetings as well as for special assignments.

Term: Two members for one-year terms ending June 30, 2023

Application: The Select Board will accept letters of application until the positions are filled. Please send a letter of interest to the Select Board Office, Town Building, 380 Great Road, Stow or selectboard@stow-ma.gov.

Posted July 1, 2022

DISCUSSION & POSSIBLE VOTE

Event Permit for the
Holiday Tree Lighting
Saturday, December 3
from 5 p.m. to 7 p.m.
Sponsored by the Lions Club



Town of Stow
Office of the
Town Administrator

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

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

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

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Holiday Tree Lighting

Date: November 7, 2022

I respectfully ask that you approve the request of the Lions Club for the December 3rd Holiday Tree Lighting. Myself, Chief Sallese, and Chief Benoit met with Linda Gothie, who will be the Event Manager for the event, and finalized all details on this great event.

I am happy to report that Dunkins will be donating their Dunkin Truck for the event and will be providing family friendly treats. The only concern at this time, is whether the vendor will have the lights up. Highway contacted the vendor in August to get on their list and they are aware of the tree lighting date. However, we are at their mercy. During our meeting, we decided that should the tree not be lit, we would still continue with a holiday festival that night.

I would be happy to answer any questions on this matter.



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 Lions Club Non-Profit Profit

Address: P.O. Box 5 City: Stow State: MA Zip: 01775

Tax ID #: 04-613774 Applicant name: Linda Gothie

Phone: 978-618-0203 Email: lgothie1670@gmail.com

Web Site: _____

Event Manager: Linda Gothie Contact Info: 978-618-0203

Other Contact person/s: Bill Glauner Contact Info: _____

Event Information

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

Other (specify) Tree Lighting

Event Title: Holiday Tree Lighting event

Start Date & Time(s): 12/3 5:00pm End Date & Times(s): 12/3 7:00pm Rain Date & Time(s): _____

Estimated Attendance: # 75-100 Admission Fee: 0

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): Lower Village Common

Set Up Date/Time: 4:00 Break Down Date/Time: 8:00

Would you please contact Dunkens for this event

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Concession and/or Food Preparation
<input type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input type="radio"/> Propane Gas <input checked="" type="radio"/> Electric <input type="radio"/> Charcoal <input checked="" type="radio"/> Catered Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input 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 type="checkbox"/>	<input type="checkbox"/>	Street Closure(s) - <i>list streets:</i> <u>Gardner Rd.</u>
<input type="checkbox"/>	<input type="checkbox"/>	Amplified Sound - <i>If yes please indicate Start Time</i> <u>5pm</u> <i>End Time</i> <u>7pm</u> <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 type="checkbox"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="checkbox"/>	<input type="checkbox"/>	Does your event require electricity? <i>Source:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> <u>2 or 3 10x10 pop up tents</u>
<input type="checkbox"/>	<input type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Container(s) and/or Dumpster(s)
<input type="checkbox"/>	<input type="checkbox"/>	Toilet(s) – <i>approximate number/vendor:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input type="checkbox"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Entertainment - <i>describe:</i> <u>holiday music played over speakers</u>
<input type="checkbox"/>	<input type="checkbox"/>	Amusement Rides - <i>list and describe:</i> _____
<input 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: Linda Bothie Date: 10/5/22
 Printed Name: Linda Bothie Fee Paid: \$



Town of Stow

Special Event Permit

This is to certify that, on November 15, 2022, the Select Board voted:

That Linda Gothie, as a representative of the Stow Lions Club, is granted permission to hold the Holiday Tree Lighting Event on Saturday, December 3, 2022, beginning at 5 p.m. to approximately 7 p.m. as described in the application materials, and contingent upon the following:

- 1) That arrangements have been made with the Police and Fire Departments for the appropriate number of detail personnel;
- 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

Updated Traffic Mitigation Plan

Police Chief Michael Sallese



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

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

October 28, 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 in the surrounding area.

On August 23rd, this board voted and approved a review of the Traffic Mitigation Plan. Since then, we have continued our efforts to update the plan and include those areas of town which were under development in the old plan. The Traffic Safety Advisory Committee has updated the guidelines for Carver Hill Orchard, Honey Pot Orchard Tree Sales, Mistletoe Christmas Farm and Taproot Farm. All stakeholders were invited to the October 26th TSAC meeting. Mistletoe Farm and Taproot Farm attended. No representatives from Honey Pot Orchard or Carver Hill came or Zoomed into the meeting.

We have found that with this is an ever-evolving document that we will continue improve and grow as more points of interest are established in Stow. The Traffic Safety Advisory Committee finalized this updated plan at the October 26th meeting.

I respectfully request that you approve the updated plan as presented. Please note it is the intent of the committee to continue to update and review the plan on an ongoing basis.

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 -----	Page 16
Honey Pot Orchard Christmas Tree Sales-----	Page 18
Mistletoe Christmas Farm-----	Page 19
Taproot Farm-----	Page 21
Town of Stow By-Laws -----	Page 23

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.¹

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
 - 8) Christmas Tree Farms

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. Whitman St, From Sudbury to Birch Hill Road
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 Columbus 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 alleviate traffic at Lots B & C or Gleasondale @ Sudbury Rd if needed.
8. Detail Officers will remove road closure 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 may 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.

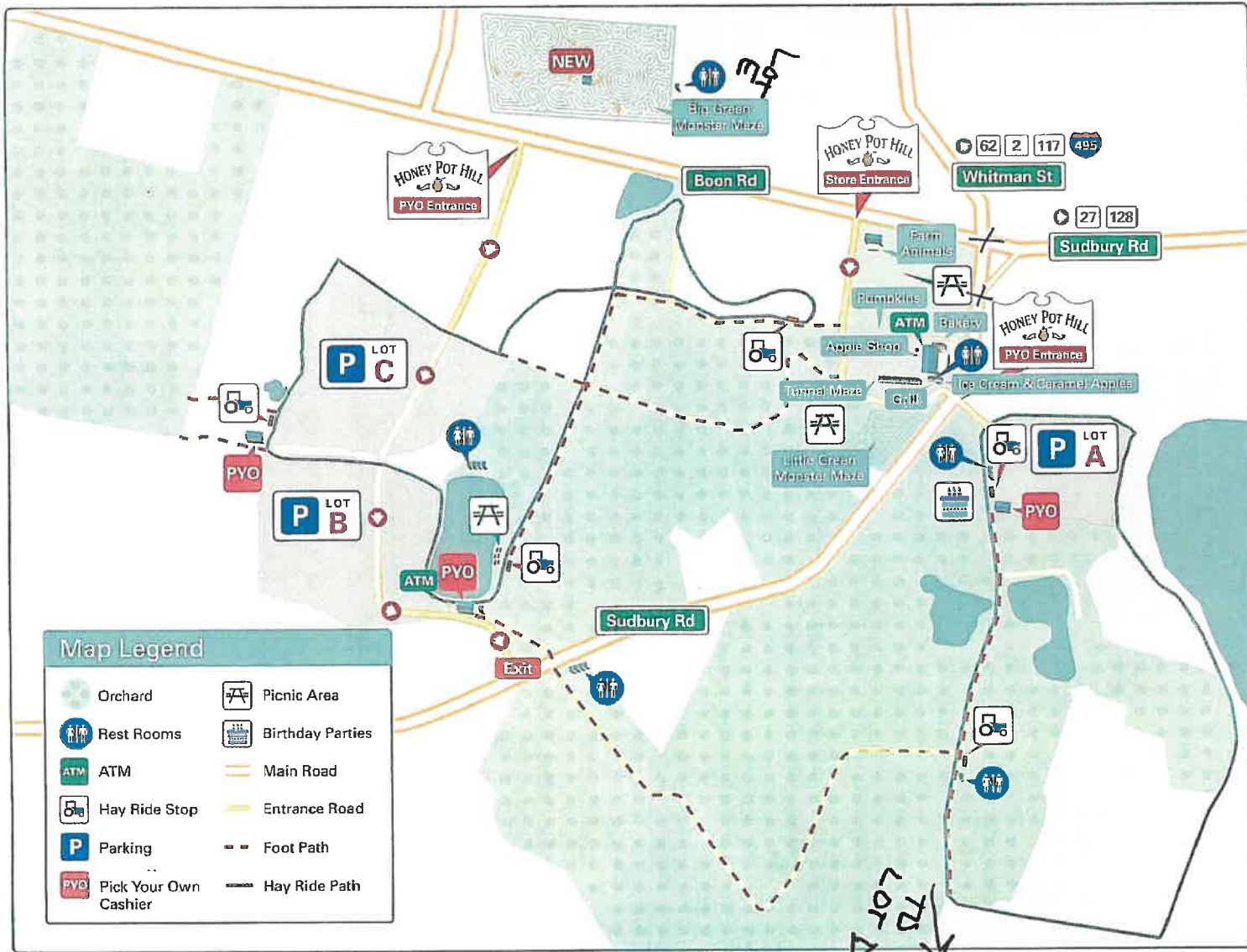
Sudbury @ State Road

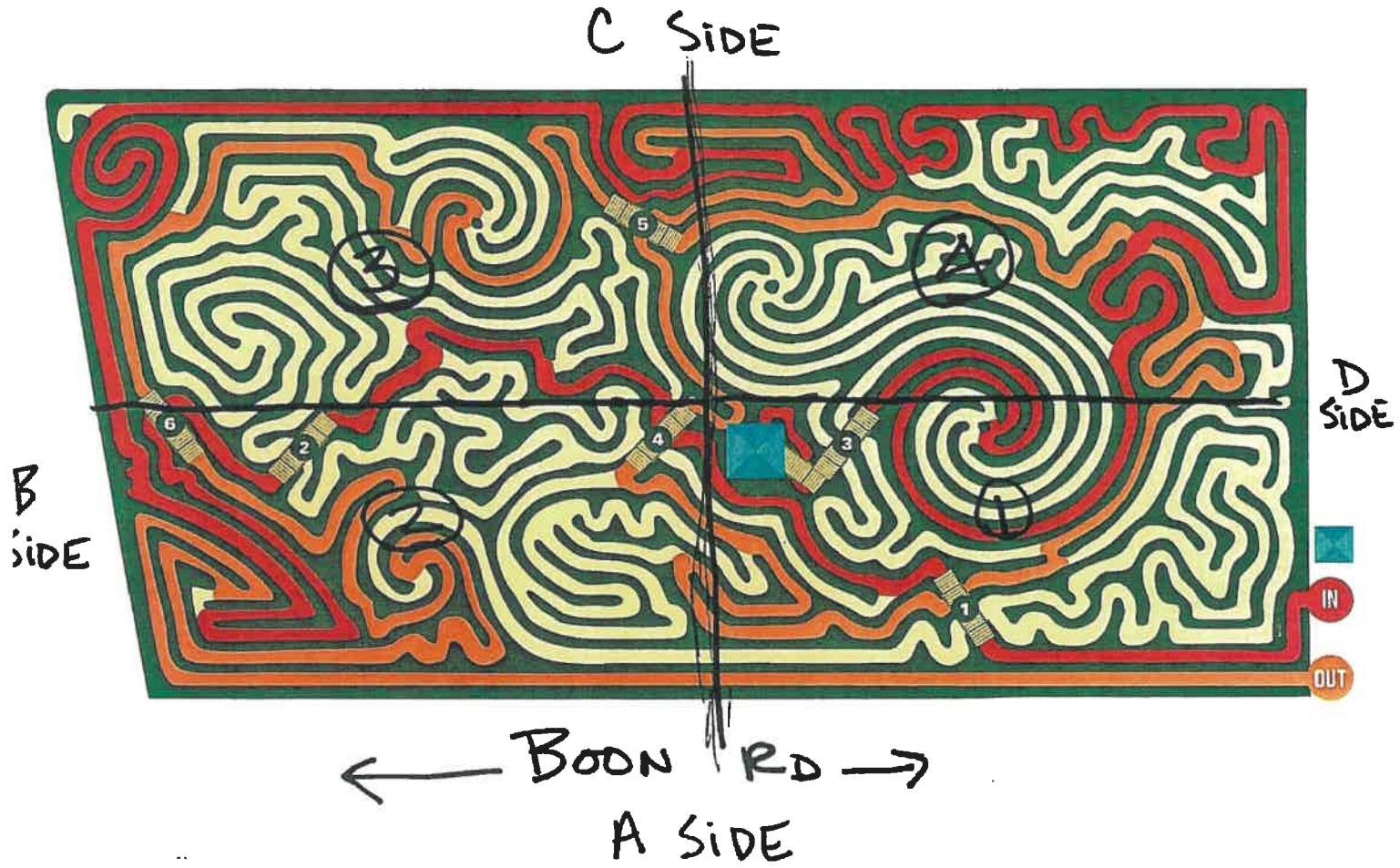
- Traffic permitting Detail Officer I will allow traffic to move straight across the Whitman Street intersection to Boon Road access to Lot "C" along with the Sudbury Road access to Lot "A"
- If necessary Detail Officer I will implement the Road Closure at State Road and Sudbury Road to reduce traffic.

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 patrol officers or the public 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 patrol officers 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 if hired or patrol 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 if hired or patrol officers on duty 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.

Carver Hill Orchard

Phase 1

- 1) Phase 1 will be implemented every weekend from the 3rd weekend in September through Columbus/Indigenous People's Day in October
- 2) All Police Cruisers will be equipped with "Road Closed" signs
- 3) No Parking Signs will be posted at the following locations by Stow Police
 - a. Brookside both sides from east of pump house to Box Mill Road
 - b. Box Mill Road both sides from North Side of Bridge to Cemetery
- 4) No Detail Officer is required at this time, however this can be re-evaluated at any time and for special events.
- 5) Police and Dispatch will authority to call in extra help as needed or call in the next shift early, if deemed necessary.
- 6) Additional Fire Personnel maybe recalled by the shift officers if necessary.
- 7) Official Town social media will be used to remind people of increased traffic on weekends
- 8) Mutual Aid Police and Fire assistance is available if necessary
- 9) Police and Fire personnel will be updated on procedures for the weekend.
- 10) If available or needed, Waze updates from Stow Police will be added.
- 11) Map of Carver Hill issued to Police and Fire personnel.

Carver Hill Orchard

Phase 2

- 1) Phase 2 will be implemented when a report from the owner/operators, patrol officers or the public which has been confirmed by the on-duty staff of traffic back-ups in the following locations.
 - a. Brookside on to Gleasondale Road
 - b. Box Mill Road onto Gleasondale Road
- 2) On-Duty Officers to shut Brookside Road down
- 3) On-Duty Officers to shut Box Mill Road down
- 4) On-Duty Officers to assist exiting vehicles from Carver Hill
- 5) Dispatch to make contact with owner/operator to help communicate between the officer on scene and owner
- 6) If emergency situation/call is on-going, officers are to relieve traffic in the most direct route of travel for emergency services.
- 7) Appropriate road closures will be implemented or remain up during emergencies if necessary.
- 8) All road closures will be constantly evaluated to ensure that that the road is re-opened as quickly as possible.
- 9) Official Town social media updates will be made so the public is informed of on-going traffic closes, and emergencies and re-openings.

Honey Pot Orchard Christmas Tree Sales

Phase 1

- 1) *Phase 1 will be implemented from the Friday after Thanksgiving, every weekend to December 24th.*
- 2) No Parking signs will be in place in the following locations;
 - a. Boon Rd, from Whitman St to Farm Store Entrance (both sides)
 - b. Sudbury Road, from Boon Rd to Lot A Entrance (both sides)
- 3) Cars permitted to travel in all directions when leaving the lots.
- 4) *If available or needed, Waze updates from Stow Police will be added.*
- 5) No Detail Officers are required during normal sales, however this maybe re-evaluated during special events.

Honey Pot Orchard Christmas Tree Sales

Phase 2

- 1) Will be implemented when patrols observe traffic backed onto Boon Road, or after confirmation is made by patrols on traffic complaints made by the public.
- 2) Dispatch to make contact with owner/operator to help communicate between the officer on scene and owner
- 3) On Duty Officer to shut Boon at Whitman down, ensuring the intersections of Whitman and Sudbury remain open for emergency vehicles.
- 4) If emergency situation/call is on-going, officers are to relieve traffic on the most direct route of travel for emergency services.
- 5) Appropriate road closures will be implemented or remain up during emergencies if necessary.
- 6) All road closures will be constantly evaluated to ensure that that the road is re-opened as quickly as possible.
- 7) *Official Town social media* updates will be made so the public is informed of on-going traffic closes, and emergencies and re-openings.

Mistletoe Christmas Farm

Phase 1

- 1) *Phase 1 will be implemented during open times of the Farm.*
- 2) No Parking signs will be in place in the following locations;
 - a. Whitman St., from Boon Road to Entrance to Mistletoe Farm (both sides)
 - b. Whitman St., from north of parking area in front of fence to Robert Road (both sides)
 - c. Apple Blossom Lane from Whitman to number 34 Apple Blossom Lane (both sides)
 - d. Robert Road from Whitman to 18 Robert Road, (both sides)
- 3) One detail officer is required on those times and dates, working with the farm where it is expected that traffic will be impacted the most.
 - a. Details maybe cancelled more than one hour to detail without incurring cost
- 4) Single point entry from Whitman St. to farm on south side of barn.
- 5) Single exit point onto Whitman St. from farm on north side of barn.
- 6) *If available or needed, Waze updates from Stow Police will be added.*
- 7) If emergency situation/call is on-going, officers are to relieve traffic in the most direct route of travel for emergency services.
- 8) Appropriate road closures will be implemented or remain up during emergencies if necessary.
- 9) All road closures will be constantly evaluated to ensure that that the road is re-opened as quickly as possible.
- 10) *Official Town social media* updates will be made so the public is informed of on-going traffic closes, and emergencies and re-openings.

Mistletoe Christmas Farm

Phase 2

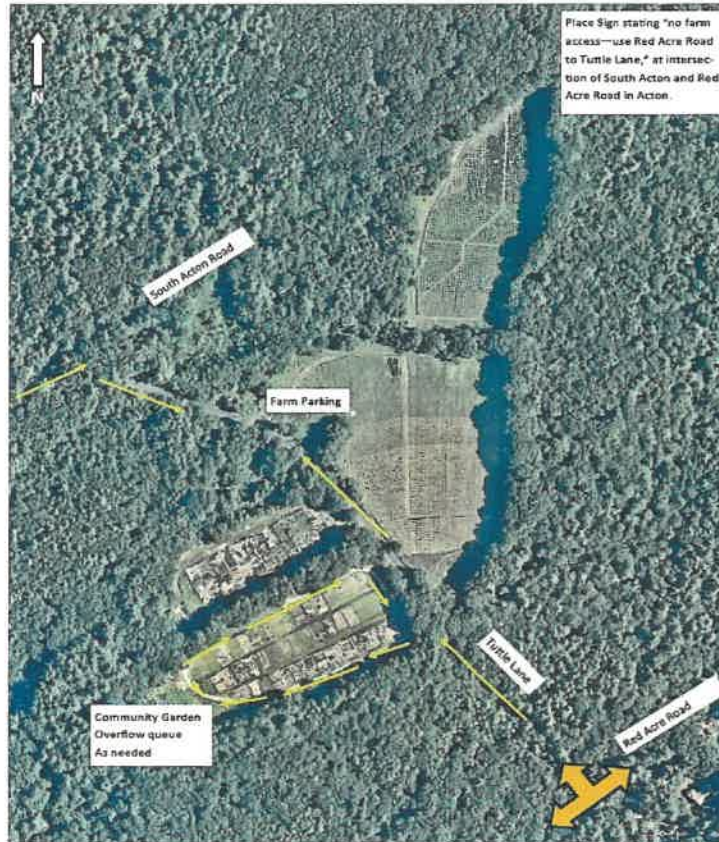
- 1) Will be implemented when patrols observe traffic backed onto Whitman Street. Detail officer requests Phase 2, or after confirmation is made by patrols on traffic complaints made by the public.
 - a. A back-up will be a stand still on Whitman with no ability to move cars into the farm property.
- 2) Dispatch to make contact with owner/operator to help communicate between the officer on scene and owner
- 3) On-Duty Patrol/ Detail Officer will close entrance to Christmas Tree Farm
- 4) Traffic will be diverted to leave the area.

Taproot Farm

Phase 1

- 1) *Phase 1 will be implemented from the Friday after Thanksgiving, every weekend to December 24th.*
- 2) Phase 1 is to limit excessive queuing of vehicles on Tuttle Lane during the busy 10am—2pm timeframes, as well as direct traffic to avoid potential southbound queuing on South Acton Road, where sight lines are poorest.
- 3) Sign placed at the intersection of South Acton and Red Acre Road in Acton (Stonefield Farm intersection) stating “no tree farm access from South Acton Road—Use Tuttle Lane via Red Acre Road.” This is meant to direct any Route 2 or Acton traffic to Red Acre and into the overflow area as needed.
- 4) Utilize community garden driveway/path to queue vehicles if Tuttle begins to back up. This loop, shown on the plan, would allow approximately 60 vehicles to queue. An attendant with a radio would waive customers to the main lot when a space opens up.
- 5) No parking signs would need to be placed along Tuttle Lane
- 6) Parking attendants in primary parking area manage flow in and out of the lot, with all exiting vehicles directed toward South Acton Road. This incentivizes one way traffic flow without any road closures.
- 7) *If available or needed, Waze updates from Stow Police will be added.*
- 8) If emergency situation/call is on-going, officers are to relieve traffic in the most direct route of travel for emergency services.
- 9) Appropriate road closures will be implemented or remain up during emergencies if necessary.
- 10) All road closures will be constantly evaluated to ensure that that the road is re-opened as quickly as possible.
- 11) No Detail officers are required during normal sales, however this maybe re-evaluated during special events.

Taproot Traffic Map



Taproot Farm

Phase 2

- 1) Will be implemented when patrols observe traffic backed onto Tuttle Lane, if present Detail officer requests Phase 2 or after confirmation is made by patrols on traffic complaints by the public.
 - a. Traffic back up is defined as stand-still traffic from entrance of Farm to South Acton Road or Entrance of Farm to overflow lot back onto Tuttle Lane
- 2) Dispatch to make contact with owner/operator to help communicate needs to the officer to the owner.
- 3) On Duty Patrols will close entrance to Tuttle from South Acton.
- 4) On Duty Patrols will divert traffic from Tuttle into Community Gardens overflow queue.
- 5) As a last measure, patrols will close entrances to Tuttle Lane at both South Acton and Red Acre Road Entrances.

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.

Board Response to
Antisemitic Vandalism in Stow
and Next Steps

Joyce Sampson

From: Megan Birch-McMichael
Sent: Tuesday, November 8, 2022 4:19 PM
To: selectboard; Denise Dembkoski
Subject: Fwd: [Stow MA] Your statement condemning the hate-based vandalism (Sent by Martin W Brauer, martin@educational-solutions.com)

Can you please include in the next correspondence?

Get [Outlook for iOS](#)

From: Contact form at Stow MA <cmsmailer@civicplus.com>
Sent: Tuesday, November 8, 2022 2:54:55 PM
To: Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>
Subject: [Stow MA] Your statement condemning the hate-based vandalism (Sent by Martin W Brauer, martin@educational-solutions.com)

Hello mbmcmichael,

Martin W Brauer (martin@educational-solutions.com) 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:

Thank you for your strong statement. We agree that there is no place for such hate in Stow - and ideally, anywhere else.

I write as a Jewish resident who felt threatened and demeaned by this incident. I wondered if the Select Board, in response, might consider formally adopting a widely agreed definition of "antisemitism" to codify when an incident merits that description? This would also open the door for educational outreach, since the concept is not widely understood. I would be happy to explain further, as meets your needs. As a member of Congregation Beth El in Sudbury, I was able to achieve this adoption by Sudbury's Select Board.

Regards,
Martin

Charter Changes

Finalize the Select Board
Proposed Changes & Present
Them to the Charter Review
Committee

Select Board Charter Draft Changes

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)

Article II

Section 2-7(a): #2 Increase to **30** votes for an annual town meeting

MGL c.39, §10

“...The selectmen shall insert in the warrant for the annual meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the town and in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by one hundred registered voters or by ten per cent of the total number of registered voters of the town whichever number is the lesser.”

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).

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 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 VII

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).

Draft EDIC Charge

continued discussion

Denise Dembkoski

From: Megan Birch-McMichael
Sent: Thursday, October 6, 2022 8:27 AM
To: Denise Dembkoski
Subject: Re: Notes from EDIC meeting

You can use my notes from the email.

Lori also sent the following email:

Hi Megan and Tom,

The below context paragraph was what the planning board was trying to figure out how to work into the mission:
Having a thriving business community is vital to 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.

After thinking about it more, I believe some of the above is already captured in the mission, or doesn't need to be stated, except for "residents' desire to maintain a small town rural character". This is a statement we hear at most public hearing and forums we hold. It is the balance of small town rural character and general suburban development that makes Stow unique from other towns. With that, after looking at the mission statement one more time, I thought maybe adding in the phrase in blue below is all it would take. Let me know what you think. I'm open to other recommendations as well.

As an advisory committee, the Stow Economic Development Committee (EDIC) shall support new and existing businesses, identify needs, and action steps to further business opportunities within the Stow community. The EDIC shall work with Stow Boards and Commissions, Stow businesses, and residents to better understand and balance community needs, [residents' desire to maintain Stow's rural character](#), and business development within the town. To achieve these goals the EDIC shall develop baseline business information and studies on Stow's evolving economic condition as well as provide liaison and/or advocacy between the town of Stow Government and business interests within the community.

Lori

Get [Outlook for iOS](#)

From: Denise Dembkoski <townadministrator@stow-ma.gov>
Sent: Thursday, October 6, 2022 8:24:25 AM
To: Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>
Subject: RE: Notes from EDIC meeting

Megan,

Will you be giving me something for this agenda item? Or should I be printing your notes below, along with the one-page put together after the last meeting? We have to post the agenda today because of the Monday holiday.

Very truly yours,

Denise

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

From: Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>
Sent: Monday, October 3, 2022 5:44 PM
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Subject: Notes from EDIC meeting

Denise,

I just met with Tom and Lori to go over the discussions that we had with our respective boards and I'm just typing up some notes before I forget.

The thought from the Planning Board, and one that Tom was having, is that the mission statement really should just answer the question "What is the EDIC?" (and who do they report to).

The goals for the EDIC should be developed by the Select Board, perhaps with feedback from other Boards in town who have a stake in the deliverables from the EDIC (ie: if they are going to be putting together a "how to open a business in town" they should have feedback from the BoH, the Building Inspector, etc.).

The mission statement should in fact be more generic or vague because it is the overall mission (not specifics).

Lori is going to be sending me a short statement that the PB wanted included in the mission statement and I'm hoping that we can add this document on the October 11 agenda. If we can agree on this mission statement, then I think the posting should go out so that they can get applications to bring them up to their full compliment of 7 members.

Tom is having a discussion with the EDIC members on the 13th and they are going to brainstorm some ideas for things that they want to address in town w/r/t businesses or goals that they would like to accomplish. I'd like to have a joint boards meeting once the Select Board has brainstormed some goals/concrete deliverables, so that they can start moving on getting things done.

We can talk more about this tomorrow but I wanted to get something down on paper before I forgot.

Thanks!
Megan

What are the right kinds of businesses we should be attracting?

How can we attract different business to town?

Have a concrete deliverable. Report back to the SB annually

Represent business to the town

Advocate for business to respective committee (ie. Hold forum on sign bylaw and then present information to PB about concerns/proposed changes, etc)

Deliverable Options:

How to open a business in Town. (Step by step guide)

Prospectus to show what Stow has to offer business

Business fair

Send additional comments by Sunday, October 2nd compile for SB next agenda and for Megan's meeting with Tom and Lori.

From Hector:

Mission:

- Support and advise existing businesses in Stow
 - Gather information from existing businesses on what works well in Town and what can be improved
 - Advise businesses on where to go to get help resolving any questions or issues they have operating in the Town
 - Provide feedback to the SB on issues existing businesses are experiencing and things that are working well for them
- Advise the Select Board about
 - What can help attract and grow new businesses/opportunities
 - What impedes business/opportunity establishment/growth
- Support and advise businesses looking to start in Town
 - Navigate the processes and permits needed to "open the doors"

Sign the First Amendment to the
Stow Acres Purchase and Sales
Agreement to extend the closing
date to January 13, 2023



Town of Stow
Office of the
Town Administrator

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

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

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

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: First Amendment to P&S for Stow Acres

Date: November 7, 2022

DMK

I respectfully ask that you execute the First Amendment to Agreement of Purchase and Sale by and between Stow Holdings LLC and the Town of Stow. In the P&S which was signed XXXXX, we had a closing by December 31, 2022. The seller has asked if we could close in early January instead. We have no objection to that request and thereby ask you to approve of the extension by signing this agreement.

The expected closing date is now January 7, 2023, but the agreement gives us an extra week, in case of unforeseen circumstances.

I would be happy to answer any questions on this matter.

**FIRST AMENDMENT
TO AGREEMENT OF PURCHASE AND SALE
BY AND BETWEEN
STOW HOLDINGS LLC
AND
TOWN OF STOW**

NOW COME Stow Holdings LLC (“Seller”) and the Town of Stow (“Buyer”), parties to an Agreement of Purchase and Sale, dated July 12, 2022 (the “Agreement”), for certain land and improvements located at Randall Road, Stow, Massachusetts (the “Premises”).

WHEREAS, under Section 4.1 of the Agreement, the Closing Date for the Premises is December 31, 2022;

WHEREAS, the Seller has requested an extension of the Closing Date until January 13, 2023; and

WHEREAS, the Buyer is amenable to an extension, on the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the Seller and the Buyer agree to amend the Agreement as follows:

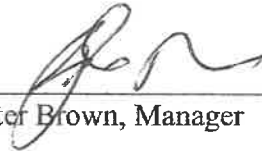
1. The Closing Date under the Agreement is extended to January 13, 2023.
2. In all other respects, the terms of the Purchase and Sale Agreement shall remain in full force and effect.

[Signature Page Follows]

Executed under seal this ____ day of November, 2022.

SELLER:

Stow Holdings LLC

By: 
Peter Brown, Manager

BUYER:

Town of Stow
By Its Select Board

Megan Birch McMichael, Chair

Ellen S. Sturgis, Clerk

Cortni Frecha, Member

Ingeborg Hegemann Clark, Member

Hector Constantzos, Member

MINUTES

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

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

Absent: Hector Constantzos

Chair Birch-McMichael called the meeting to order at 7 p.m. and noted that the meeting is being recorded. Participants via Zoom are to use the “hands up” function for Public Comment, which is limited to items not on the agenda.

Public Comment

Town Clerk Linda Hathaway was present via Zoom. She said that they have received 1,986 requests for vote by mail ballots, all have been mailed out, and they have received 680 back. Also, 49 people have come in for early voting. If you have not received a red Information for Voters pamphlet from the state, there is a link on the Town’s webpage to the information and to the Question 4 supplement.

Board Member Comments - none

Town Administrator (TA) Report

- As of October 20, there are 11 COVID-19 cases in Town, which is a 4.96% positivity rate.
- The TA thanked the members of the Board of Health (BOH) and Cyndie Colosi for a well-run flu clinic. The TA thanked, on behalf of the BOH, Ron Eld and Geoff Beharrell for their assistance with setting up the technology and the facility for the clinic.
- Regarding the “Dunkin’ Desert” story, our PR firm has software that tracked the mentions of the Town and the Dunkin’ topic. There were 43 individual clips of the story covered by radio, online, in newsprint, and on television including the Today Show. Between all sources, the estimated audience total was more than 90 million people.
- The TA thanked Stow Daisy Troop 64182 for visiting last week. She thanked Linda Hathaway for conducting a vote for the “best ice cream flavor” and Joyce Sampson for creating the fun ballots, Brad Brightman who taught them about taxes, and Jacquie Goring who showed them lots of interesting conservation items.
- The contract with the Owner’s Project Manager for the library project is almost finalized, and the RFQ for the full architect and design services will be published tomorrow.

Appointments

Fire Department Appointments

Chief JP Benoit was present in the Warren Room. He said that Christopher Mailloux was a member of the Stow Fire Department in 2003. Mr. Mailloux was a fulltime firefighter/paramedic in Dennis and is moving back to this area.

Board member Sturgis moved to appoint Christopher Mailloux as a Call Firefighter/EMT for the Stow Fire Department, for a term expiring June 30, 2023.

Board member Frecha seconded the motion and it passed unanimously.

Chief Benoit introduced the seven candidates for the positions of Apprentice Call Firefighter. Captain Barry Evers was present in the Warren Room and said that the candidates, once appointed, will begin the 13-week training period tonight; training is on Tuesdays, Thursdays, and Saturdays.

Board member Sturgis moved to appoint Evan Greer, Thomas Fitzsimmons, Johnathan McDowell, Paul May, Juan Duran, Darwin Fajardo, and David Frost as Apprentice Call Firefighters for the Stow Fire Department, for terms expiring June 30, 2023.

Board member Frecha seconded the motion and it passed unanimously.

Randall Library Exterior Design Committee

Melissa Rollins was present via Zoom, and said she is excited to be a part of the project.

Board member Sturgis moved to appoint Melissa Rollins to the Randall Library Exterior Design Committee to serve until the exterior design of the building has been approved by the Randall Library Building Committee 2.0. Board member Frecha seconded the motion and it passed unanimously.

Holly Craft Fair Event Permit

Rita DiStefano-French was present via Zoom. The Holly Craft Fair is the Friends (Stow Friends of the Council on Aging) annual event which is named after Betty Holly, who was a very active member.

Board member Sturgis moved to grant a permit to the Stow Friends of the Council on Aging (SFCOA) for a Holly Craft Fair on Saturday, November 5, 2022 from 9 AM until 4 PM at the Pompositticut Community Center, pending Town Administrator approval that all documents have been received.

Board member Frecha seconded the motion and it passed unanimously.

Second Chance Annual Holiday Sale Event Permit

Rita DiStefano-French was present via Zoom. The Second Chance Holiday Sale gets great support from the community with their donations for this event.

Board member Sturgis moved to grant a permit to the Stow Friends of the Council on Aging (SFCOA) for the Second Chance Annual Holiday Sale on Saturday, December 3, 2022 from 9 AM until 4 PM at the Pompositticut Community Center, pending Town Administrator approval that all documents have been received. Board member Frecha seconded the motion and it passed unanimously.

The Stow Gobbler 5K Event Permit

Brooke Ball was present via Zoom. This is a significant fundraiser for the Stow Community Chest. It was virtual for the past two years, and there are 200 people registered for this year's in-person event. For anyone with questions, or who wants to volunteer, please email gobbler@stowcommunitychest.org.

Board member Sturgis moved to approve the use of Town public ways for the Annual Stow Gobbler 5K Road Race sponsored by the Stow Community Chest on Thanksgiving Day, Thursday, November 24, 2022, pending Town Administrator approval that all necessary documents have been received.

Board member Frecha seconded the motion and it passed unanimously.

Randall Library Friends Association Event Permit

Lisa Lavina was present in the Warren Room. The Friends hope to alleviate the “Dunkin’ Desert” for three hours on November 12. Dunkin’ will provide coffee, hot chocolate, and donuts for free. The Friends will talk about the library renovation project, and people can go in and see the library’s current situation. The goal of the event is to share information, but donations will be accepted.

Board member Sturgis moved to approve the use of Town land for the Friends of Randall Library fundraiser with the Dunkin’ truck, on Saturday, November 12, 2022, from 10 AM until 1 PM, pending Town Administrator approval that all documents have been received.

Board member Frecha seconded the motion and it passed unanimously.

Nashoba Regional High School Building Committee Status Report

Nashoba Regional High School Building Committee members present in the Warren Room: Joseph Gleason, Building Committee Chair and NRSD School Committee representative from Lancaster, Leah Vivirito, Building Committee Vice-Chair and NRSD School Committee Chair from Stow, and Kirk Downing, NRSD Superintendent.

The MSBA (MA School Building Authority) has a module framework for school projects. They are at the end of Module 3, which is submission of a preferred schematic report. This is also the point at which the committee will be coming to the Towns, mid to late next year, seeking funding for the project.

Mr. Gleason said the committee voted for a new build on the western portion of the property which will preserve the current athletic field. Mr. Downing said the design is based on “learning communities” which came out of a process that began with visioning sessions with 14 high school students, school district employees, and 12 members of the community (parents and non-parents). Learning communities are interdisciplinary pods that can also include specialized services if required and an administrator and guidance counselor, as opposed to the current system of each area of study having its own department area.

Mr. Downing spoke about the options that had been proposed, and the differences in the reimbursement structure. The reimbursement process with MSBA is very complex. A reimbursement rate of 49% does not mean that 49% of the project will be reimbursed, it means 49% of the *reimbursable costs* of the project. There are many costs that are not reimbursable. Ms. Vivirito said that the design to bring the building to code and make it environmentally safe is \$130 million, and none of that is reimbursable. The layout would remain inefficient and the building would look the same. Mr. Gleason said there is an immense amount of information on the district’s website.

Charter Changes Proposed by the Select Board

At the previous meeting, Chair Birch-McMichael asked Board members to send their proposed Charter changes to the Town Administrator. The Board reviewed and discussed these proposed changes, which will be voted on at the November 15 meeting and submitted to the Charter Review Committee (CRC) as recommendations from the Select Board. Board members can also submit changes as a citizen. Ms. Dembkoski said submissions to the CRC must be done on their form which requires the Charter section numbers so they can sort by that data.

Discussion ensued about Section 7-7 (c), the membership and appointing authority of the Master Plan Committee, and changing the name of ‘master plan’ to ‘comprehensive plan’ throughout the Charter. They also discussed the inconsistency of appointing authorities, with the Chair pointing out that some of it could be based on MGL. The Board questioned the need to appoint certain staff positions in Town and the hiring authority of the Town Administrator, the membership of the Board of Assessors, and Article 3-1 (d). The Board also discussed articles 7-8 and article 7-9, in particular, the referencing of “the town bulletin board”. They discussed changing “Board of Selectmen” to “Select Board” throughout the Charter. Ms. Dembkoski will consolidate the information regarding the Select Board recommendations for the next meeting.

License Fees for 2023 – Liquor, Common Victualer, Class II

During the pandemic the fees for on-premises alcohol licenses were reduced by 50%. Ms. Dembkoski recommended that these fees be returned to pre-pandemic levels, and all other fees remain the same as last year.

Board member Sturgis moved that liquor license fees for 2023 be established at:

Restaurants – All Alcohol - \$2,200

Restaurants – Wine & Malt - \$880

Package Stores – All Alcohol - \$2,000

Package Stores – Wine & Malt - \$880

Board member Frecha seconded the motion and it passed unanimously.

Board member Sturgis moved that Common Victualer license fees for 2023 remain the same rate as charged in 2022 (\$25). Board member Frecha seconded the motion and it passed unanimously.

Board member Sturgis moved that Class II/used auto sales license fees for 2023 remain the same rate as charged in 2022 (\$100). Board member Frecha seconded the motion and it passed unanimously.

Meeting Minutes

Board member Sturgis moved to accept the meeting minutes of the October 11, 2022 meeting as presented. Board member Frecha seconded the motion and it passed unanimously.

Correspondence

The Chair said the Board will have another meeting with the Stow representatives of the Nashoba School Committee due to another vacancy. There has been one application to date.

The Board briefly discussed attendance at the Randall Library Trustees’ Trivia Night.

Adjournment

At 9:14 p.m. Board member Sturgis moved to adjourn. Board member Frecha 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.