

AGENDA
SELECT BOARD
March 28, 2023
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/83577779390?pwd=THFxZi8vZDU4V0ZzeU92MXhwLzNQZz09>

Meeting ID: 835 7777 9390

Passcode: 55313397

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - o Master/Comprehensive Planning Committee - two Members At Large to serve for an indefinite term. Applicants are:
 - Laurie Burnett
 - Charlie Hartford
5. Discussion and Possible Vote
 - o Event Permit for the Stow Town Clean Up, Saturday, April 22, 2023, 8 a.m. to 12 noon
 - o Authorize deficit spending of the FY 2023 Snow and Ice Account, pursuant to MGL Chapter 44, section 31D
6. 7:30 p.m. Attend the Planning Board Meeting for Lower Village presentation and Public Hearing on Citizen's Petition <https://us06web.zoom.us/j/89771938516>, Meeting ID: 897 7193 8516
7. Discussion of Planning Board Meeting
8. Meeting minutes
 - o March 14, 2023
9. Correspondence
10. Adjournment

Correspondence received:

3/16/23 from Victoria C. Chartier, Nashoba Regional School District; FY 2024 Assessment

3/6/23 from ZB; Notice and Decision Stow Acres Country Club Maintenance Building

3/16/23 from Dorothy Granat; Personal Property Payments – 84-92-102 Great Road 1/1/2001-11/16/2022

3/13/23 from Xfinity; Programming Advisory

Posted Friday, 3/24/2023
1:15 p.m.

APPOINTMENTS

Master/Comprehensive Planning Committee

Two Members At Large to serve for
an indefinite term. Applicants are:

- Laurie Burnett
- Charlie Hartford



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

MASTER/COMPREHENSIVE PLANNING COMMITTEE
2 members

Duties: Work as part of a seven-member special committee along with designees of the Select Board, Planning Board, Board of Health, Conservation Commission, and Finance Committee, to develop/review a master/comprehensive plan for the long-term physical development of Stow, which includes goals and policies, land use, housing, economic development, municipal finance, open space and recreation, transportation, and public services.

Qualifications: Registered voter of Stow. Applicants should have an interest in the long-term strategic planning of community development and be able to synthesize public comment and balance the needs and interests of all stakeholders.

Term: Two Members At Large to be appointed by the Select Board for indefinite terms. Members At large should not be members of any of the committees listed above.

Application: Applications will be accepted until the positions are filled. If you are interested, please use the application form on the Town of Stow website (www.stow-ma.gov), found on the Board and Committee Vacancies page. Questions may be directed to the Select Board office at selectboard@stow-ma.gov or by calling 978-897-4515.

Posted January 13, 2023

Memo

To: Select Board
From: Valerie Oorthuys | Planning Director
Date: March 23, 2023
Re: Master/Comprehensive Plan Committee At-Large Member Appointments

At their meeting of March 14, 2023, the Planning Board reviewed three letters of interest for the Master/ Comprehensive Plan Committee. It is understood that one applicant has withdrawn, therefore comments on that application are not included in this memo.

Responsibilities of the members of the Master/Comprehensive Plan Committee include collaboration with a consulting team on data collection and analysis, public outreach, synthesizing information, and additional tasks to provide direction to Planning Staff and consultants. Therefore, members do not need to be subject matter experts, but should have skillsets related to facilitation, collaboration, and decision making. Members should be cognizant of their own biases and interested in finding creative solutions while keeping an open mind.

The Planning Board recommends meeting in person with the applicants to better understand their interests, skills, and motivation. Board members highlighted the following items in the letters of interest which indicate the applicants' skills that are aligned with the tasks of the Master/Comprehensive Plan Committee:

- Laurie Burnett: Experience with strategic planning, group facilitation, interest in hearing from diverse stakeholders
- Charlie Hartford: Experience in gathering and synthesizing information from a wide variety of stakeholders, project management

Thank you for the opportunity to provide the Planning Board's thoughts and for your continued support of the Comprehensive Plan.

Phoebe Haberkorn

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Sunday, January 29, 2023 8:41 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Sunday, January 29, 2023 - 8:41pm

Submitted by anonymous user:

Submitted values are:

Today's Date: January 29, 2023

Title: Ms.

First Name: Laurie

Last Name: Burnett

Street Address: 76 Taylor Rd

Address Line 2:

Email Address:

Telephone Number:

Are you a Registered Voter in the Town of Stow? Yes

Which vacancy are you applying for? Master Plan Committee

Have you attended any meetings of this committee? No

Experience: I currently serve on the Open Space Committee and the Community Engagement Working group. I have been a resident of Stow for almost 25 years and have lived in three different locations within Stow. My background is in program design and implementation, strategic planning, and needs assessments in the non-profit and educational realms with a particular focus on the intersection of education, housing, law enforcement, and marginalized communities. My background also includes training in group facilitation and human-centered design.

Goals: I hope to support the town of Stow in creating a comprehensive plan that reflects the experiences, needs, voices, and vision of the residents, businesses, organizations, and employees of Stow.

Share: Should my resume be of assistance, I am happy to share. Thank you for your work on behalf of the town of Stow!

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/5131>

Laurie A. Burnett

Phone: / E-Mail:

Career Profile

Equity-driven strategic thinker skilled at navigating complex situations, identifying opportunities for improvement, and propelling change. Adept at bringing people together, building a shared vision, and fostering collaboration in order to design and implement sustainable, culturally responsive, anti-racist programs and systems that align outcomes with beliefs and goals. Understands the big picture and how to apply it to daily practices in order to support the overall mission of the organization. Exceptional facilitation, mediation, and communication skills. Embraces collaboration, innovation, and civic engagement.

Extensive experience conducting strengths and needs assessments, collecting and analyzing data, and producing reports. Expertise in program design and evaluation. Able to take complex information and synthesize it so that information is accessible to all stakeholders. Holistic approach specializing in connecting the local with the systemic, sowing seeds for scalable and sustainable change. Articulate communicator with the ability to present ideas so that participants can hear and understand them.

Additional Areas of Expertise:

■ Program Evaluation and Design ■ Strategic Planning ■ Mobilizing Collective Investment ■ Collaboration Building ■ Community and State Partnerships ■ Budget Management ■ Trauma and Learning ■ Domestic Violence ■ Non-Permanent Housing ■ Cultural Responsiveness ■ Anti-Racism ■ Safe and Supportive Schools ■ Adverse Childhood Experiences ■ Design Thinking ■ Collective Impact ■ Art of Hosting ■ Relational Coordination

Professional Experience

Design, Strategy, and Supportive Schools Consultant, Opening Opportunity, Metro West, MA (2013 – Present)

Work collaboratively with educational, community, and governmental organizations to design and operationalize sustainable and innovative programs, initiatives, systems, processes, and tools that are founded on the principles of equity and anti-racism. Incorporate the principles of Human-Centered Design, Collective Impact, Liberatory Design, and Equity into educational and governmental planning and problem-solving processes. *Selected projects:*

- Provided consultation on building collaborative teams and institutional capacity at innovative preschool. Utilized protocols and collaborative practices that integrated features of Collective Impact, Courageous Conversations, and Collaborative Intelligence.
- Supported the Assabet Valley Collaborative in designing, implementing, and advocating for tools, policies, and practices that build culturally responsive, equitable, and inclusive programs, schools, districts, and parent and community collaborations.
- Participant of Dept. of Elementary and Secondary Education's Safe and Supportive Schools Commission.
- Co-developed and led *District Strategic Planning* workshops and workshops for *Building Culturally Responsive Safe and Supportive Schools*.
- Worked with Assabet Valley Collaborative Director and member district Pupil Personal Directors to develop and implement tools to evaluate district behavioral and mental health supports and programming. Collected, analyzed, and summarized district data and co-authored reports.
- Consulted for *The Training Institute*, a collaboration with Assabet Valley Collaborative, Boston's Children's Hospital, and The Trauma and Learning Policy Initiative.
- Supported Northborough/Southborough/Algonquin School Districts in meeting the obligations of the McKinney-Vento Law.

Phone: . / E-Mail:

McKinney-Vento, Supportive Schools Specialist, and Adverse Childhood Experiences (ACE) Specialist

Framingham Public Schools & United Way of Tri-County, Framingham, MA (2003 – 2013)

- Co-designed and operationalized capacity-building initiatives to eliminate barriers to educational opportunities for students who have experienced adversity in their lives including non-permanent housing. Co-wrote and oversaw budgets and implementation of *McKinney-Vento & Safe and Supportive Schools* grants and oversaw the distribution of Title I McKinney-Vento set aside funds. Conducted strengths and needs assessments, including surveys, focus groups, and interviews with diverse stakeholders at the district, school, community, family, and student levels.
- Provided training and technical support for community and Framingham Public Schools' staff on the roots and impact of trauma and non-permanent housing on learning, instructional strategies, school climate and culture, and system-wide processes and protocols. Served as liaison between the Framingham Public Schools and local homeless, substance abuse, and domestic violence shelters and Department of Transitional Assistance motels. Partnered with parents and students to identify educational priorities and needs, resolve conflicts, connect with community resources, and facilitate access to educational resources and services. Developed/supervised school and shelter-based tutoring and summer enrichment programs for students who do not have permanent housing. Trained/supervised tutors and instructional assistants.
- In partnership with community and district leaders, students, and families, developed programming, resources, and protocols that included: screening and assessment tools for use with RTI and PBIS models, materials for parents and community members on the McKinney-Vento Law, *The Teachers' Strategies Guide for Working with Children Exposed to Trauma*, a Pilot Supportive Schools Model, the *Strategic Martial Arts Response Training Program (S.M.A.R.T.)* and the *Family Success Partnership*, a wraparound family support program that served families of students struggling in school as a result of adversity. Facilitated quarterly Service Coordination Roundtable that convened local agencies including Department of Children and Families, Shelter Staff, Police, Mental Health Agencies, Legal Services, and After School Programs to raise awareness of the impacts of non-permanent housing on students and facilitate development of and access to community resources that are responsive to the needs of families not served by the existing status quo.

Education Consultant/Child and Family Services Coordinator

The Second Step, Inc.: Transitional Home for Survivors of Domestic Violence, Newton, MA (1994 – 2002)

- Designed and implemented Child and Family Services Program for expanding agency. As the first staff in the position, identified client and agency needs and designed and operationalized services. Provided case management and educational advocacy for children aged 3 months to 16 years who were current and former residents of The Second Step, Inc. Collaborated with community providers of family and child intervention and prevention services, including DCF, DMH, MBHP, Head Start, and local counseling centers.
- Co-developed *The Therapeutic After-School Program* for children impacted by domestic violence and non-permanent housing and hired, trained, and supervised staff. Started and implemented the *West Suburban Family Nurturing Program*, established partnerships with Head Start, Middlesex Human Services and local school districts, and provided training and supervision to staff. Participated on state and city task forces on housing and domestic violence prevention.

Service/Experiential Learning Curriculum Consultant/Teacher

Cambridge Rindge & Latin High School, Cambridge, MA (1994 – 1996)

Williams College, Williamstown, MA (1990-1991)

Phone:

/ E-Mail:

Community Health Worker

The Peace Corps, Mali, West Africa (1992-1994)

- As a member of the first group of Community Health Workers and as the first Peace Corps Volunteer in the local community, worked collaboratively with local community members to assess and prioritize needs, develop strategies, and support implementation. Completed trainings on surveying, focus groups, community health care, and the Participatory Problem-Solving Process. Conducted Learning Surveys with Malian Counterpart in 4 villages, 5000 people including individual interviews of 100 women
- With Malian counterparts, co-facilitated over 30 village meetings each attended by as many as 100 community members.
- In partnership with local community members, devised health project plans for 4 target villages. Co-led workshops with Malian Counterpart on nutrition, sanitation, pre-natal care, and co-created village health committees. In partnership with local mid-wife, implemented improvements on pre-natal consultations held at rural health clinics serving over 5000. Assisted at over 100 births.
- Communicated in local language of Bambara, learned the basics of Senoufo language, and submitted reports in French to the Malian Government.

Additional Community Involvement

Chair Diversity, Equity, Awareness, and Racial Justice Nashoba Regional School Committee and Nashoba Regional School District Advisory 2021-present

Justice, Equity, Diversity, and Inclusion town government working group 2020-present

Nashoba Area Social Justice Alliance Board Member, 2020-present

Stow Conservation Trust, Board of Directors, 2022- present

Nashoba Regional School District COVID Steering Committee, July 2020- March 2021

Nashoba Regional High School COVID Working Group, July 2020- March 2021

Pompositticut/Center School, Hale Middle, and Nashoba Regional High School School Council Member, 2010-2020

Stow Community Chest Board Member, 2012-2018

Family Nurturing Program Facilitator, Waltham, Dorchester, and Roxbury, MA, 1995-2002

Education

M.Ed., Harvard Graduate School of Education, Harvard University, Boston, MA
Courses in Risk and Prevention, Teaching and Learning, and Policy

B.A. in English: Concentration in African American Studies, Williams College, Williamstown, MA. Awarded *The William Bradford Turner 1914 Citizenship Prize*, conferred to the graduate who, in the judgment of the faculty and graduating class, has best fulfilled one's obligations to the college, to fellow students, and to self.

Joyce Sampson

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Thursday, March 9, 2023 1:58 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Thursday, March 9, 2023 - 1:57pm
Submitted by anonymous user:
Submitted values are:

Today's Date: March 9, 2023

Title:

First Name: Charlie

Last Name: Hartford

Street Address: 95 Taylor Road

Address Line 2:

Email Address:

Telephone Number:

Are you a Registered Voter in the Town of Stow? Yes

Which vacancy are you applying for? Master/Comprehensive Planning Committee Member at Large

Have you attended any meetings of this committee? No

Experience:

For much of my career, my responsibilities have entailed gathering and synthesizing information from a wide variety of stakeholders--customers, subject matter experts, sales, marketing, finance, and senior management--in order to publish college textbooks. Based on my conversation with Valerie Oorthuys, similar skills would be welcome on this committee, as it interfaces with virtually every town board and constituency. Overall, my background is in product management, sales, and management.

We moved to Stow in 1991 and raised our family here, sending our children to Nashoba Regional schools. In the 1990s, I served as a member at large on a committee charged with the selection of a Nashoba Regional School District Superintendent (Gene Chasen was the choice).

As for educational background, I have an M.B.A. with an emphasis in management.

Goals:

This committee will provide me with the opportunity to learn more about the various boards in town, which I hope will help me to determine other ways I could become involved in the future.

I'm hoping that the current Planning questionnaire reveals a town goal to maintain some level of economic diversity--making it possible for younger families to move here, and older residents to remain. Ultimately, the goal is to help the town realize its desired future state.

Share:

Although I have not previously served on town committees, I have always respected the time people who do volunteer give to Stow. I have more flexibility in my schedule at this point, and would like to contribute to the Stow community.

I coached in the Assabet Valley Little League for several years while my children were active in the organization.

Upload resume for further information (optional): [https://www.stow-ma.gov/system/files/webform/charles_hartford_resume_07 ...](https://www.stow-ma.gov/system/files/webform/charles_hartford_resume_07...)

Charles Hartford
Educational Content Management | Digital Strategy | Business Development

www.linkedin.com/in/charleshartford

Summary Statement

Consultative, Creative, Organized Business Development professional combines K-16 publishing services sales experience with higher education editorial management and sales backgrounds.

Analytic and innovative publisher with experience in proposing and developing higher education programs across many disciplines, with P&L responsibility for specific lists and disciplines from 1991 to 2014.

Proven success in growing revenue and market share through innovative approaches to market needs, targeted acquisitions and partnerships, and high-impact sales support, all based on a strong foundation of market knowledge.

Experienced manager and mentor with a strong record of support and collaboration with technology, editorial, production, marketing, and sales.

Work Experience

K16 Publishing Consulting

November 2020-Present

Experienced educational publishing executive with extensive K12 and Higher Ed knowledge and networks.

- B2B sales of educational publishing services to K12 clients focusing on:
 - Core and Supplemental Curriculum and Content
 - Translations
 - SaaS
 - Assessment
- Higher Ed background includes editorial product management, senior management, and sales.
- Sales, editorial, and management background combines with lifelong enthusiasm for the educational publishing industry to provide sales outreach, new markets research, product management, and connections with potential partners.

Victory Productions, Worcester, MA

March 2015-October 2020

Director of Business Development /Accounts and Business Development Manager

Responsible for driving B2B sales of Victory's publishing services through consultative analysis of client needs.

- Developed value statements for core company services, including curriculum and content, educational technology, SaaS (metacog), assessment, and educational translations.
- Led company in closed sales in 2017.
- B2B sales to K-12 and Higher Education clients.

Cengage Learning, Boston, MA

2008-2014

Senior Product Manager/Publisher

Developed and drove publishing strategy for key lists with \$24M in revenue within Science portfolio, including Chemistry (2014, 2008-2010), Physics (2010-2014), and Astronomy (2010-2013). Priorities included shifting overall sales mix from print to digital, and bringing major new freshman-level physics program to market.

- Conceptualized and pioneered new hybrid print/digital product business model to support long-term digital strategy. Scaled across ten freshman-level titles in physics and chemistry with hybrid products accounting for 30% of revenue and units sales by the end of 2014. Between 2011 and 2014, grew digital/bundle sales in physics from 39% of revenue to 63%, and digital/bundle sales in chemistry from 43% to 57%.

- Created and managed development of digital assets to meet emerging customer needs for conceptual content and to enable flipped classroom models. Negotiated financial arrangements and worked closely with leading textbook authors to create new digital assets with book-specific tutorial and pre-lecture content. Physics list revenues increased 14% to \$11M last fiscal year and ran 30% ahead through August 2014.
- Developed innovative digital content strategy for College Physics titles to meet market needs of re-designed Advanced Placement course. Increased sales in first order period after publication by 212%.
- Annually exceeded signing goals with \$7.1M in forecast first-year revenues, 65% more than cumulative goal. Significant signings include innovative new online physics homework product, successful new General Chemistry "Atoms First" title, and hybrid Astronomy bundle. Signed co-authors to contribute to key revisions in College Physics; Introduction to Physical Science; General, Organic, and Biochemistry; and Introductory Astronomy.

Houghton Mifflin, Boston, MA

1995-2008

Publisher

2006-2008

Oversaw all aspects of Chemistry list, one of the division's largest, from P&L through publication.

- Increased list revenues in 2006-7 by 22% to \$23.5M by improving competitive position of key online content. Increased market share of key revisions as measured against prior edition performance. Front-list exceeded both goal and division averages.
- Worked with K-12 and Advance Placement teams to manage publication of market-leading Advanced Placement edition of General Chemistry text, as well as successful high school chemistry text.

Vice President and Publisher

2002-2006

Responsible for Science, Social Science, and Business discipline areas.

- Increased revenues 21% to \$101M, half of total division revenue.
- Hired and managed top performers, including a three-time Publisher of the Year award winner and an Editor of the Year award winner.
- Led Strategic Management teams focused on New Product Models, E-sampling program, and Digital Ancillary initiative.

Vice President and Publisher/Editor in Chief/Senior Sponsoring Editor

1995-2001

Managed Mathematics editorial team and list, the division's largest.

- Doubled list revenues from \$22M to \$44M between 1995 and 2001.

D.C. Heath and Company, Lexington, MA

1981-1995

Senior Acquisitions Editor

1991-1995

- Signed, developed, and published new titles for Developmental Mathematics, Liberal Arts Mathematics, Applied Calculus, Calculus, and Introductory Statistics

Sales Representative/Regional Supervisor

1982-1991

- Averaged 18% increase over 9 years in territory, concluding with highest dollar per student ratio in organization. Awards for sales performance included Rookie of the Year, #1 Rep, #2 Rep, and special recognition for consistent achievement of goal.

Education

M.B.A. Southern Illinois University - Edwardsville, IL

B.A. English, Magna cum Laude, Wabash College - Crawfordsville, IN

DISCUSSION & POSSIBLE VOTE

Event Permit for the Stow Town Clean Up Saturday, April 22, 2023

There were no concerns from Department Heads

Chief Sallese commented:

“This has been a program that has gone on for years. I will advise the patrol officers to expect additional people on the road, and would request those who are picking up trash to wear bright and reflective clothing.”



Town of Stow

Special Event Permit

This is to certify that, on Tuesday, March 28, 2023, the Select Board voted:

That Jennifer Henderson is granted permission to hold the Stow Town Clean Up on Saturday, April 22, 2023, beginning at 8 a.m. to approximately 12 p.m. (noon) 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 (*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 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*);
- 3) 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);
- 4) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 5) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 6) 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

February 27, 2023

Dear Select Board:

Please accept this application requesting permission to utilize Lower Common for the 14th Annual Stow Town Clean Up. We would like to hold the clean up on Saturday, April 22nd (Earth Day). The event would follow the same format as the last two years with yellow bag pickup and safety gear available Saturday morning from 8am – 12pm. Residents can pick up trash and debris anytime during the weekend and leave bags near the roadside. The highway department has confirmed they will pick the bags up on Monday, April 24th.

I would like to request that the Select Board waive the insurance requirement for this event, because the Clean Up efforts benefit the Town. As you know this event has enthusiastically been supported by the Select Board and Highway Department for many years. We hope to continue this event through the same grassroots efforts started by Sandy and Tara Taft over ten years ago.

Please let me know if you have any questions or concerns. If needed I am happy to attend a Select Board meeting when the schedule allows.

Sincerely,



Jennifer Henderson

241 Boxboro Road
Stow, MA 01775
(650) 534-7823
Jdh9@pm.me (new email)



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: _____ None Non-Profit Profit

Address: _____ N/A City: Stow State: MA Zip: _____

Tax ID #: _____ N/A Applicant name: Jennifer Henderson

Phone: _____ 6505347823 Email: jdh9@pm.me (formerly was jenhend08@gmail.com)

Web Site: _____ none

Event Manager: Jennifer Henderson Contact Info: 6505347823

Other Contact person/s: Sandy Taft Contact Info: 6175945144

Event Information

Event Type: Run/Walk* Rally Parade School Event

Concert Festival Political Event Food Truck

Town Clean Up

Other (specify) _____
Stow Town Clean Up

Event Title: _____

Start Date & Time(s): 4/22/23 End Date & Times(s): 8-12 Rain Date & Time(s): N/A

Estimated Attendance: # 100 participants 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): Lower Common

Other (specify): _____

Set Up Date/Time: 4/22/23 08:00 Break Down Date/Time: 4/22/23 12:00

* 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="checkbox"/>	<input checked="" type="checkbox"/>	Food Concession and/or Food Preparation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Please specify method: <input checked="" type="radio"/> Propane Gas <input checked="" type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol served -- Requires approval from the Select Board
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Banner(s) and/or Sign(s) -- requires prior approval <u>5 yard signs</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure(s) - list streets: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound - If yes please indicate Start Time _____ End Time _____ The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have Pyrotechnics? - requires prior approval of the Fire Department
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have animals? If yes, specify: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event require lights? If so, specify hours: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Will you set up table(s) and/or chair(s)? Approximate number? <u>2-4 tables just for volunteers</u> (provided by us)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Does your event require electricity? Source: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Canopy (ies) and or Tent(s) - describe dimensions: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Container(s) and/or Dumpster(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Toilet(s) - approximate number/vendor: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Will you be holding a raffle at your event? Describe: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle(s) and/or Trailer(s) - approximate number: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stage(s) - indicate dimension: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainment - describe: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides - list and describe: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable Device(s) - list and describe: _____

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: 2/27/23
 Printed Name: Jennifer Henderson Fee Paid: n/a

**Authorize Deficit Spending
of the FY 2023
Snow & Ice Account**

MINUTES

Select Board Meeting Minutes
Tuesday, March 14, 2023
Remote Meeting via Zoom

Present via Zoom: 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 fully remote via Zoom and therefore all votes will be by roll call. Stow TV is recording the meeting for YouTube and Facebook. Participants who would like to speak need to use the “hands up” virtual function.

Public Comment – none.

Board Member Comments - none

Town Administrator (TA) Report

- As of March 9, there are 10 COVID-19 positive cases in town, which is a 11.22% positivity rate. At-home COVID-19 tests are available from the Board of Health.
- Nomination papers are available from the Town Clerk’s office for all elected positions. Papers can be picked up through March 29 and must be returned by March 31, 2023.
- Remote and hybrid meeting options are due to expire March 31, 2023. Until the governor signs pending legislation into law, which would extend the options until March 31, 2025, any meetings or public hearings that need to be posted and are scheduled for after March 31, 2023 should have specific language on the agenda which would allow the meeting to be fully remote in case the legislation passes after the meeting is posted. If the legislation does not pass, boards meeting remotely will need to do so in accordance with Stow’s Remote Participation Policy.
- Congratulations to the Nashoba boys’ hockey team who will be playing Scituate in the Division III State championship finals this Sunday at TD Garden in Boston.

Reappointment of Joe Jacobs as Veterans’ Services Officer

Board member Frecha moved that the Select Board reappoint Joseph Jacobs as the Town’s Veterans’ Services Officer, to fill a one-year term from April 1, 2023 through March 31, 2024.

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

Nashoba Regional High School (NRHS) Building Project Update

Building Project committee member (and School Committee Chair) Leah Vivirito was present via Zoom.

Ms. Vivirito reviewed the NRHS Board Brief No. 3 which included some of the conceptual images from the architect. Final designs will be available in mid-May. The building project website has a comprehensive explanation of all the stages, details, and materials relating to the project. NRHS tours have been scheduled for 10 a.m. to 12 noon on the following Saturdays: April 1, April 29, and September 9, 2023. A reservation must be made on the building project website.

Town Administrator's FY 2024 Financial State of the Town

The presentation detailed where we are in FY 2023 and what to expect for FY 2024. The full report can be found on the Town's website on the Town Administrator's webpage. Highlights included:

- Certified free cash for June 30 was \$1,876,404 and has decreased over the last few years because we started making annual investments into other, more stable, reserve accounts. The goal is to be at or above 5% of the annual budget. For FY23 we are at 5.97%.
- The Stabilization Account, the newly created Capital Stabilization Account, and the OPEB (Other Post-Employment Benefits) Trust Fund have all grown. OPEB is 11.32% funded.
- Real estate tax allocation was explained, with 66% of taxes going towards education.
- Our tax rate decreased 7.89% in FY23 and the tax rate of \$18.13 is the lowest since 2012.
- For FY23, the average single family home tax bill is \$11,617 and the average single family home value is \$640,760, which is an increase from the FY22 average value of \$556,907.
- For FY24, estimated new growth is \$250,000, which is less than the \$351,005 in FY23.
- The Town received \$2,162,292 in American Rescue Plan Act Funds (ARPA) and the remaining amount to be allocated is \$394,077.34.
- FY24 department requested budgets total \$33,061,973, which is up \$1.65M (5.26%) from the FY23 budget. Proposed increases from the schools are currently \$952,961 of the increase.
- FY24 capital requests total approximately \$3,047,925.
- FY24 health insurance has a 13.75% increase.

Ms. Dembkoski shared her FY24 budget recommendations, which include adding two full-time firefighters and one full-time police department patrol officer. Procurement of regular services will be combined to ensure best cost at highest quality, and we will continue to seek out and apply for grants. We will continue to work with state and federal legislators on earmarked funds for Stow, which total \$3,185,000. The Board appreciated the easy-to-understand presentation.

Establish Economic Development & Industrial Commission (EDIC) Goals

EDIC Chair Tom Farnsworth and members of the EDIC were present via Zoom.

The Select Board and the EDIC discussed the three goals suggested by the EDIC and the six goals suggested by the Planning Board. Mr. Farnsworth said the EDIC members felt that three well-defined goals would keep them busy during the year.

Chair Birch-McMichael proposed that two of the EDIC goals be the short-term goals and the goal of advocating and educating on the results of the water study for Lower Village be the long-term goal. Ms. Hegemann asked if some of the Planning Board goals, which are more specific, could be part of the discussion of the needs and issues that business owners are facing. Mr. Farnsworth agreed that there are some opportunities in those ideas and they may be reasonably achievable if refined.

Board member Frecha moved to set the following list of goals for the Economic Development & Industrial Commission:

- 1) Coordination, creation, and evaluation of a Needs Survey;*
- 2) Create a Stow Business Forum meeting for the purpose of bringing together Stow business owners to get real-time feedback on issues they may face or topics of concern.*

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

Select Board MAGIC Representative

Ms. Hegemann is the current representative but is unable to attend the Tuesday morning meetings because she teaches on Tuesdays. Ms. Frecha volunteered to be the representative.

Board member Sturgis moved to appoint Cortni Frecha as the Select Board representative to the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

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

Disposition of Surplus Goods and Equipment – Highway Department and Building Department

The respective department heads submitted written requests asking the Select Board to authorize the disposition of surplus goods and equipment, per the Town of Stow Disposition Policy.

Board member Frecha moved to declare as surplus, the goods and equipment on the list provided by the Acting Highway Superintendent, valued at less than \$10,000 and belonging to the Town, and to authorize the disposal of these surplus items, and

to declare as surplus, the goods and equipment on the list provided by the Building Commissioner, valued at less than \$10,000 and belonging to the Town, and to authorize the disposal of these surplus items.

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

Meeting Minutes

Board member Frecha moved to accept the meeting minutes of the February 28, 2023 meeting as written. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.

Correspondence

Ms. Frecha commented on the email from Leigh Hilderbrandt and would like a future agenda item, about six months prior to license renewals, to have a conversation about Stow House of Pizza not being responsive to enforcement requests about permitting. Ms. Hegemann endorsed this suggestion.

Chair Birch-McMichael thanked the people who emailed about the anti-hate statements. It is important to hear from residents, and she reminded people that emails are encouraged and with election season upon us they can have a seat at the table due to our democratic process.

Adjournment

At 8:25 p.m. Board member Frecha moved to adjourn. Board member Sturgis seconded the motion and it passed unanimously by a roll call vote.

Respectfully submitted,

Joyce Sampson,

Executive Assistant

Documents used at this meeting:

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