

AGENDA
SELECT BOARD
May 9, 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/84431870752?pwd=M1RDcnFaU2ZUMEhtQkRxUW41WUI4Zz09>

Meeting ID: 844 3187 0752

Passcode: 25964081

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Recognition
 - o Detective Christopher Kusz – Letter of Commendation
 - o Lieutenant Darren Thraen – Certification of Appreciation
5. Appointments
 - o Darren Thraen as a Special Police Officer effective May 12, 2023
6. Discussion and Possible Vote
 - o Common Victualler License for DDK Coffee Shop, 626 Great Road – Dawn Nelsen, Owner
 - o Special Event Permit for an Ice Cream Social at Pompo, June 2, 2023, 6-8:30 PM - Randall Library Friends Association
 - o Special Event Permit for Springfest, June 3, 2023, 10:30 AM.-3:30 PM at Center School
 - o Request for adoption of the IHRA Definition of Antisemitism – Martin Brauer
 - o Continued Review of Draft Anti-Hate & Anti-Racism Statements
 - o Discuss dates for Special Town Meeting and Special Town Election and open the warrant for 2023 Special Town Meeting
 - o 2023 Annual Town Meeting Discussion and Article Votes, if any
7. Meeting minutes
 - o April 25, 2023
8. Correspondence
9. Adjournment

Correspondence received:

5/1/2023 from Becky Teague; Minuteman School Committee

5/4/2023 from Joelle Spear; Walking/Biking

4/21/2023 from Greg Franks of Comcast; Changes to Xfinity TV Services

Posted Friday, 5/5/2023
12:45 p.m.

RECOGNITION

RECOGNITION

Detective Christopher Kusz
Letter of Commendation

Joyce Sampson

From: Chief Michael Sallese
Sent: Monday, April 24, 2023 3:47 PM
To: Officer Brandon Murphy; Detective Brendan Fitzpatrick; Sergeant Cassie Scott; Sergeant Dave Goguen; Gabriel Lopez; Gary Murphy; Jeff Beckwith; John Connors; Laurel Brazao; Michael Smith; Special Officer Jon Butler; Special Officer John Fantasia; Officer Jacob Champoux; Phoenix Dwyer; Prosecutor Luke DeZago; Detective Chris Kusz; Officer Bob Nelson; Lt. Darren Thraen; Shawn Marques; Officer Troy Paradise; William Bosworth
Cc: Denise Dembkoski; selectboard
Subject: Letter of Commendation
Attachments: 2023 Kusz Commendation.pdf

Detective Kusz,

During the months of March and April, your due diligence and perseverance led to numerous charges and warrants against those who were involved in larceny related crimes in Stow. In recognition of your professionalism and dedication to the community of Stow, I would like to present you with the attached Letter of Commendation.

A copy will also be placed in your personnel file.

Good Job,

*Michael Sallese, Chief of Police
Stow Police Department
305 Great Road
Stow, MA 01775
Direct Line 978-897-0049
Station 978-897-4545*





Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

To: Detective Christopher Kusz

From: Chief Michael Sallese

Date: April 24, 2023

Subject: Letter of Commendation

On March 3, 2023, a past break and enter was reported to the Stow Police Department at 65 White Pond Road. The report indicated that a vehicle was broken into and gone through, and that landscape construction equipment was stolen. A few pieces of evidence were recovered. The initial report taken by Officer Murphy was reviewed by Sgt. Scott and assigned to you to follow up and investigate.

Over the next several weeks, you developed leads and spent hours investigating this case. You were able to coordinate numerous jurisdictions to come together to help bring the responsible parties to justice. During your investigation you, unintentionally discovered, parties that were involved in serious narcotic distribution and firearms violations. Your investigation led to the arrest of those individuals in Worcester.

Following evidence-based policing, you discovered that the parties you had found were not the ones involved in the theft and break in Stow. You continued to investigate and follow up with leads, which led you to two suspects. You spent numerous on duty and off duty hours continuing the investigation.

Your hard work and dedication paid off and you were able to develop probable cause and secure two arrest warrants for the suspects involved. In recognition of your professionalism, due diligence, and self-initiative it is with great pride and honor that I write this letter of commendation to you. Your actions and hard work reminded the community of our mission in protecting the lives and property of Stow residents. Great job and keep up the excellent work!!!

LETTER OF COMMENDATION: The basic award of the department is a Letter of Commendation, written on a standard Stow Police Department letterhead, signed by the Chief of Police and outlining the reasons for the award.

RECOGNITION

Lieutenant Darren Thraen
Certificate of Appreciation

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF STOW**

A Certificate of Appreciation to Darren Thraen

On this 9th day of May 2023, the Stow Select Board hereby expresses its sincere appreciation to Darren Thraen for 31 years of service to the Town of Stow Police Department.

Starting as a Dispatcher for the Town in 1991, Darren became a Police Officer in 1993 and served in that capacity until being promoted to Sergeant in 2012. He was the D.A.R.E. officer for many years, educating scores of Stow youngsters on the dangers of drug and alcohol abuse and equipping them with the means to make wiser decisions. Skilled in conflict resolution and problem solving, he received several commendations during his career, including a nomination for the George L. Hanna Award for Bravery after rescuing a pilot from a burning plane at Minute Man Air Field in 2001. He also served as Acting Chief for several months in 2020, providing a steady hand and professional demeanor during a challenging period for the Stow Police. Darren was promoted to Lieutenant in 2021 and has served with discretion, integrity, and commitment to our community not only in that role but throughout his career.

On behalf of the entire Town, the Select Board wishes Darren an enjoyable retirement with his wife Jean and their family, filled with good health, happiness, and adventure.

Megan Birch-McMichael, Chair

Hector Constantzos

Cortni Frecha

Ingeborg Hegemann Clark

Ellen Sturgis, Clerk

APPOINTMENTS

APPOINTMENT

Lieutenant Darren Thraen
as a Special Police Officer



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

April 27, 2023

Selectboard
380 Great Road
Stow, MA 01775

RE: Recommendation for Lt. Darren Thraen Appointed as a Special Officer After Retirement

On May 11, 2023, Lt. Darren Thraen will be retired after 31 years of service to the Town of Stow as a Police Officer. It has been a long-standing tradition and a general order in our department to appoint those who are in good standing as a Special Police Officer upon retirement. Lt. Thraen has requested to remain with the department in retirement in this role to continue to serve the community.

Lt. Thraen is leaving the department in good standing. He is requesting to be appointed and willing to help with covering shifts, working details, and assisting our Lake Boon Patrol Officer.

I fully support Lt. Thraen in continuing with our department as a Special Officer. His institutional knowledge is priceless. Having him available to continue assisting as a member of the Stow community is a benefit to the residents and the junior officers.

I respectfully request your approval and appointment for Lt. Darren Thraen to remain a member of the Stow Police Department after May 11th as a Special Officer.

Respectfully Submitted,

Michael Sallese, Chief of Police

DISCUSSION & POSSIBLE VOTE

Common Victualler License
DDK Coffee Shop
626 Great Road

Dawn Nelsen, Owner
Keisha Nelsen

THE COMMONWEALTH OF MASSACHUSETTS

**TOWN OF STOW
SELECT BOARD**

THIS IS TO CERTIFY THAT DDK COFFEE SHOP
IS HEREBY GRANTED

A COMMON VICTUALLER'S LICENSE

in the Town of Stow at 626 Great Road and at that place only and expires December 31st, 2023, unless sooner suspended or revoked for violation of the laws of the Commonwealth of Massachusetts respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Approved by: Select Board

Year: 2023
Fee: \$25.00
Issued: 5/9/2023
License # 29

**POST THIS LICENSE IN A CONSPICUOUS PLACE
THIS LICENSE MAY NOT BE SOLD, ASSIGNED, OR TRANSFERRED**



TOWN OF STOW, MASSACHUSETTS
COMMON VICTUALLER LICENSE APPLICATION

To The License Board of the Town of Stow:

The undersigned respectfully petitions that he/she be granted a Common Victualler's License upon the premises situated at:

Business Information:

Name: DDK coffee shop d/b/a _____

Address: 626 Great Rd _____

Town: Stow State/Zip: MA, 01775

Telephone: _____ Cell Phone: _____

Email: _____

Name of Manager: Dawn Nelson

Zoning Board Special Permit #: Business Permit #: _____

Owner Information: (if different from above)

Name: Dawn Nelson

Address: _____ Town: Stow State/Zip: MA, 01775

Telephone: _____ Cell Phone: _____

Email: _____

Type of Establishment: (check one)

Restaurant _____

Coffee Shop

Other _____ (Describe)

Seating Capacity 0

Days & Hours of Operation: M-F 6-2

Sunday 7-2

Holder of Liquor License: Yes _____ No

The issuance of a license herein is based in part from the presentation contained in the application, and any misrepresentation may be cause for revocation by the licensing authority.

Applicant must provide a copy of inspection certificates from the building inspector, health agent & fire department when picking up their license.

I hereby swear under the pains and penalties of perjury that the information I have given is true to the best of my knowledge and belief.

Signature: Dawn M. Nelsen Date: 4/3/23

Pursuant to MGL Ch. 62C, Sec. 49A: I certify under the pains and penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns and paid all State taxes required under law.

Signature of Applicant: Dawn M. Nelsen

Signature of Corporate Officer (if a Corporation): _____

Federal ID or Soc. Sec. #: 92-2674278

A Certificate of Insurance showing evidence that the applicant has Workers' Compensation Insurance and General Liability Insurance must be included with this completed application.

No Common Victualer License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Select Board, and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given by the Building Department, Health Agent and Fire Department.

APPROVED BY THE SELECT BOARD

DATE: _____

copy - all set
(initials)

Annual Fee: \$ 25.00 *Paid*



Commonwealth of Massachusetts

Nashoba Health District



**Food Service Permit
Fee: \$175.00**

Board of Health of Stow

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT

In accordance with regulations promulgated under authority of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, a permit is hereby granted to:

DDK Coffee Shop, 626 Great Road

Applicant : Dawn Neisen

Stow MA 01775-

Date: April 26, 2023

Expiration Date: October 31, 2023

Board of Health of Stow

Agent for the Board of Health

Sanitation Officer, Nashoba Associated Boards of Health

NON-TRANSFERABLE

**Event Permit
Ice Cream Social
Friday, June 2, 2023
6 p.m. – 8:30 p.m.**

Randall Library Friends

The application was circulated to appropriate staff.

Pending items:

- Board of Health permit
- Certificate of Insurance



Town of Stow

Special Event Permit

This is to certify that on Tuesday, May 9, 2023 the Select Board voted:

That Lisa Lavina, as a representative of the Randall Library Friends Association, is granted permission to hold an Ice Cream Social on Friday, June 2, 2023, beginning at 6:00 p.m. to approximately 8:30 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

Joyce Sampson

From: Lisa Lavina <l.lavina34@gmail.com>
Sent: Monday, May 1, 2023 8:35 AM
To: selectboard
Subject: Event Request Form (for 6/2/23)
Attachments: Ice Cream Social Event Request 6-2-23.pdf

Dear Stow Select Board,

Attached is an event request form for hosting an Ice Cream Social to kick off Springfest on Friday, June 2, 2023. In addition to preparing this form, I've requested a reservation for the community room and kitchen at Pompo Community Center (via their application system). I have also contacted Chief Sallese and Chief Benoit to arrange for a walk through of the event, perhaps this Friday.

We are in the process of preparing the required forms for the Nashoba Boards of Health approval, too.

This event is intended as a fundraiser for the Revitalize Randall campaign and will feature a display of the current stage of building designs available at the time of the event.

I look forward to discussing this with you at a future Select Board meeting.

Thank you for your consideration,

Lisa Lavina
as President of the Randall Library Friends



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

Randall Library Friends Assn.

Name of Organization / Sponsor: _____ Non-Profit Profit
9 Cresecent Street Stow MA 01775

Address: _____ City: _____ State: _____ Zip: _____
Tax ID #: 04-3284326 Applicant name: Lisa Lavina

Phone: _____ Email: _____
randallfriends.org

Web Site: _____
Lisa Lavina

Event Manager: _____ Contact Info: _____
Melissa Rollins

Other Contact person/s: _____ Contact Info: _____

Event Information

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

Other (specify) _____
Revitalize Randall Ice Cream Social

Event Title: _____
6/2/23 6pm 6/2/23 8:30pm n/a

Start Date & Time(s): _____ End Date & Times(s): _____ Rain Date & Time(s): _____
250 none/ there is a cost per scoop of ice cream

Estimated Attendance: # _____ Admission Fee: _____

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply

Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): _____

Set Up Date/Time: 6/2/23 4pm Break Down Date/Time: 6/2/23 8:30-9pm

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

Event Details

Please indicate whether the following items pertain to your event.

| YES | NO | |
|----------------------------------|----------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | Food Concession and/or Food Preparation |
| <input type="radio"/> | <input checked="" type="radio"/> | Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Alcohol served - <i>Requires approval from the Select Board</i> |
| <input type="radio"/> | <input checked="" type="radio"/> | First Aid Facility(ies) and Ambulance (s) |
| <input type="radio"/> | <input checked="" type="radio"/> | Banner(s) and/or Sign(s) - <i>requires prior approval</i> |
| <input type="radio"/> | <input checked="" type="radio"/> | Street Closure(s) - <i>list streets:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Amplified Sound - <i>If yes please indicate Start Time</i> _____ <i>End Time</i> _____ <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i> |
| <input type="radio"/> | <input checked="" type="radio"/> | Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i> |
| <input type="radio"/> | <input checked="" type="radio"/> | Will your event have animals? <i>If yes, specify:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Will your event require lights? <i>If so, specify hours:</i> _____ |
| <input checked="" type="radio"/> | <input type="radio"/> | Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>6-8 tables w/ 6-8 chairs each</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Fencing, Barrier(s) and/or Barricade(s), Traffic Cones |
| <input checked="" type="radio"/> | <input type="radio"/> | Does your event require electricity? <i>Source:</i> <u>Community center</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Booth(s) Exhibit(s), Display(s) and/or Enclosure(s) |
| <input type="radio"/> | <input checked="" type="radio"/> | Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s) |
| <input checked="" type="radio"/> | <input type="radio"/> | Container(s) and/or Dumpster(s) |
| <input type="radio"/> | <input checked="" type="radio"/> | Toilet(s) - <i>approximate number/vendor:</i> <u>on site restrooms</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Will you be holding a raffle at your event? <i>Describe:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Sleeping Trailer(s) and/or other accommodations |
| <input type="radio"/> | <input checked="" type="radio"/> | Stage(s) - <i>indicate dimension:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Entertainment - <i>describe:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Amusement Rides - <i>list and describe:</i> _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Inflatable Device(s) - <i>list and describe:</i> _____ |

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant: Lisa R Lavina

Date: May 1, 2023

Printed Name: Lisa R Lavina

Fee Paid: non-profit

Event Permit for SpringFest

Saturday, June 3, 2023

10:30 a.m. – 3:30 p.m.

(rain or shine! no rain date)

The application was circulated to appropriate staff.

- Two Board of Health approvals are still pending:
 - New England Smokehouse food truck
 - Stow Lions Club
 - ✓ Dewi Rosdiana has a ServSafe certificate with an expiration date of 8/26/2024.

- Operation Plan addressing Traffic and Safety has been prepared by Police Chief Sallese, Fire Chief Benoit, Building Commissioner Ramsbottom, and Interim Highway Superintendent Brian Hatch (attached).
 - ✓ Maura Hyland, Carole Ann Baer, and Jackie Spataro have Crowd Manager certificates each with an expiration date of May, 2025.

- Certificates of Insurance have been received.



Town of Stow

Special Event Permit

This is to certify that on Tuesday, May 9, 2023 the Select Board voted:

That Maura Hyland, as a representative of the SpringFest Committee, is granted permission to hold SpringFest 2023 on Saturday, June 3, 2023, beginning at 10:30 a.m. to approximately 3:30 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



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: Town of Stow Non-Profit Profit

Address: 380 Great Rd City: Stow State: MA Zip: 01775

Tax ID #: _____ Applicant name: Springfest Committee

Phone: _____ Email: springfest.stow@gmail.com

Web Site: N/A, Stow Annual Springfest FB page

Event Manager: Maura Hyland Contact Info: _____

Other Contact person/s: J Spataro, C Baer Contact Info: springfest.stow@gmail.com

Event Information

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

Other (specify) _____

Event Title: Stow Springfest

Start Date & Time(s): 6/3 10:30 am End Date & Times(s): 6/3 3:30 pm Rain Date & Time(s): N/A

Estimated Attendance: # 1,000 Admission Fee: free

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply

Pine Bluff Pompositticut Community Center Town Forest

Street (specify): _____

Other (specify): Center School, 403 Great Road

Set Up Date/Time: 6/2 3:30-8 pm Break Down Date/Time: 6/3 3:30 pm

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

Event Details

Please indicate whether the following items pertain to your event.

| YES | NO | |
|----------------------------------|----------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | Food Concession and/or Food Preparation |
| <input checked="" type="radio"/> | <input type="radio"/> | Please specify method: <input type="radio"/> Propane Gas <input checked="" type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____ |
| <input type="radio"/> | <input checked="" type="radio"/> | Alcohol served - Requires approval from the Select Board |
| <input type="radio"/> | <input type="radio"/> | First Aid Facility(ies) and Ambulance (s) |
| <input checked="" type="radio"/> | <input type="radio"/> | Banner(s) and/or Sign(s) - requires prior approval <u>Banner in front of School, have permission</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Street Closure(s) - list streets: _____ |
| <input checked="" type="radio"/> | <input type="radio"/> | Amplified Sound - If yes please indicate Start Time <u>10:30 am</u> End Time <u>3:30 pm</u> |
| | | The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired. |
| <input type="radio"/> | <input checked="" type="radio"/> | Will your event have Pyrotechnics? - requires prior approval of the Fire Department |
| <input checked="" type="radio"/> | <input type="radio"/> | Will your event have animals? If yes, specify: <u>Animal Adventures, Animal Craze</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Will your event require lights? If so, specify hours: _____ |
| <input checked="" type="radio"/> | <input type="radio"/> | Will you set up table(s) and/or chair(s)? Approximate number? <u>13 tables, 80 chairs</u> |
| <input checked="" type="radio"/> | <input type="radio"/> | Fencing, Barrier(s) and/or Barricade(s), Traffic Cones <u>STOW PD Handling</u> |
| <input checked="" type="radio"/> | <input type="radio"/> | Does your event require electricity? Source: <u>School Power + generators</u> |
| <input type="radio"/> | <input type="radio"/> | Booth(s) Exhibit(s), Display(s) and/or Enclosure(s) |
| <input checked="" type="radio"/> | <input type="radio"/> | Canopy (ies) and or Tent(s) - describe dimensions: <u>2-20x30, multiple 10x10 Canopies</u> ^{pop up.} |
| <input type="radio"/> | <input type="radio"/> | Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s) |
| <input type="radio"/> | <input type="radio"/> | Container(s) and/or Dumpster(s) <u>School Permitted</u> |
| <input type="radio"/> | <input type="radio"/> | Toilet(s) - approximate number/vendor: <u>using school facilities</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Will you be holding a raffle at your event? Describe: <u>NA</u> |
| <input type="radio"/> | <input type="radio"/> | Vehicle(s) and/or Trailer(s) - approximate number: <u>4-5 Food Trucks, Town Touch a Truck</u> |
| <input type="radio"/> | <input checked="" type="radio"/> | Sleeping Trailer(s) and/or other accommodations |
| <input type="radio"/> | <input type="radio"/> | Stage(s) - indicate dimension: <u>15x15 stage / using indoor stage</u> |
| <input type="radio"/> | <input type="radio"/> | Entertainment - describe: <u>Live Music, animals, dancers</u> |
| <input type="radio"/> | <input type="radio"/> | Amusement Rides - list and describe: _____ |
| <input checked="" type="radio"/> | <input type="radio"/> | Inflatable Device(s) - list and describe: <u>Obstacle Course, Combo Bounce, Bouncet.</u> <u>Speed Pitch, T-ball by Stow Soccer Little League</u> |

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: Maura Hyland Date: 5/3/23
 Printed Name: Maura Hyland Fee Paid: N/A

May 2, 2023

Springfest 2023 Planning Document

- **EVENT: Stow Annual Springfest 2023**
 - June 3, 2023, 10:30 am – 3:30 pm at Center School
 - No Rain Date, Rain or Shine
- **PARTICIPANTS: Estimated number of people at the event**
 - 1,000
- **USE OF FACILITIES**
 - Approval Documents for Use of School (facilities agreement) School Grounds, Parking Lots, Water for Dunk Tank, Dumpsters, will be submitted
 - Note as part of this agreement Town COI is required
- **LOGISTICS**
 - SAFETY PLAN by Stow Fire and Police Departments and Springfest Committee is included here
 - MAP OF SITE AND EVENT LOCATIONS INCLUDED
 - Parking
 - Center school Rte 117 lot, old fire station on corner of Crescent and Hartley, Town Hall, West Bound side of Rte. 117 (Stow PD will indicate where parking on 117 is allowed) as approved by Chief of Police and Hartley Road as indicated on safety map. St. Isidore Parish has been notified of the event as it pertains to their parking lot. They will notify us if they want us to post signs.
 - FOOD:
 - Food Trucks will be located at Hartley Road entrance Teacher Parking Lot, All are Permitted by the Nashoba Board of Health
 - Taco Y Burritos Panchita
 - Cousins Seafood
 - Uncle Joey's Cannolis
 - Stow Lions Club
 - New England Smokehouse is working on truck/permit completion

- 20'x30' tent with tables and chairs will be set up near the basketball court for patrons to sit and eat at. Tent set up will be supervised by licensed contractor, Hyland Custom Finish, to be inspected by the Town Building Inspector on the evening of June 2nd or prior to the event on June 3rd. COI from Hyland Custom will be submitted
- FREE CONCESSIONS:
 - Volunteers will serve Popcorn, Snow Cones, and Cotton Candy (supplies rented/purchased through Fun stuff Rentals) Board of Health Permit in process, Food Safe Certified Dewi Rosidiana, will be present to supervise, Certificate and BOH documents to follow
- INDOOR VENDORS: will be located in the gym in mapped out spaces, Outdoor Vendors will be located at the back fields in a designated area that will be sectioned off. Outdoor Vendors are allowed to set up Pop Up Canopy Tents (per Building Inspector) within their allotted space -mid fields, all Pop Up Canopy Tents will require stakes to be installed
 - All Vendors are Required to submit Certificate of Insurance or must submit signed indemnification form, all to be submitted.
- INDOOR STAGE ENTERTAINMENT
 - Mister Vic
 - Animal Adventures
 - On Your Toes
 - Dancers Workshop
 - RMD Okinawan Folk Drum and Dance performance
- OUTDOOR STAGE ENTERTAINMENT
 - will be on a 12'x12' stage under a 20'x30' tent (tent and stage will be provided by Taylor Rentals and assembled under the supervision of licensed contractor Hyland Custom Finish, to be inspected by Building inspector on evening of 6/3. Tent will be located by the basketball court in the back field. Stage Line Up includes
 - Platters Singer, Tony Funches
 - Rivers Between (Music Duo)
 - Toddamy (Music Duo)
 - Paul Cummings Jazz Band

- Stow Minutemen
 - OTHER OUTDOOR ENTERTAINMENT
 - Animal Craze will provide baby farm animals, COI will be submitted
 - Bounce Houses/Inflatable Obstacle Course/Inflatable Speed Pitch – provided by Mike's Magic Moonwalk, COI will be submitted
 - Dunk Tank – “Dunk a Teacher” for the Stow Food Pantry, provided by Mike’s Magic Moonwalk, COI will be submitted, permission to use water from school is included in the Facilities Agreement
 - Field Games by volunteers
 - Face Painting, Glitter Tattoos and Balloons by Lisa Laconte
- Accessibility - all areas must provide access for persons with a disability, to include:
 - Parking
 - Handicapped spots at Center
 - Food service area
 - Yes
 - Eating area
 - Yes
 - Toilets (no porta pots)
 - Permission to use Center School bathroom facilities is included in the Facilities Agreement.
- Plan for waste disposal
 - We will have volunteers emptying trash barrels that will be placed both inside and outside, trash will be placed in the Center School Dumpsters, Permission to use dumpsters is included in the Facilities Agreement.



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

**STOW POLICE DEPARTMENT
OPERATIONAL PLAN**

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

TRAFFIC/SAFETY PLAN

Prepared by Chief Michael Sallese, Chief John Benoit, Building Commissioner Frank Ramsbottom,
Highway Superintendent Brian Hatch, Springfest Committee Members Jacquelyn Spataro
and Maura Hyland

Town of Stow Springfest

June 3, 2023

10:30am to 3:30pm

Center School 403 Great Road

The Town of Stow is hosting the annual Springfest. Springfest is open and invites all residents and guest of Stow to come together to enjoy numerous events, food and vendors and bring our community closer together. This event is hosted by the Town and is intended to bring all together to experience the meaning of what it is to live in Stow.

Participants:

The goal for the event is to attract approximately 1,500-2,000 people rotating throughout the Springfest during the open hours. The Springfest Committee plans on having many volunteers on site to assist with this event.

Pre-Event Permits Obtained by the Springfest Committee:

- Building Permits if required for the tents
- Food Permit if required from Board of Health
- Event Permit from the Town
- Event Managers/Committee member will obtain crowd management certification through the Department of Fire Services.

Pre-Event Insurance:

- As required by the Town if any

Pre-Event Department Meetings:

- Springfest committee will meet with Public Safety Coordinators prior to event to address concerns by each department, such departments shall include but are not limited to:
 - Fire Department
 - Board of Health
 - Building Department
 - Police Department

Details:

- One Detail Officers are required for this event paid by the Police Chief.

Detail 1

- 9 am to 5pm
- 9am to 11am assist directing vendors into Center School and back field
- 11am to 4pm, assist traffic and parking in the front of the school
- On-duty Patrol Officers will monitor the area for any traffic issues and relay information to the Detail officer who if needed to will notify volunteers/coordinator

Event Day Parking/Road Closures/Traffic Flow:

Road Closures

- No Road Closures are required for this event
 - However, Center School staff lot off Hartley Road will be closed for food trucks
 - Parent drop off lane off Hartley Road will be closed for public safety access/display
 - Highway Dept to drop off Two Road Closed barricades on Friday both at the driveway entrance to Center off Hartley on the grass corner.
 - No vendors, tents, tables, vehicle parking or displays will be allowed on the road around the back of center for emergency access, from the east entrance to the west entrance.

No Parking Signs will be posted by Stow Police on Friday Evening

- Signs will be placed on the eastbound side of Great Road from Center Place to Packard Road
- Signs will be placed westbound just west of the second exit to St. Isidores to Packard
- Signs will be placed on Center Place

Parking Areas

- Front of Center School (added handicap signs by Stow PD)
- Hale School
- Hartley Road west side along new pavement
- Common Road
- Old Fire Station front and back
- Town Building Lot (Reserved by PD on 4/13/23)
- St. Isidores (overflow only and not advertised)
- Additional Handicap spaces will be posted at Center by Stow PD

Entrance/Admission:

- Entrance for Springfest will be throughout the property at Center
 - West side driveway to access rear field
 - Main entrance to access inside events in center school
 - East Driveway off Hartley to access displays and events
 - East Main entrance to access inside events in center school
 - Doors open to the public
 - Main entrance
 - East Entrance
 - rear exits to field (Café and Library)

Food:

- Most food will be provided by Food trucks or other vendors
- Parking for Food trucks will be in Center School Staff Parking Lot
- Location of Food Trucks to be recommended by the Fire Department
- Vendors responsible for security of their transactions
- Stow Police will NOT be providing money drop security
- Each food vendor and Springfest Committee will adhere to the rules and regulations under Massachusetts Law, Town of Stow, and the Stow Board of Health.

Music/Noise Control:

- Location of Bands/Music will be in occurrence with Fire Department recommendations
- All bands/music will keep music to a reasonable level
- If complaints are made to the Police Department, Dispatch will advise the Detail Officer of the complaint. Detail Officer will make the reasonable judgment if the music/noise is too loud. If the Detail Officer determines the music is unreasonable the Officer will inform the coordinator who will have the music turned down.
- All music should be completed by the end of the event/or shortly thereafter.

Crowd Control:

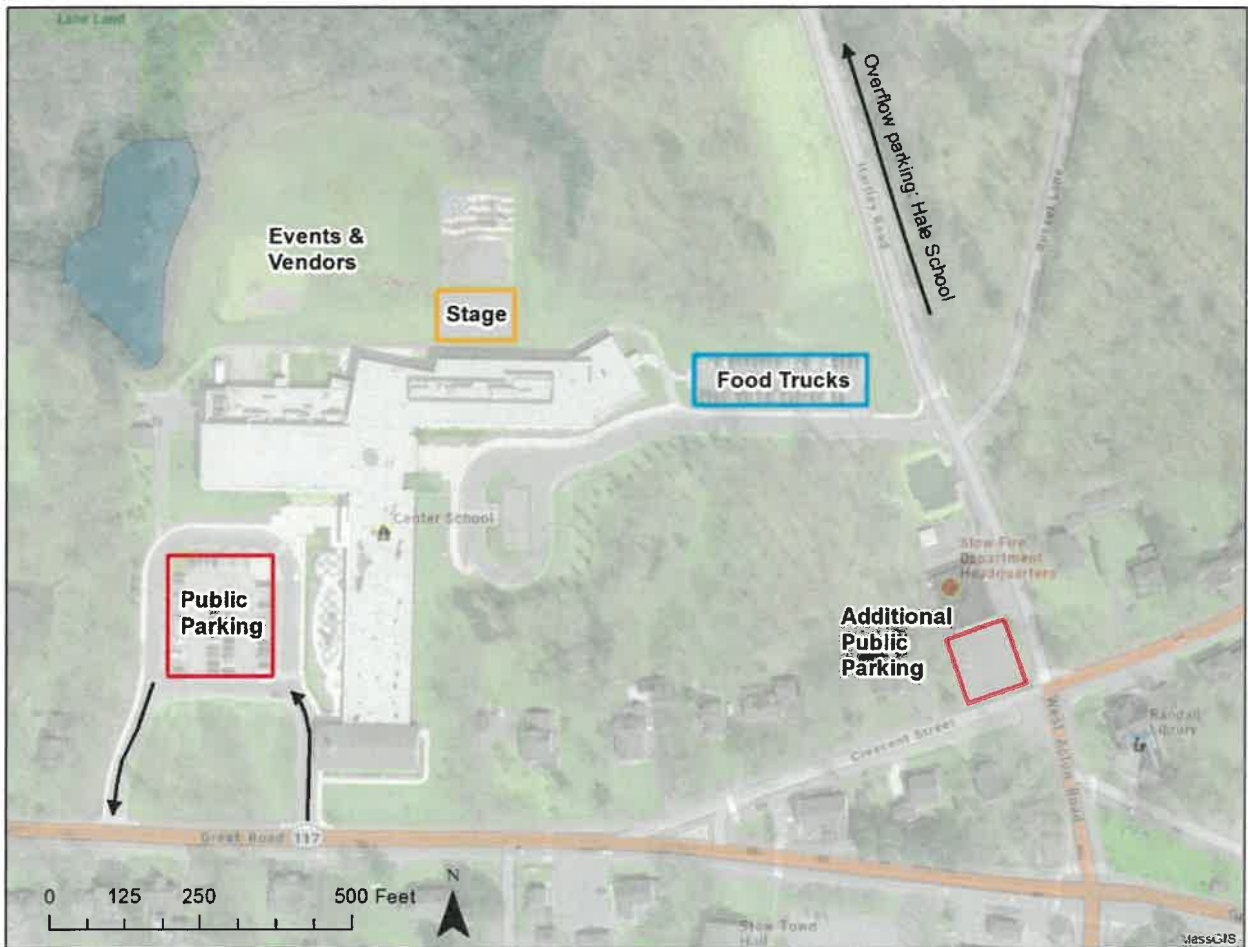
- All organizers, must be certified as Crowd Mangers
<https://www.mass.gov/service-details/crowd-managers>
- All entrances/exits to buildings/tents as per the recommendations of the Stow Fire Department and Stow Building Department
- Any use of fencing to contain an area will be under the recommendations of the Stow Fire and Building Departments
- Any use of a tent will be under the recommendations of the Stow Fire and Building Departments and if so proper permits will be applied for prior to the event starting.
- All Volunteers will be reminded to dial 911 in any emergency

Notifications:

One week prior, one day, and the morning of the event, Stow Police Department will Facebook, Twitter, and Instagram the event with potential traffic delays to public.

Contacts:

| Name | Cell Phone | Email | Notes |
|----------------|------------|------------|---------------|
| Jackie Spataro | [REDACTED] | [REDACTED] | Crowd Manager |
| Maura Hyland | [REDACTED] | [REDACTED] | Crowd Manager |





SpringFest parking
Permit #: 2428
Purpose: springfest parking

Applicant:
Stow Police Department
Michael Sallese
305 GREAT RD
STOW MA 01775

Created By: Joyce Sampson
Created On: 4/13/2023 10:47:50 AM

Applicant Phone: (978) 897-4545

| Location | Date | Times |
|--|--------------------|---------------------|
| Stow Town Building - Town Building parking lot | Sat, June 03, 2023 | 07:00 AM - 05:00 PM |

Request for Adoption of the IHRA Definition of Antisemitism

Martin Brauer

Joyce Sampson

From: Joyce Sampson
Sent: Friday, May 5, 2023 9:19 AM
To: Joyce Sampson
Subject: FW: Stow Select Board
Attachments: Comments on Stow Select Board Statements on Hate and Racism.docx

From: Martin Brauer <martin@educational-solutions.com>
Sent: Thursday, May 4, 2023 3:44 PM
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Cc: Hector Constantzos <hconstantzos@gmail.com>; Minister FPC <minister@fpc-stow-acton.org>; Hector Constantzos <hconstantzos@stow-ma.gov>; Abby Morgan <acbmorgan1@gmail.com>; Anna-Celestrya Carr <annacelestrya@gmail.com>; Hale Middle School / Kyle Grady <kgrady@nrsd.net>; Rabbi Josh Breindel x 103 <rabbi@bethelsudbury.org>; rabbidavid@bethelohim.org <rabbidavid@bethelohim.org>
Subject: Re: Stow Select Board

Hi again, Denise.

I'm attaching my comments on the two statements, and clarifying my request to the Select Board, as follows.

With the [tremendous rise in antisemitic incidents](#) seen nationally, with a similar [increase in New England](#), on behalf of Stow's Jewish community - in addition to the Anti-Hate and Anti-Racism statements - I respectfully request that the Board:

- adopts the [IHRA Definition of Antisemitism](#), which has been adopted by the Commonwealth, the State Department, and numerous institutions, including, locally, the [Select Board of Sudbury](#), where my congregation is located.
- recognizes May as Jewish-American Heritage Month.
- recognizes January 27th as International Holocaust Remembrance Day, and supports any related events.

The combination of these supports should provide annual reminders and opportunities to educate the community regarding the nature and threat of "Jew-hate", so that they will reject it.

Thank you.

Martin

68 Boon Rd. Stow

--

Martin Brauer BSc. Cert. Ed. 

-

Comments on Stow Select Board's Anti-Hate and Anti-Racism Statements

1. I support having two documents: the separate identification of Racism – and other significant ‘isms – in addition to the excellent and concise Anti-Hate Statement. Such specific statements provide touch points for community guidance and conversations.
2. Anti-Hate Statement: please add “antisemitism” to the ‘isms list.
3. Anti-Racism Statement:
 - a. The document feels inward-looking – “**We** share the responsibility ... “; “... **employee** Diversity, Equity & Inclusion group ...” etc. - until the final paragraph. It’s extremely appropriate for the Board and Town to set an example, but I’d suggest that encouraging the community to act would be more effective if it were done throughout the statement.
 - b. Suggest adding “violence directed at the Asian, Muslim and Jewish communities” after “killings of black men and women” (third sentence) as racism applies to those groups too. I’m categorizing Muslim and Jewish as ethnicities who are the subject of racist hate.
 - c. Suggest adding “profiling” to the list of racist policies in fourth sentence.
 - d. Suggest removing clause after “systemic” in third bullet as it implies that the Town has no responsibilities in this area.
 - e. Not sure of the meaning of the fifth to last sentence “We also acknowledge ... relations.” Is that a reference to “intersectionality”, when a person may be subjected to additional negativity because of characteristics they exhibit, as well as their race?
 - f.

Respectfully submitted by Martin Brauer (978) 337-1017 – 5/4/23

Denise Dembkoski

From: Martin Brauer <martin@educational-solutions.com>
Sent: Thursday, April 6, 2023 3:24 PM
To: Denise Dembkoski
Cc: Minister FPC; kgrady@nrsd.net
Subject: Fwd: Antisemitism response by Stow Select Board


Dear Ms. Dembkowski,

I'm writing again regarding this matter, and now providing this [link](#) to Sudbury's formal adoption of the IHRA Definition of Antisemitism, which is stated in full at the link. This was approved following our brief presentation at a Select Board meeting, preceded by an open invitation to townspeople for comment, which generated about 20 messages in support. Besides adopting the Definition - around which we can provide education for the Board and others in the community - a resolution condemning antisemitism and other forms of hate would be appropriate for the Board to bring to Town Meeting.

I note that Stow Police report having been unable to identify those who perpetrated the November incident that prompted the Election Day vigil at First Parish, and that Hale School is pursuing ADL's "No Place for Hate" program.

I look forward to discussing with you how to move forward with this proposal.

Regards,
Martin
68 Boon Rd, Stow
Member of Congregation Beth El, Sudbury

--
Martin Brauer BSc. Cert. Ed. 
mobile (978) 337-1017
-

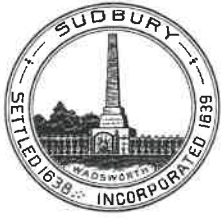
----- Forwarded message -----

From: Martin Brauer <martin@educational-solutions.com>
Date: Fri, Feb 24, 2023 at 8:16 PM
Subject: Antisemitism response by Stow Select Board
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Cc: Rev. Dr. Cindy L Landrum <minister@fpc-stow-acton.org>, Rabbi Josh Breindel x 103 <rabbi@bethelsudbury.org>

Dear Ms Dembkowski,

You may recall that, after the incident last November, to which the town responded magnificently with a large turnout for the vigil, I wrote to propose that the Select Board follow up, and you indicated that we could start that conversation early in 2023.

I'm thinking that adopting a resolution or proclamation, and some plan of action, might be the appropriate public response on behalf of the community. I would appreciate your guidance on how to proceed: could we schedule a virtual meeting to discuss this, as I'm traveling right now?



TOWN OF SUDBURY

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www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Email: sbadmin@sudbury.ma.us

INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) WORKING DEFINITION OF ANTISEMITISM

In the spirit of the Stockholm Declaration that states: “With humanity still scarred by ...antisemitism and xenophobia the international community shares a solemn responsibility to fight those evils” the committee on Antisemitism and Holocaust Denial called the IHRA Plenary in Budapest 2015 to adopt the following working definition of antisemitism.

On 26 May 2016, the IHRA Plenary decided to adopt the following nonlegally binding working definition of Antisemitism:

Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

To guide IHRA in its work, the following examples may serve as illustrations:

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews



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- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a state of Israel is a racist endeavor.
- Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

On June 14, 2022, The Sudbury Select Board hereby adopt the *IHRA Working Definition of Antisemitism* and support building awareness of the definition and its purpose in identifying and responding to antisemitism.

SELECT BOARD

Charles G. Russo, Chair

Janie W. Dretler, Vice-Chair

Daniel E. Carty

Lisa Kouchakjian

Jennifer Roberts

Continued Review of Draft Anti-Hate & Anti-Racism Statements



Town of Stow Select Board Anti-Hate Statement

Adopted XXXX

The Select Board firmly stands against all acts of hatred and all forms of isms that include, but are not limited to racism, sexism, ageism, ableism, classism, colorism, and ethnocentrism in our Town, across our nation, and our globe. We believe in the fair treatment of all human beings regardless of age, education level, race, ethnicity, gender expression and identity, nationality, national origin, creed, accent, physical and mental ability, political and religious stance, sex, sexual orientation, marital status, socioeconomic status, veteran status, profession, and other human differences.

We unequivocally and unapologetically condemn the divisive forces of hate, inequities and injustice against all persons, families, and communities. This includes all acts of bias, disrespect, discrimination, verbal and physical abuse, harassment, threats, defacing of property, violence, and the creation of environments of fear against any person, group, community, or population.

Together, we say to those who are victims of such acts, “We see you; we hear you; we stand with you.”



Town of Stow Select Board Anti-Racism Statement

Adopted XXXX

Racism is not new in America, but the last decade has renewed a focus on race in our country. Actions have ranged from protests to community conversations to new laws being enacted and everything in between.

They were sparked at the national level by high profile killings of black men and women, but these atrocities occurred on a foundation of centuries of decisions and actions that have been deeply embedded into our laws and culture. Conflicts over policies including desegregation, voting rights, redlining, criminal justice, and education have contributed to the racial tension we see today. We share the responsibility to learn about the history of race in America, to challenge ourselves to identify and correct areas of inequity, and to help address injustices so that we can dismantle racism within all aspects of our community.

The Select Board recognizes and acknowledges several facts:

- We know from the direct experiences of our friends and neighbors that racism has and does occur in Stow even though most of our residents condemn these acts.
- We know that many forms of racism are subtle and unconscious.
- We know that many forms of racism are systemic, often set by state and federal policies beyond our control.
- We know that Black, Hispanic, Asian, and Indigenous people are underrepresented in regional municipal workforces.
- We know, despite the complexity and discomfort, that racism must be addressed proactively: it cannot be ignored if we wish to build a stronger community.

Acknowledgment of facts must be backed by action if they are to have meaning. We are proud of recent actions, including the Board's proclamations for Black History Month, Pride Month, and Native American Heritage Month and the formation of the employee Diversity, Equity, and Inclusion group and their awareness activities. The Select Board believes a workplace that attracts and retains diverse personnel will allow it to serve its citizenry more creatively, strategically, and productively and supporting the employee DEI program will ensure these objectives, goals, and priorities are maintained. While these steps are important, we know that there is more to do.

The Stow Select Board commits to continuously improving all town policies and procedures to address these challenges head on. We commit to a culture where everyone is welcome and everyone can thrive, regardless of their race. We also acknowledge that racism is often connected to a person's gender, age, sexuality, religious beliefs, class, or ability, and that our policies should account for those relations.

The Select Board does not act alone: Anti-Racism work must be carried out by the community. Policy is shaped by many hard-working volunteers and staff members. We encourage residents to continue this conversation, provide feedback, and serve on town boards and committees. Together we will continue building a town we are proud to call home.

2023 Annual Town Meeting Discussion and Article Votes

2023 Special Town Meeting Dates

Warrant Closes – Tuesday, August 1, 2023

Citizen's Petition Deadline – Friday, August 18, 2023 (requires 100 certified signatures)

Select Board Votes Final Warrant – Tuesday, August 22, 2023

To Printer – Wednesday, August 23, 2023

In the Stow Independent – Wednesday, August 30, 2023

Presentations Due to Town Administrator – Monday, September 11, 2023

STOWS Meeting – Thursday, September 14, 2023

Special Town Meeting – Monday, September 18, 2023

Special Election – Saturday, September 23, 2023

MINUTES

Select Board Meeting Minutes
Tuesday, April 25, 2023
Stow Town Building & Zoom

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

Present via Zoom: Ellen Sturgis, Hector Constantzos

Chair Birch-McMichael called the meeting to order at 7 p.m.

Public Comment

Public Comment is limited to items not on tonight's agenda. Anyone speaking should state their name and address and limit comments to two minutes.

Debbie Woods, Great Road, asked about the status of the Bose property. There is no change.

Mark Forgues thanked Ellen Sturgis for her service to the Town.

Board Member Comments – none.

Town Administrator (TA) Report

- As of April 20, Stow has 6 cases of COVID-19 which is an 8.51% positivity rate. This will be the last report of COVID-19 cases; with the approach of the end of the state of emergency, the state will no longer provide case numbers.
- The Library Building Committee received revised estimates on the library project of approximately \$2 million more than authorized at town meeting. They are entering design development and the two building committees will be reviewing design options for the exterior at their May 3 meeting.
- The TA thanked Jeff Hall of Storybook Tree for his donation of a tree for Arbor Day to Tree Warden Bruce Fletcher. Mr. Fletcher has identified the upper common as the ideal location for the new tree. The TA thanked Mr. Fletcher for always being proactive and responsible when it comes to our public trees.
- The TA thanked the police and fire departments, surrounding public safety agencies, and the MA State Police for their prompt response last night after reports were received about a woman missing in the town forest. The woman was found safe in less than two hours.

Collings Foundation/American Heritage Museum 2023 Events

Collings Foundation CEO Rob Collings and Director of Marketing and Communications Hunter Chaney were present via Zoom.

Ms. Dembkoski previously met with Mr. Collings and Mr. Chaney to discuss the upcoming events for the year. Most are standard events that they have had in the past and follow the settlement agreement. They will continue to apply to the fire department for permits when applicable.

Board member Frecha moved to approve the 2023 Schedule of Events for the American Heritage Museum as presented by the Collings Foundation.

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

Installation of Fire Protection Cisterns

Fire Captain Barry Evers was present in the Warren Room.

Capt. Evers said they received ARPA funds for this project and they are moving forward with the construction phase, which is an excavation project to install a tunnel tank which holds 30,000 gallons of water. The contractor will fill the tank with water when it is installed, and the fire department will replace the water if it is used for fire suppression. The first locations are on Conant Drive and at 511 Great Road (the entrance to the fire station). The proposal for 380 Great Road will depend on the final location, as some of the property is owned by the Conservation Commission.

Board member Frecha moved to approve the installation of fire protection cisterns at the locations listed below, according to the plans presented by Fire Department officials at this meeting, and provided all necessary permits are received:

*Conant Drive, across from #31 and #35
511 Great Road*

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

Board member Frecha moved to approve the installation of a fire protection cistern at 380 Great Road, provided installation is on land under Select Board control. Otherwise, approval from the landowner must be received.

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

Event Permit for Xhale Fest – Saturday, May 20, 2023

Xhale owner Jennifer Spredelozzi and Event Manager Adrian Adams were present via Zoom.

They are excited about offering this festival. There will be a small group of vendors outside within the fenced-in part of the property. There will be a ticketed event indoors with demonstrations and workshops about the services offered at Xhale. They will not have food trucks as originally planned.

Board Member Frecha moved to grant a permit for Xhale Fest on Saturday, May 20, 2023 from 12 noon until 5 PM at 23 Gleasondale Road.

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

Charter Review Committee Articles for Annual Town Meeting

Debbie Woods, Chair of the Charter Review Committee (CRC), was present in the Warren Room.

The CRC received over 90 responses from citizens, town officials, and town boards and committees with proposed changes and comments. The five articles from the CRC on the annual town meeting warrant are part one of the proposed changes; there will be more articles for the fall town meeting warrant. Ms. Woods provided an overview of the five articles.

Discussion ensued, with the topic of changing the Board of Assessors (BOA) from elected members to appointed members having the most comments from the Select Board. The MA Department of Revenue is recommending that elected Boards of Assessors change to appointed boards.

The articles that pass at town meeting will then go to the Attorney General (AG) to be reviewed. Those approved by the AG will then be put on the ballot for the May 2024 annual town election. Once passed at town meeting and town election, the change becomes part of the Charter.

Special Town Meeting and Special Town Election

A special town meeting and a special town election are required for the high school project in the three towns in the district (Bolton, Lancaster, and Stow). Based on the dates required for a school vote, the meeting needs to be held by September 20, and the best option for Stow is to have both the meeting and the election on Saturdays. The proposed date for the special town meeting, Saturday September 16, falls during Rosh Hashanah. Discussion ensued about having a town meeting on a Monday night.

Moderator Jim Salvie, present via Zoom, mentioned that in addition to the school question, the charter change articles and possibly some articles from the Planning Board will be on the warrant.

The Board tabled this discussion and decision to the Tuesday, May 9 meeting.

Approval of 2023 Annual Town Meeting Warrant

Ms. Sturgis wanted to discuss Article 53 (Green Advisory Committee Funds). The budget submitted by the Green Advisory Committee recognizes that there are still funds unspent, but the committee needs to use a professional graphic designer to produce its Climate Action Plan.

Chair Birch-McMichael wanted to discuss Article 63 (Amend Zoning Bylaw: Lower Village Business District) and felt that the Board should take a position on it. If Article 63 passes, it would make Lower Village a separate business district. She is concerned that if Article 63 does not pass and Article 67 does, that there will be multiple drive-throughs on Route 117.

Ms. Sturgis thought it would be helpful if the Board recommended approval of Article 41, the Nashoba Regional Agreement.

Ms. Sturgis, the Board's representative on the Capital Planning Committee, told the Board that the Capital Planning Committee unanimously voted to not support Article 50 (Kane Land Walking Path Construction).

Ms. Dembkoski asked Ms. Sturgis why Capital Planning voted against the money for the Town Building Water System Repairs and Upgrade (Article 38). Ms. Sturgis said the committee had questions about the breakdown of the amount and wondered if \$750,000 is enough. They both agreed that this project does need to happen especially with the timing of the Library renovation project.

Board member Frecha moved that the Select Board recommend approval of Article 63.

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

Board member Frecha moved that the Select Board recommend approval of Article 41.

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

Board member Frecha moved to approve the 2023 Annual Town Meeting Warrant as presented at this meeting. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.

Allocation of Remaining ARPA Funds (American Rescue Plan Act)

Ms. Dembkoski received a telephone call from Rep. Lori Trahan's office about a proposal in Congress to claw back unallocated ARPA funds. Approximately \$331,000 of our ARPA funding remains unallocated, and Ms. Dembkoski requested that it be allocated to the discretionary fund to be used to finish the projects that may need more than originally allocated, or possibly for non-traditional capital items.

Board member Frecha moved to allocate the remaining ARPA funds to the Town Administrator's Discretionary Account.

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 April 11, 2023 meeting as drafted.

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

Correspondence

Ms. Sturgis commented on her correspondence to the Board regarding the public hearing that was recently held by the Finance Committee. Mr. Constantzos added that he was confused by the same public hearing and how quickly the hearing was closed.

Ms. Demboski asked that the Board discuss the EDIC group resignation at an upcoming meeting. There had been three applicants for EDIC vacancies prior to these resignations.

Adjournment

At 8:36 p.m. Board member Frecha moved to adjourn. Board member Hegemann seconded the motion and it passed unanimously by a roll call vote.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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