

AGENDA
SELECT BOARD
July 11, 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. Recognition
 - Detective Brendan Fitzpatrick – Letter of Commendation for actions on May 17, 2023
 - Officer Jacob Champoux – Letter of Commendation for actions on May 17, 2023
3. Board Member Comments
4. Town Administrator’s Report
5. Appointments
 - Jonathan Butler to the position of full-time Patrol Officer through June 30, 2024
 - Maureen Mazzone to the NRSD Audit Advisory Committee – Joint Appointment with the Finance Committee
 - Reappointment of Kelly Lawlor to the Cultural Council through June 30, 2026
6. Discussion and Possible Vote
 - Fiscal Year 2023 – Year End Transfers, if needed
 - Special Event Permit - Bike for the Woods, Sunday, August 20, 2023, 8am – 2pm
 - Assabet Craft Beer & Food Truck Festival, Saturday, September 2, 2023, 12pm – 4pm
 - Special Event Permit
 - One Day Liquor License
 - Entertainment License
 - In-Person Early Voting/Vote by Mail Public Hearing for September Special Town Election – Town Clerk
 - Intention to Lay Out a Portion of Box Mill Road as a Public Way
 - Discuss potential policy for the use of commercial kitchen at Pompo Community Center
 - Approve letter of support for the Open Space and Recreation Plan
7. Meeting minutes
 - June 27, 2023
8. Board Correspondence & Updates
9. Adjournment

Correspondence received:

6/22/23 from Kathy Sferra; Conservation Commission Notice of Public Hearing 7/18/23 - 63 & 65 White Pond Rd
6/23/23 from Dan James; re: Follow-up questions to 1/31/23 Weston & Sampson Presentation
6/23/23 from Wes Fisher; Re: Follow-up questions to 1/31/23 Weston & Sampson Presentation
6/27/23 from Niall Connors of Verizon; SEC Customer Notice

Posted Friday, 7/7/2023; 2 p.m.

RECOGNITION



Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692



Michael Sallesse
Chief of Police

To: Detective Brendan Fitzpatrick
Officer Jacob Champoux

From: Chief Michael Sallesse 

Date: June 26, 2023

Subject: Letter of Commendation

On May 17, 2023 both of you received a call from a resident reporting that his son was struggling with his mental health. The father reported that the son was having “manic episodes” and has not been able to speak or think clearly for the past two months. He also reported that the son has not been following his treatment plan and has not been taking his medications.

You both developed a plan being mindful of the policies, procedures, and practices of the Stow Police Department. Your goal of attempting to keep this person in the community while providing all the resources possible is exactly how I expect officers to treat individuals that are struggling with their mental health. You recognized the need to bring in other resources, using both the Jail Diversion Clinicians and the Psychiatric Emergency Response Teams to help you achieve your goals. The outcome ended in the individual being taken to the hospital without any violence or need for use of force, all involved including the parent felt this was what was needed.

In fact, the father was so thankful, he has recommended you for this letter which I support. The father wrote “Detective Fitzpatrick was great when it came to the planning and also coordinating it (the section 12) with the representatives from the Advocates. Officer Champoux.... did a great job of working with us and more so with my son, to achieve an uneventful completion to a challenging encounter. I’d appreciate if you’d place a copy of this letter in both their...files so they will be both be recognized for their professionalism years from now.”

I am proud of your forethought, planning, de-escalation and professionalism with this individual in crisis. Knowing the facts of the situation and all that you had to encounter both with the individual and other obstacles, you both acted beyond what our mission is here at the Stow Police Department. Please keep up the amazing work you are doing, great job!!!!

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.

Stow Police Department

APPOINTMENTS

Jonathan Butler
to the position of full-time Patrol Officer
through June 30, 2024



Town of Stow
Office of the
Town Administrator

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

*Denise M. Dembkoski
Town Administrator*

townadministrator@stow-ma.gov

I am very pleased to recommend Jonathan Butler to the position of full-time Patrol Officer in the Police Department. Jon has worked for the Town since March 2004 as a Dispatcher and Reserve Police. After speaking with him for only a few minutes, his passion for the position and the Town is evident. Jon appreciates opportunities for training and learning new skills as an officer. He is the Firearms Instructor for the department, is Active Shooter trained (and is an instructor), and has a number of other beneficial certifications.

While the loss of Jon as a dispatcher will be tough, the gain of Jon as a full-time patrol officer will be huge. His personality, training, and experience will be a great addition to the already well-rounded department.

I respectfully ask for your ratification of this recommendation.

Denise M Dembkoski



Town of Stow
POLICE DEPARTMENT
305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692



Michael Sallese
Chief of Police

July 3, 2023

Select Board
380 Great Road
Stow, MA 01775

RE: Recommendation for Hiring Jonathan Butler, Full Time Patrol Officer

At the Annual Town Meeting on May 13, 2023, I was able to propose the expansion of the Stow Police Department. The Stow Police Department has been constant at the same amount of employees for almost 20 years. During that time police work has changed, especially in the past five years. The adding of an officer, helps reduce the work load that is on our officers and provides for increased safety for both our officers and the Town.

For over 20 years, we have had three part-time officers who have dedicated many hours to the Stow Police Department. Having this opportunity to add an officer, I felt that an internal promotion was needed. All three part-time officers are certified by POST and can easily start without any field training as they have been working for over 20 years.

I requested that the two sergeants and senior officer, complete an interview panel. Based on the interviews with the staff, as well as the Town Administrator, Assistant Town Administrator and myself, we concluded that Jonathan Butler is our top candidate for patrol officer.

Jon has been with the Town, since 2005 both a dispatcher and part time officer. In 2019 Jon was promoted to full-time officer, however due to an unexpected injury he was not able to complete the academy. Jon has recovered fully and is now fully trained. Jon is the department's use of force instructor, firearms instructor, Taser instructor and tactics instructor. Jon has worked with the Stow schools and Town departments in developing response guidelines to active shooters, as well as given numerous communities talks about facility safety. Jon has partnered and worked closely with the members of the faith community in Stow to help ensure faith community members are kept safe. Jon currently assists me in reviewing our use of force policy and looking for ways to introduce de-escalation techniques as well as less than lethal uses of force.

Stow Police Department

While Jon is a current employee, I still completed all the required background and process's for new officers. Det. Kusz was assigned and completed the following required background check from the Police Officer Standards and Training Commission (POST);

- Fingerprinting
- KQ: Driver History
- BOP: MA Criminal History
- Q5: MA Suicide Check
- QWA: CJIS/NCIC Wanted/Missing Person/Vehicle
- WMS: MA Warrants
- SX: MA Sex Offender
- DQ: Out-of-State Driver's License
- BOPFI: MA License to Carry (LTC)/Firearms Identification Card (FID)
- FSI: MA Firearms Ownership
- QH/QR: Criminal History NCIC/III (AFIS-R)
- Coplink
- R3: MA Driver's License
- NDI – National Decertification index

Det. Kusz found nothing that is a disqualifier for Jon to be appointed for the Town of Stow. As required by law, Jon completed both a psychological screening, as well as a physical assessment. Neither exam revealed any problems or characteristics that would interfere with Jon's ability to be a police officer.

I respectfully request that the Board appoint Jon Butler as a Patrol Officer with the Stow Police Department. His dedication and experience will continue to be an asset to the police department and to the Town of Stow.

Respectfully Submitted,



Michael Sallese, Chief of Police

Maureen Mazzone
to the NRSD Audit Advisory Committee
Joint Appointment with the
Finance Committee

Denise Dembkoski

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Tuesday, June 6, 2023 9:13 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Tuesday, June 6, 2023 - 9:12am
Submitted by anonymous user: [REDACTED]
Submitted values are:

Today's Date: June 7, 2023

Title: Mrs.

First Name: Maureen

Last Name: Mazzone

Street Address: 23 Apple Blossom Ln, Stow, MA 01778

Address Line 2:

Email Address: maureen.mazzone@gmail.com

Telephone Number: 174764311

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

Which vacancy are you applying for? NRSD Audit Advisory Committee

Have you attended any meetings of this committee? Yes

Experience:

- I was a risk and controls specialist, performing audits, creating audit/assurance reports, and reviewing audit/assurance reports at PwC (a big 4 accounting firm) from January 2006 through January 2021.

- I was on the NRSD School Committee from September 2022 through June 2023 and served as the NRSD Audit Advisory Chair during that time.

Goals: - My goal is to better help the communities understand the audits being performed at NRSD and process the results of those audits.

Share:

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/18156/submission/548>



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

**NASHOBA REGIONAL SCHOOL DISTRICT
AUDIT ADVISORY COMMITTEE
One member**

Duties: The Audit Advisory Committee is made up of four individuals: one each selected to represent each town and one representative appointed by the School Committee. The Stow representative shall sit on the District Audit Advisory Committee, which oversees the annual audit of the School District and provide sufficient oversight to safeguard to the interests of the Town of Stow. Meets with the Superintendent and staff before and after the Audit to discuss results. The Committee is also responsible for recommending the audit firm to be used on a contractual basis.

Qualifications: Registered voter of Stow. Willingness to volunteer time to set scope of audit, meet and discuss the report, findings and recommendations. Appointee will also help follow up on the implementation of audit findings and recommendations. Meet with School Committee to report findings and recommendations. Experience with municipal finance, finance committee, and/or non-profit finance a plus.

Term: Appointment jointly by the Select Board and Finance Committee for a one-year term, set to expire June 30, 2024.

Application: Applications will be accepted until the position is 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 June 30, 2023

Kelly Lawlor

**Reappointment to the Cultural Council
through June 30, 2026**

Phoebe Haberkorn

From: Kelly Lawlor <kellymarielawlor@gmail.com>
Sent: Friday, June 16, 2023 12:01 PM
To: Phoebe Haberkorn
Subject: Re: Cultural Council Term

Hi Phoebe,

Thanks for reaching out. That all sounds fine to me. **I am interested in seeking a reappointment for the Cultural Council.** Do I need to attend a Select Board meeting or will reappointments just show up as an agenda item?

Best,
Kelly

On Tue, Jun 13, 2023 at 11:11 AM Phoebe Haberkorn <phaberkorn@stow-ma.gov> wrote:

Hello Kelly,

It may seem early, but I am writing to ask if you think you will want to be reappointed for another term on the Stow Cultural Council. Your current term runs through October 13, 2023, but the Town Administrator wants to bring Cultural Council terms into alignment with the Town's other July 1 annual appointments. For that reason, if you want to be reappointed, it will be for a term ending June 30, 2026 rather than October. I hope this makes sense and that you understand the reasoning behind it: the current terms that stop and start in all months of the year are confusing and hard to keep track of. The idea is to simplify and standardize the process for everyone.

Please let us know what you'd like to do, and we'll go forward from there.

Kind regards, and thanks for your help

-Phoebe

Disclaimer

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Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

STOW CULTURAL COUNCIL

The Stow Cultural Council is seeking TWO Members to be in place for the next funding cycle.

Duties: Stow's Cultural Council Program, administered at the state level by the Massachusetts Cultural Council, receives state funds and grants to distribute to projects in the arts, humanities and interpretive sciences.

Council members meet annually to review applications from individuals, schools, and organizations and decide how to fund the proposals, which include field trips, after school programs, concerts and festivals.

Qualifications: Registered voter of Stow. Interest in the arts, humanities and interpretive sciences. Ability to commit time to grant review process and willingness to be involved in other duties pertaining to local cultural needs.

Term: Two members appointed by the Select Board to serve three-year terms expiring June 30, 2026.

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 978-897-4515.

Posted June 27, 2023

DISCUSSION & POSSIBLE VOTE

Fiscal Year 2023 Year End Transfers

Denise will present these at the meeting.

Special Event Permit
Bike for the Woods
Sunday, August 20, 2023
8 a.m. to 2 p.m.

Stow Conservation Trust
Jim Salvie

The application was circulated to appropriate staff.

Pending item:

- Certificate of Insurance; will be submitted at the beginning of August



Town of Stow

Special Event Permit

For: Sunday, August 20, 2023

James Salvie, as a representative of the Stow Conservation Trust, is granted permission to hold the Stow Bike for the Woods on Sunday, August 20, 2023, beginning at 8 a.m. to approximately 2 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;
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event and comply with Massachusetts Regulations Title 521 Sec 30.1.2;
- 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:

As approved by the Select Board on July 11, 2023:

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark

Hector Constantzos

John Toole

Joyce Sampson

From: James Salvie <jsalvie@icloud.com>
Sent: Monday, June 5, 2023 1:01 PM
To: selectboard
Cc: Cortni Frecha; Denise Dembkoski; Chief Michael Sallese
Subject: 2023 Bike for the Woods

Hi folks — Today I'm filing a special event permit application with the select board office for the 2023 Bike for the Woods ride. The ride this year is Sunday, August 20, 2023 (a week earlier than usual). I'll supply an insurance certificate after August 1 since the policy renews then.

I do not have a scanner or I would have attached the application.

Chief, I'm sure the select board office will provide you with a copy of the application but the important point is that all the routes are found at the ride's website: <https://bikeforthewoods.org/>. The routes are the same as in past years except the ride will begin at Center School. It actually used to begin at Center School prior to about 2011 when construction started there.

For the same reason, and unlike in the recent past, we are not asking to use town land. The school district has given us permission to use the school and is providing a custodian. Parking will be at the school and should be sufficient.

I'd like to be put on a select board agenda for a meeting this summer (and before August 20) at some point after the police complete their safety review. Thank you!

Jim



TOWN OF STOW Special Event Permit Application



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

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Stow Conservation Trust Non-Profit Profit

Address: PO Box 397 City: Stow State: MA Zip: 01775

Tax ID #: 04-2625752 Applicant name: James Salvie

Phone: [REDACTED] Email: jsalvie@icloud.com

Web Site: https://bikeforthewoods.org/

Event Manager: James Salvie Contact Info: see above

Other Contact person/s: _____ Contact Info: _____

Event Information

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

Other (specify) Bike ride

Event Title: Stow Bike for the Woods

Start Date & Time(s): 8/20/23 8:00 am End Date & Times(s): 8/20/23 2:00 pm Rain Date & Time(s): N/A

Estimated Attendance: # 125 Admission Fee: \$20 adult/\$15 child (\$5 higher day of ride)

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field
 Pine Bluff Pompositicut Community Center Town Forest

Check all that apply

Street (specify): _____

Other (specify): N/A Town Roads

Set Up Date/Time: same as above Break Down Date/Time: same as above

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

Event Details

Please indicate whether the following items pertain to your event.

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

Other Permits

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

Insurance Requirements

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

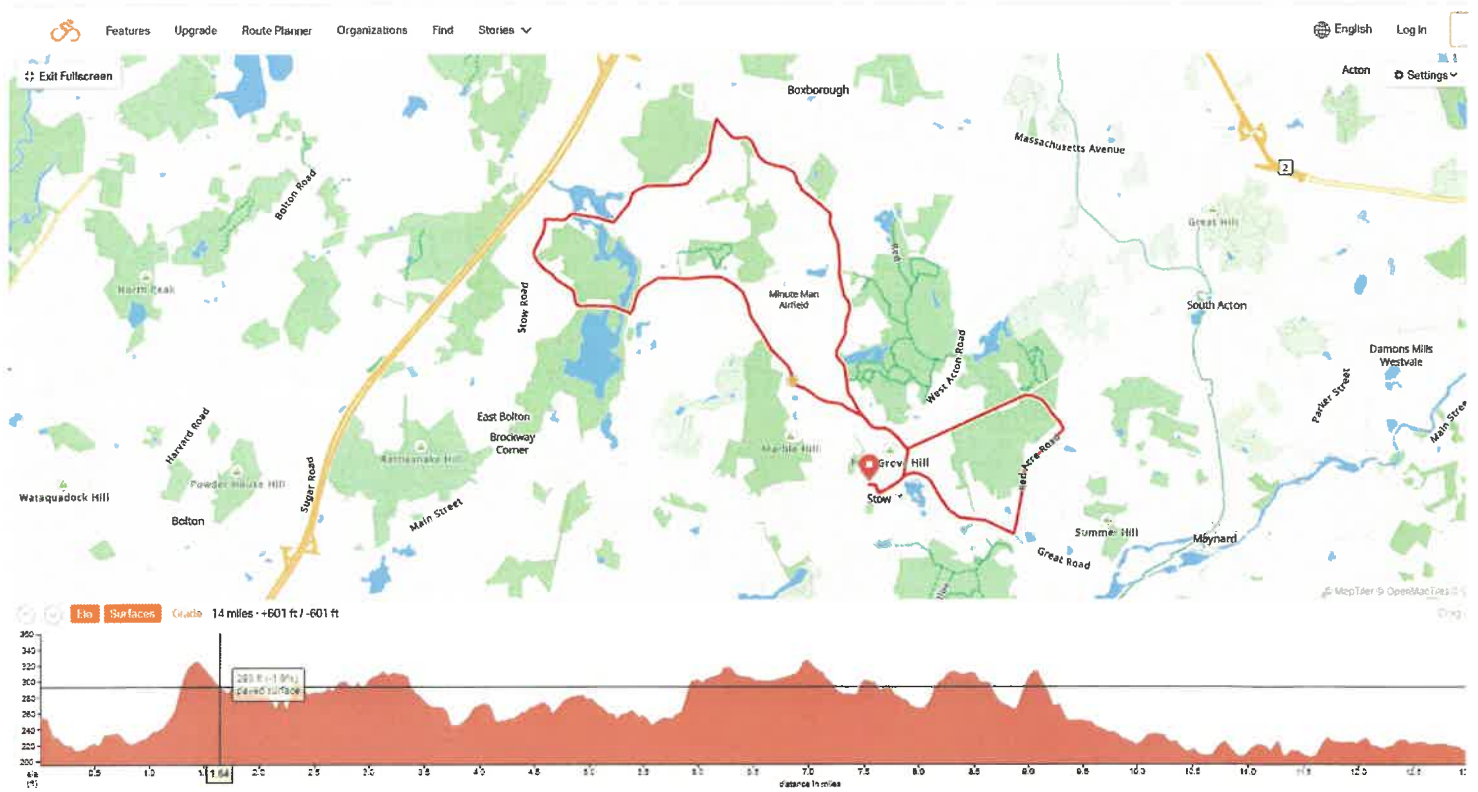
Affidavit of Applicant

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

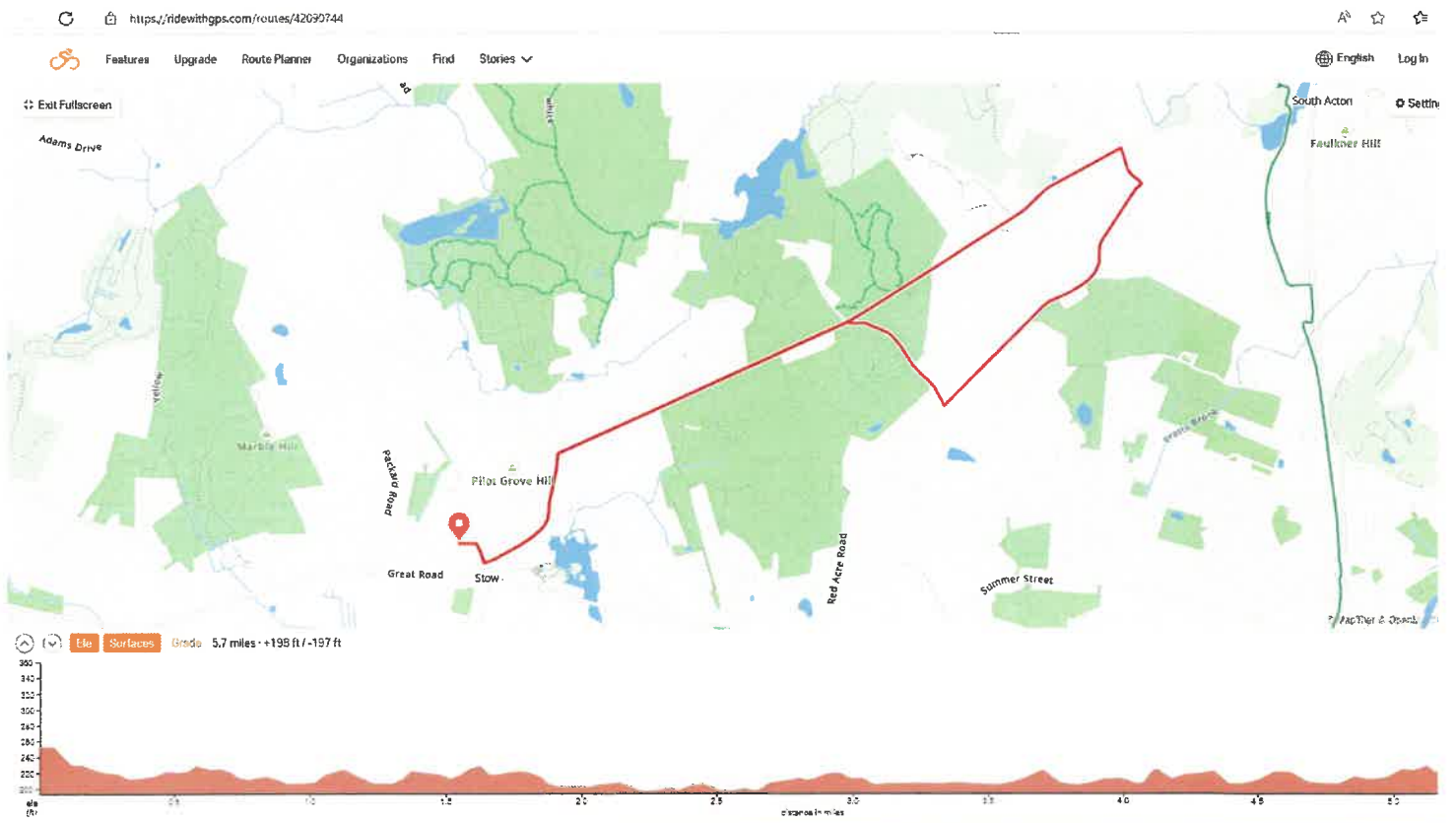
Signature of Applicant:  Date: 6/5/23

Printed Name: Daniel H. Salvia Fee Paid: _____

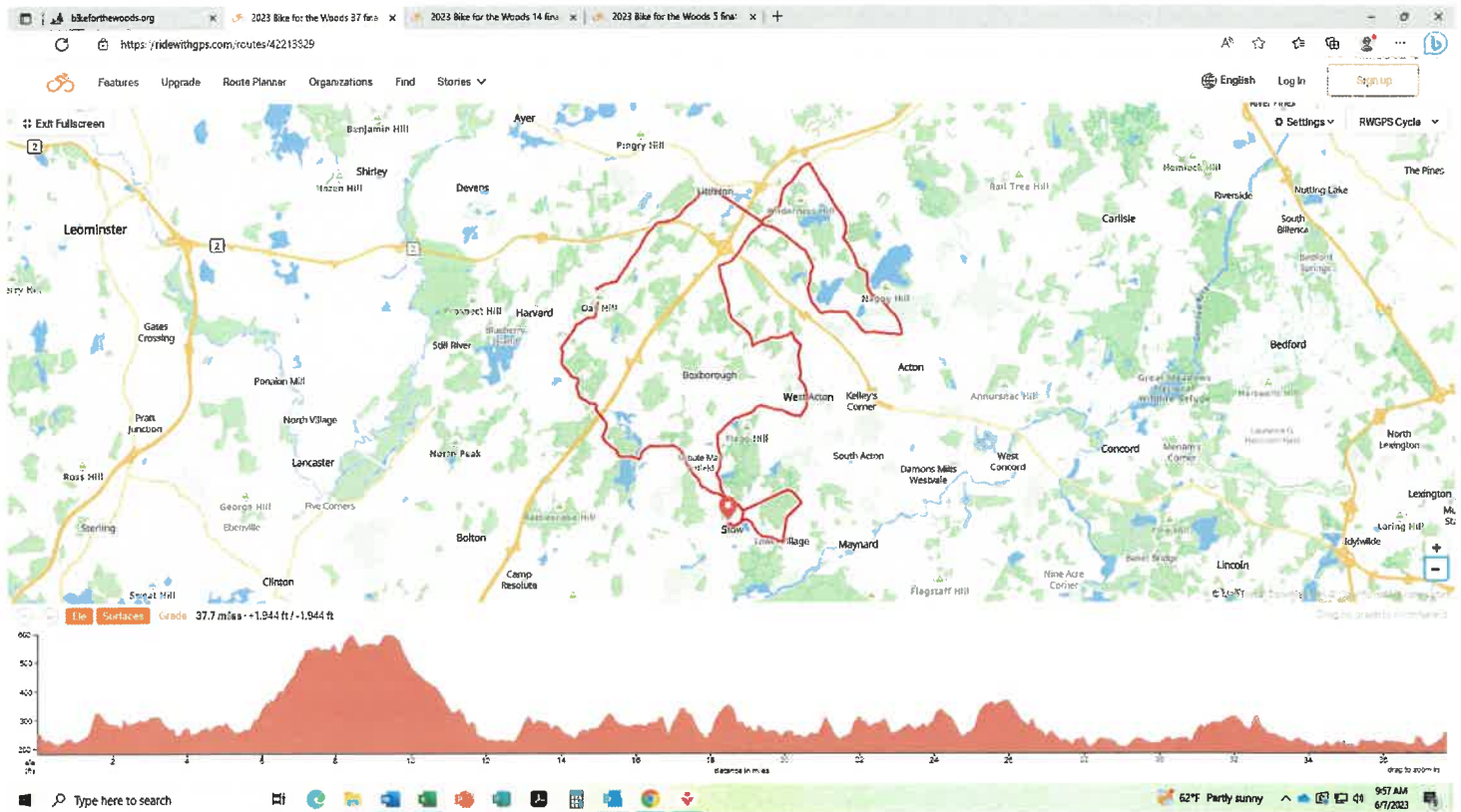
The 5-mile loop is flat and kid-friendly, going on South Acton Road which has a wide shoulder, and back down Red Acre Road.



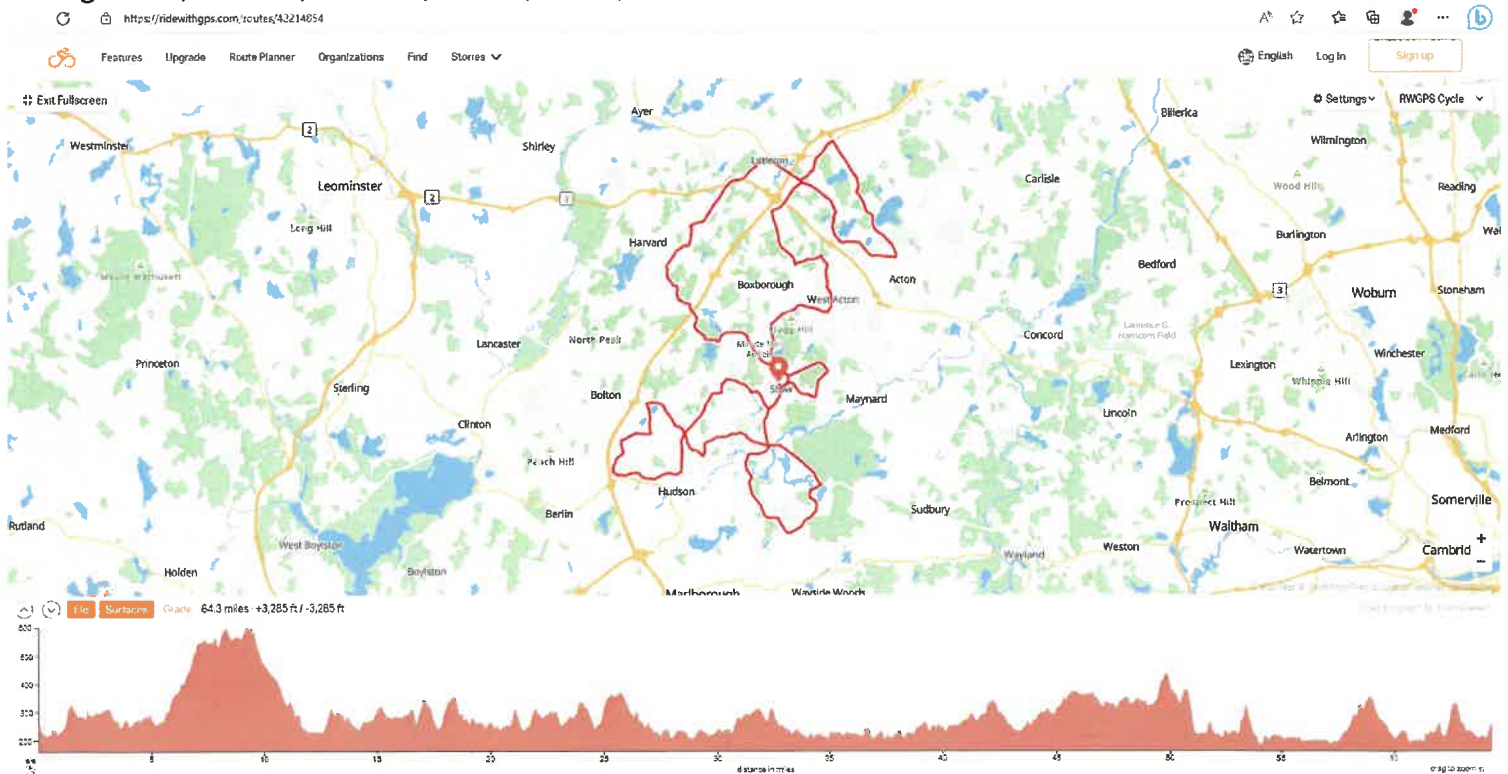
The 14-mile route heads up a sharp hill on Taylor Road then into Harvard. Not for children under 10.



The **37-mile route** loops north with challenging hills in Stow and Harvard. Not recommended for kids under 12 as it is hilly and requires multiple gears. Ride through Stow, Harvard, Littleton, and Acton. You can cut off 10 miles by taking a right at the Lemonade Stand on Foster Street, at mile 13. This is the first half of the 64-mile route.



Our metric century (**64 miles**) starts with the hilly 37-mile route and then follows a southern loop. Ride through Stow, Harvard, Littleton, Bolton, Acton, and Hudson.





Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

Stow Conservation Trust's annual Bike for the Woods

August 20, 2023

Prepared By: Chief Sallese

The Bike for the Woods is a family friendly ride to support the Stow Conservation Trust, which protects open space in the town of Stow, MA. This year the starting line is at the Center School, Hartley Road Entrance.

On-site registration starts at 8:15am and the ride starts at 9:00am. Snacks and drinks are provided at the start, all donated by local businesses.

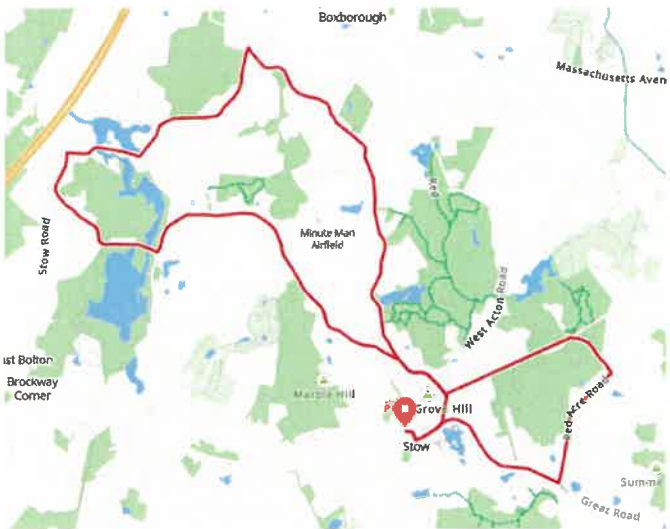
There are several different routes that are taken during this event spanning from a five mile bike ride up to a 64 mile bike ride.

Stow Routes:

-5-mile loop is flat and kid-friendly, starting at the Center School Entrance on Hartley Road, going on South Acton Road which has a wide shoulder, and back down Red Acre Road, to Tuttle Lane, then back on to South Acton Road.



-14-mile route, starting at the Center School Entrance on Hartley Road heads up a sharp hill on Taylor Road then into Harvard. Not for children under 10.



-37-mile route, starting at the Center School Entrance on Hartley Road loops north with challenging hills in Stow and Harvard. Not recommended for kids under 12 as it is hilly and requires multiple gears. Ride through Stow, Harvard, Littleton, and Acton. You can cut off 10 miles by taking a right at the Lemonade Stand on Foster Street, mile at mile 13



-metric century (64 miles) starts at the Center School Entrance on Hartley Road the to the hilly 37-mile route and then follows a southern loop. Ride through Stow, Harvard, Littleton, Bolton, Acton, and Hudson



Here is a list of the routes that will include Stow Town roads for all the rides: Library hill Road, Crescent Street, Great Road, Packard Road, Taylor Road, Harvard Road, Boxboro Road, West Acton Road, Tuttle Road, Red Acre Road, South Acton Road, Common Road, No Name Road, Garner Road, Gardner Road, Walcott St, Hudson Road, Randall Road, Sudbury Road, State Road, Chestnut Street, Marlborough Road, Gleasondale Road, Whitman Street

Participants:

In 2022 the ride had approximately 80 riders that participated in this event. This year's event plans to have between 150-200 riders.

Patrol Cars:

Due to the several different routes that riders will be taking their will be participants spread out all over Stow ranging from back roads to Route 117 and Route 62. Patrol cars are to remain vigilant for any problems that may arise on high traffic roads. Also patrol cars are to assist with any traffic problems that may arise.

Details:

No details are required for this event.

Signs: Spray painted arrows on pavement, clearly marked, including all splits, the second half does not have painted arrows. Riders doing the lengthier ride will probably have a GPS device that can download the GPS instructions. There will also be cue sheets available.

Notifications:

The public will be notified via Facebook/Twitter/Instagram

A list of maps will be printed out and a copy of instructions placed in dispatch for patrol officers to review

Stow Fire and EMS will be notified prior to the ride and the morning of

Weather policy: In the event of dangerous weather, the ride will be cancelled. A cancellation notice will be posted on the events webpage as well as public safety social media.

Special Event Permit
One Day Liquor License
Entertainment License

Assabet Craft Beer & Food Truck Festival
Saturday, September 2, 2023
12 p.m.to 4 p.m.

First Parish Church of Stow & Acton
Scott Feldhusen, Event Manager

The application was circulated to appropriate staff.

Assabet Craft Beer & Food Truck Festival

Traffic/Safety Operational Plan

- ✓ Plan has been prepared by Police Chief Sallese, Fire Chief Benoit, and Building Commissioner Ramsbottom, and a pre-event walk through will be conducted.
- ✓ TIPS Certified – Event Manager + 8 volunteers
- ✓ CORI – Event Manager
 - pending Crowd Manager certificates

Board of Health

- pending two food truck inspections

Insurance Certificates

- received, will do a final review

Recreation Director Laura Greenough asked that they do a walk-through of Center Park after the festival to check for trash, etc.



Town of Stow

Special Event Permit

For: Saturday, September 2, 2023

Scott Feldhusen, as a representative of the First Parish Church of Stow & Acton, is granted permission to hold the Assabet Craft Beer & Food Truck Festival on Saturday, September 2, 2023, beginning at 12 PM (noon) to approximately 4 PM 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;
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event and comply with Massachusetts Regulations Title 521 Sec 30.1.2;
- 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:

As approved by the Select Board on July 11, 2023:

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark

Hector Constantzos

John Toole



Town of Stow
Entertainment License
One Time | Saturday
September 2, 2023

This is to certify that the Select Board voted:

Scott Feldhusen, as a representative of the First Parish Church of Stow & Acton,
is granted a One Time Entertainment License for:

Amplified Outdoor Music – Live Band
Saturday, September 2, 2023, 12 noon - 4 p.m.

as described in the Special Event Permit application materials.

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires September 2, 2023 at 4:01 p.m. unless sooner suspended or revoked.

As approved by the Select Board on July 11, 2023:

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark

Hector Constantzos

John Toole



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: First Parish Church of Stow & Acton Non-Profit Profit

Address: 353 Great Road City: Stow State: MA Zip: 01775

Tax ID #: 04-6058081 Applicant name: Jenni Edgerton

Phone: 978-897-8149 Email: office@fpc-stow-acton.org

Web Site: www.fpc-stow-acton.org

Event Manager: Scott Feldhusen Contact Info: [Redacted]

Other Contact person/s: _____ Contact Info: _____

Event Information

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

Other (specify) _____

Event Title: Assabet Craft Beer & Food Truck Festival

Start Date & Time(s): September 2, 2023 12pm End Date & Times(s): September 2, 2023 4pm Rain Date & Time(s): N/A

Estimated Attendance: # 1,000 Admission Fee: \$5-10 donation

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field
 Pine Bluff Pompositicut Community Center Town Forest
 Street (specify): 353 Great Road, Stow, MA 01775
 Other (specify): _____

Set Up Date/Time: September 2, 2023 10am Break Down Date/Time: September 2, 2023 4pm

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input checked="" type="checkbox"/> Propane Gas <input checked="" type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Catered Other: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alcohol served - Requires approval from the Select Board
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Banner(s) and/or Sign(s) - requires prior approval
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closure(s) - list streets: <u>Commona Road, Stow</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound - If yes please indicate Start Time <u>12pm</u> End Time <u>4pm</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have Pyrotechnics? - requires prior approval of the Fire Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have animals? If yes, specify: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event require lights? If so, specify hours: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you set up table(s) and/or chair(s)? Approximate number? <u>65 tables, 350 chairs</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does your event require electricity? Source: <u>FPC</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Canopy (ies) and or Tent(s) - describe dimensions: <u>1-20' x 40', 8-10' x 10', 2-10' x 20'</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Container(s) and/or Dumpster(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toilet(s) - approximate number/vendor: <u>7</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you be holding a raffle at your event? Describe: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle(s) and/or Trailer(s) - approximate number: <u>4 food trucks</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stage(s) - indicate dimension: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainment - describe: <u>Music by Sugar High band</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides - list and describe: _____
<input 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: 6/20/23

Printed Name: SOH Feldhusen

Fee Paid: \$75

LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF
THE TOWN OF STOW
MASSACHUSETTS

HEREBY GRANTS A

SPECIAL ONE-DAY

**License to Expose, Keep for Sale, and to Sell
Wines and Malt Beverages**

To Be Consumed On the Premises

FIRST PARISH CHURCH OF STOW ACTON

**Scott Feldhusen, Event Manager
353 Great Road, Stow, MA**

This SPECIAL ONE-DAY License is for the sale of wines and malt beverages only, to be drunk on the premises under Chapter 138, Section 14, of the Liquor Control Act.

**For the: ASSABET CRAFT BEER & FOOD TRUCK FESTIVAL
SATURDAY, SEPTEMBER 2, 2023
12:00 PM – 4:00 PM**

By order of the Select Board
This 11th day of July 2023.

License Number: 2023-01-OneDay

The Hours during which Alcoholic Beverages may be sold are from: 12 PM to 4 PM ONLY.

THIS LICENSE EXPIRES SEPTEMBER 2, 2023 AT 4:01 PM

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

SPECIAL ONE-DAY ALCOHOLIC BEVERAGES LICENSE APPLICATION

FEE: \$75.00 non-refundable



APPLICATION DATE: 6/20/23

MGL, CHAPTER 138, SECTION 14: The Local Licensing Authorities may issue special licenses for the sale of Wine and Malt Beverages to any enterprise; however, Special License for the sale of All Alcoholic Beverages may ONLY be issued to Non-Profit Organizations (proof of non-profit status is required).

SPECIAL ONE-DAY LICENSEES MUST PURCHASE ALCOHOLIC BEVERAGES FROM A LICENSED SUPPLIER. SPECIAL LICENSEES CANNOT PURCHASE ALCOHOLIC BEVERAGES FROM A PACKAGE STORE AND CANNOT ACCEPT DONATIONS OF ALCOHOLIC BEVERAGES FROM ANYONE.

See: https://www.mass.gov/doc/authorized-sources-of-alcohol-for-1-day-licenses/download for a complete list.

[X] ALL ALCOHOL (non-profit only, submit proof of status)

[] WINE/MALT ONLY

Name of Applicant and/or Organization Applying (name to appear on license):

First Parish Church of Stow & Acton

Address: 353 Great Road, Stow, MA 01775

Applicant's Cell: [REDACTED]

Organization Phone: 978-897-8149

Applicant's Email: [REDACTED]

Organization Email: office@fpc-stow-acton.org

1. Name of Event: Assabet Craft Beer & Food Truck Festival

Event Date: September 2, 2023

Rain Date: N/A

Hours of Event (from/to): 12 pm - 4 pm

2. Event Location (name and address): FPC Stow & Acton, 353 Great Rd, Stow, MA (Please attach proof of permission to use this facility, if applicable)

Where in building? Campus

3. Details: [X] Inside [X] Outside # of People Expected: 1,000 Age Range: All ages

4. Name(s) of person(s) who will be serving alcohol to guests: Amory's Tomb Brewing, Bull Spit Brewery, Dirigible Brewing, Redemption Rock Brewing

Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts Alcoholic Beverages Server Training program. Attach identification and proof of alcohol server training for EACH individual who will serve, sell, deliver, and/or dispense alcoholic beverages on behalf of your event.

5. Please describe the manner in which alcohol will be served to your guests to insure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcoholic beverages are dispensed. Please see attached plan with details.


TOWN OF STOW LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSE

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgment that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Stow and the Select Board (SB) acting as the Local Licensing Authority shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that they understand and will comply with all applicable liquor regulations set forth by the Alcoholic Beverages Control Commission (ABCC) and the Local Licensing Authority (SB) of the Town of Stow.

Signature of Applicant: 
Printed Name: Scott Felthamson

Date: 6/20/27

REQUIRED FORMS TO SUBMIT WITH APPLICATION:

- o Completed license application for a Special One-Day Liquor License
- o Proof of non-profit status (for One-Day All Alcohol License only)
- o Cash or check fee of \$75.00 (check payable to Town of Stow)
- o Certificate of Liability Insurance (valid copy)
- o CORI application for Event Manager
- o TIPS certifications (or MA approved program) and a list of names of all certified individuals with their training certification expiration dates (training within the last 3 years.)
- o Proof of permission to use facility where event is being held including statement of approval given for the sale/service of alcohol and the occupancy number for location
- o Floor plan (8.5x11 paper) of the event area showing the location and manner in which alcoholic beverages will be served/sold, consumed, delivered, and/or dispensed (for public facilities only)
- o Explanation of event (if there is an event flyer or invitation please attach it)

Return ALL PAPERWORK to the Select Board Office at least thirty (30) days prior to your event.
Applications received within 30 days may not receive approval in time.

All applications must be reviewed before being placed on the Select Board's agenda.
The Select Board usually meets the second and fourth Tuesday of each month.

IF ALL INFORMATION IS NOT SUBMITTED PRIOR TO THE SELECT BOARD MEETING, FINAL APPROVAL IS CONTINGENT UPON RECEIPT OF ALL REQUIRED DOCUMENTS.

Please note:

If this license is for an event on Town property, authorization and other insurance requirements apply.
If this is for a SPECIAL EVENT, a separate application and a 45-day notice is needed.

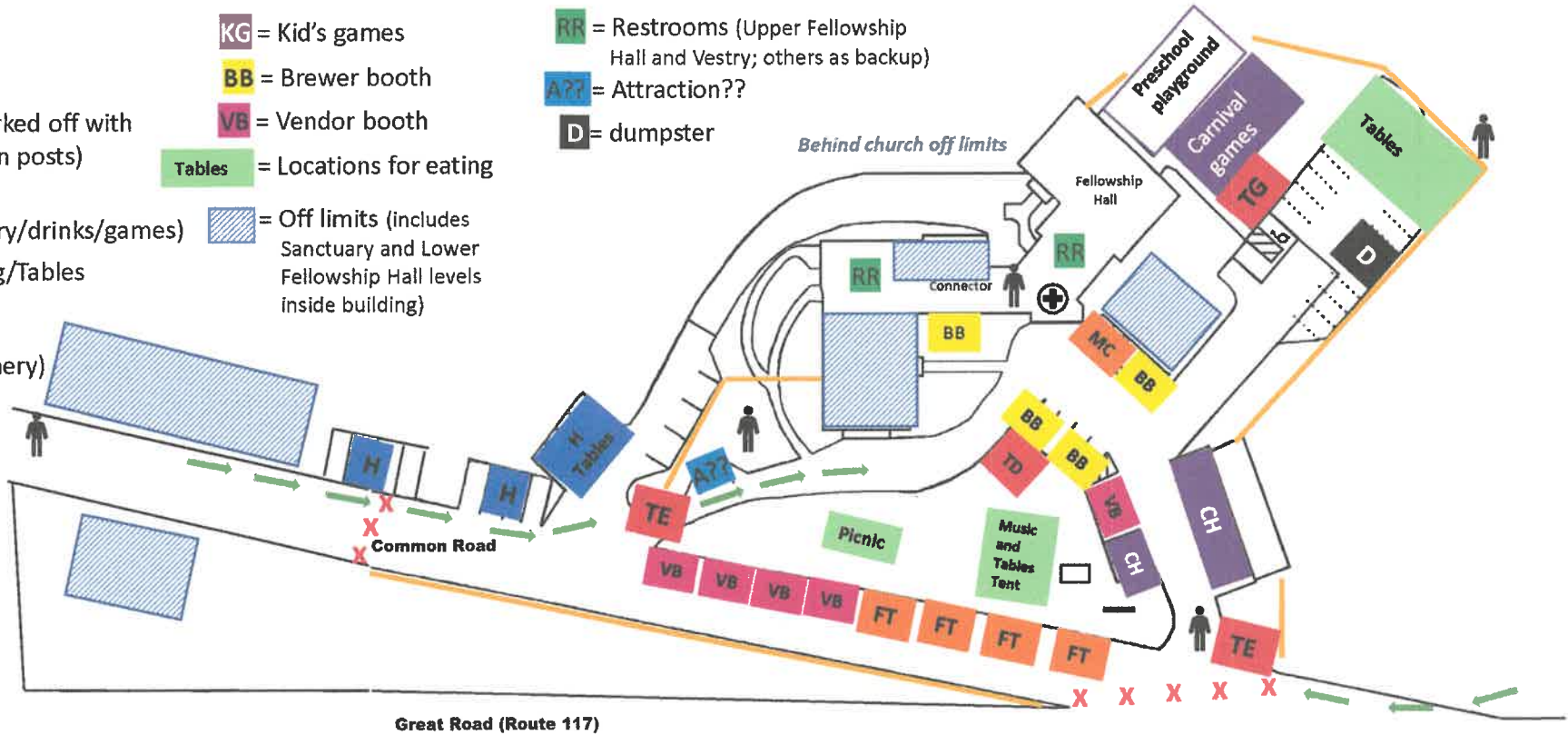
Special Event permit regulations can be found on the Select Board webpage:
<https://www.stow-ma.gov/select-board/pages/event-permit>

<u>For Office Use Only:</u>	<u>Approval Recommended:</u>	<u>Not Recommended:</u>	<u>Comments/Conditions:</u>
Police Chief	_____	_____	_____
Fire Chief	_____	_____	_____
Building Inspector	_____	_____	_____

Key

- = First Aid station
- = Crowd monitor
- = Security line (marked off with boundary tape on posts)
- = Sawhorse
- = Ticket booth (entry/drinks/games)
- = Handicap parking/Tables
- = Food trucks (MC = Microcreamery)
- = Church Tables (water/cookies, other)
- = Kid's games
- = Brewer booth
- = Vendor booth
- = Locations for eating
- = Off limits (includes Sanctuary and Lower Fellowship Hall levels inside building)

- = Restrooms (Upper Fellowship Hall and Vestry; others as backup)
- = Attraction??
- = dumpster



Notes:

Assabet Craft Beer & Food Truck Festival 2023

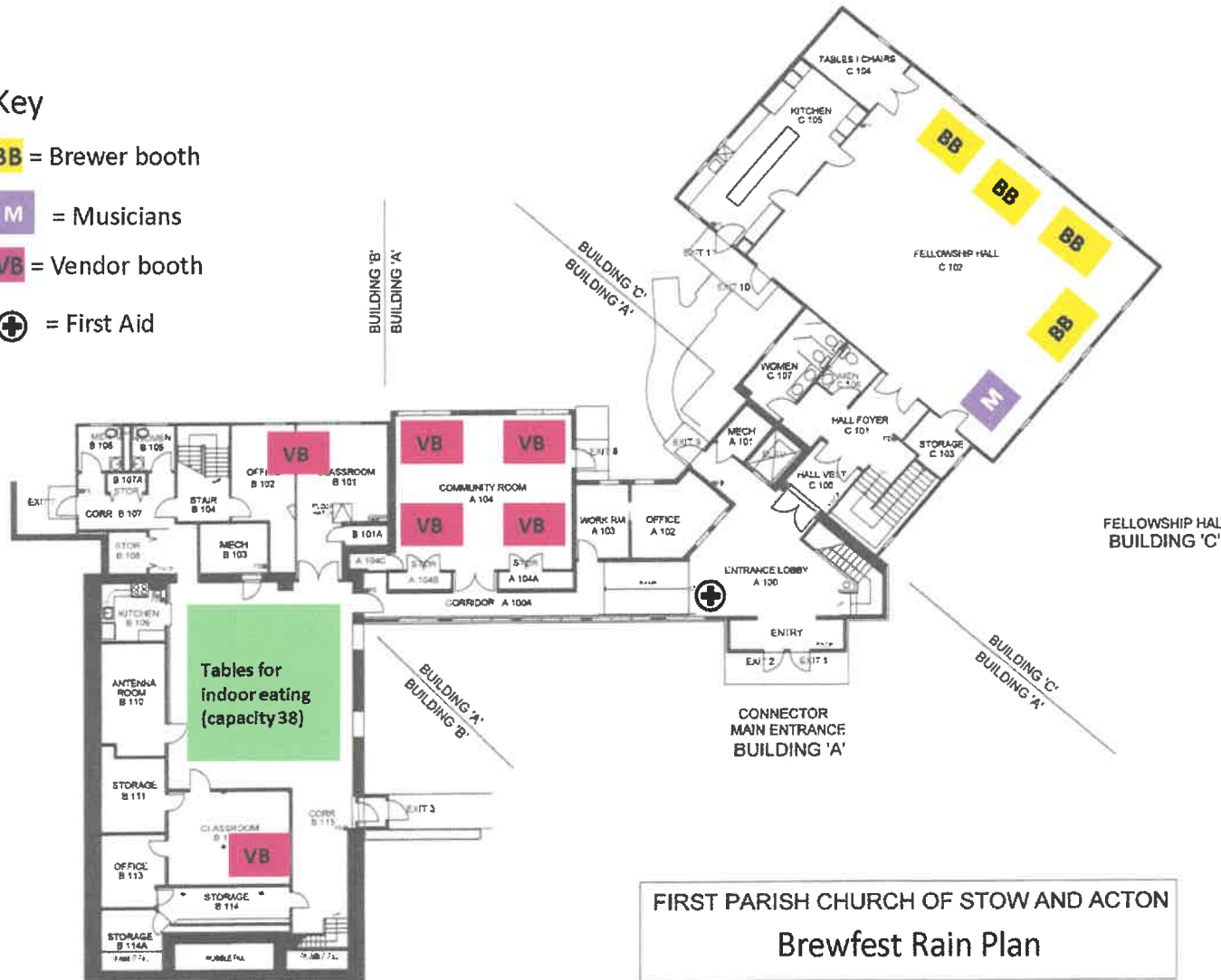
Key

BB = Brewer booth

M = Musicians

VB = Vendor booth

+ = First Aid



PARISH CHURCH AND ANNEX
BUILDING 'B'

FIRST PARISH CHURCH OF STOW AND ACTON Brewfest Rain Plan

Fire Extinguisher symbol:

Occupancy Limits

Vestry

- 110 standing
- 64 seated
- 38 with tables

Vestry Classroom/Youth Room

- 30 standing
- 20 seated
- 10 with tables

NOTE: in a true emergency we could also fit 240 people in the Sanctuary and balcony

Community Room

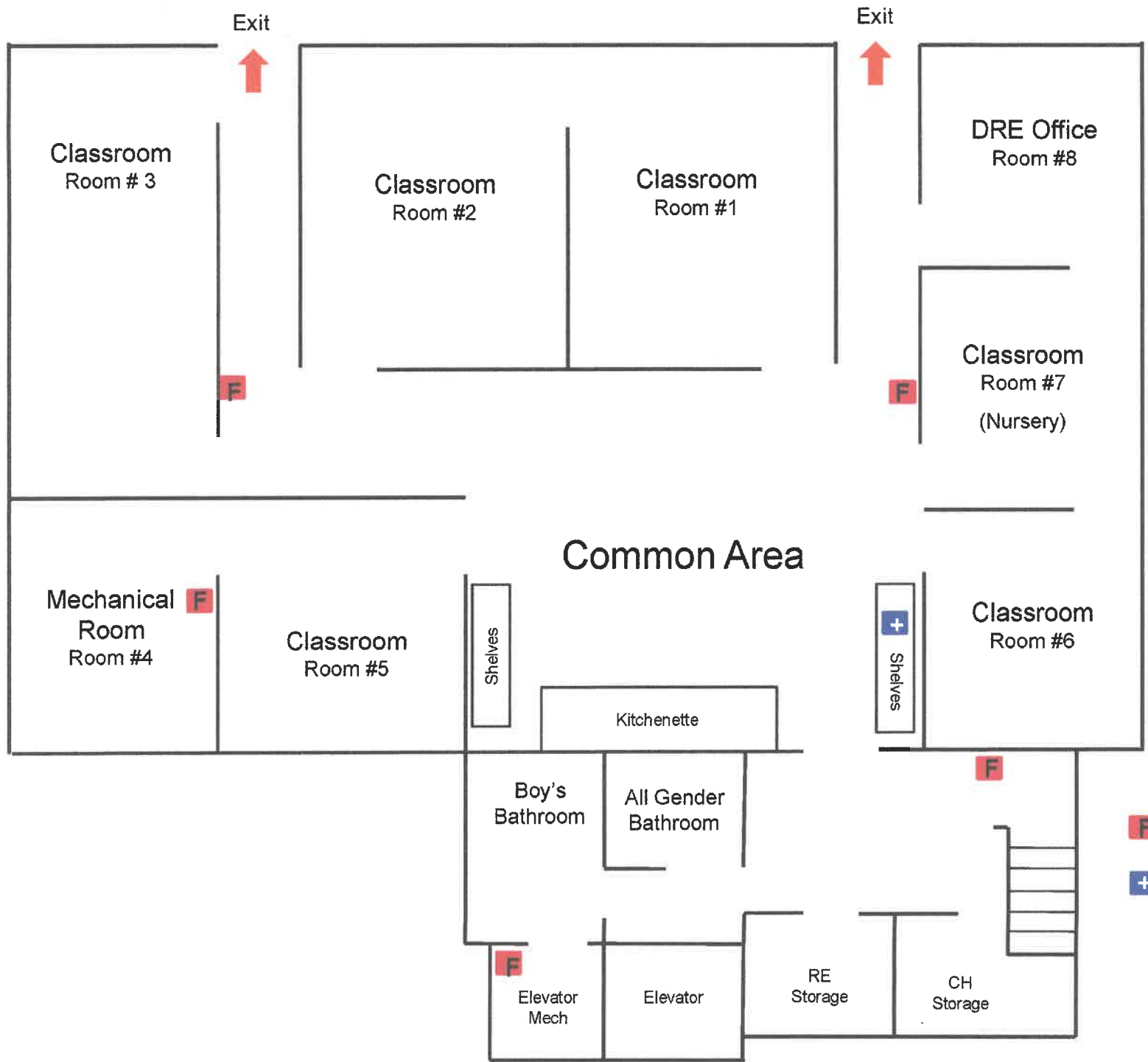
- 84 standing
- 60 seated
- 28 with tables

Fellowship Hall

- 298 standing
- 200 seated
- 100 with tables
- 200 with brewer tables and band; otherwise standing

Total For Main Level Building

- 552 standing
- 364 seated
- 186 with tables
- 286 with brewers/band in hall



Fellowship Hall, Lower Level

Occupancy Limits

- Each classroom
- 30 standing
 - 20 seated
 - 10 with tables

- Common area
- 30 standing
 - 18 seated
 - 10 with tables

- Total**
- **180 standing**
 - **118 seated**
 - **60 with tables**

F = Fire Extinguisher
+ = First Aid Kit



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 Sallese, Fire Chief Benoit, Building Commissioner Ramsbottom, Neil Saunders, Rebecca Stadolnik, Dave Sansone, Scott Feldhusen

Assabet Craft Beer & Food Truck Festival
September 2, 2023

The First Parish Church (FPC) of Stow and Acton are hosting a fundraiser on September 3, 2022 from Noon to 4pm (rain or shine) at 353 Great Road, Stow. This fundraiser is planned as a family friendly event for members of the community to interact with the local church. The fundraiser also is an opportunity to highlight craft beers (alcohol) and local food trucks.

Participants:

- The goal for the event is to attract between 800-1000 people. FPC plans on having many volunteers on site to assist with this event.

Pre-Event Permits Obtained by FPC:

- Liquor License from Select Board
- Event Permit from Select Board
- Municipal Parking Permit from Select Board — DONE VIA MY REC
- Parking Permission from Nashoba Regional School District

Pre-Event Permits Obtained by Vendors:

- Liquor License for Brewers who will be serving at event from ABCC
- Ensure current food permits for food trucks who will be serving at event from Nashoba Board of Health are valid

Pre-Event Insurance:

- FPC will be the hosting policy
- All vendors will provide their insurance coverage to FPC prior to event

Pre-Event Department Meetings:

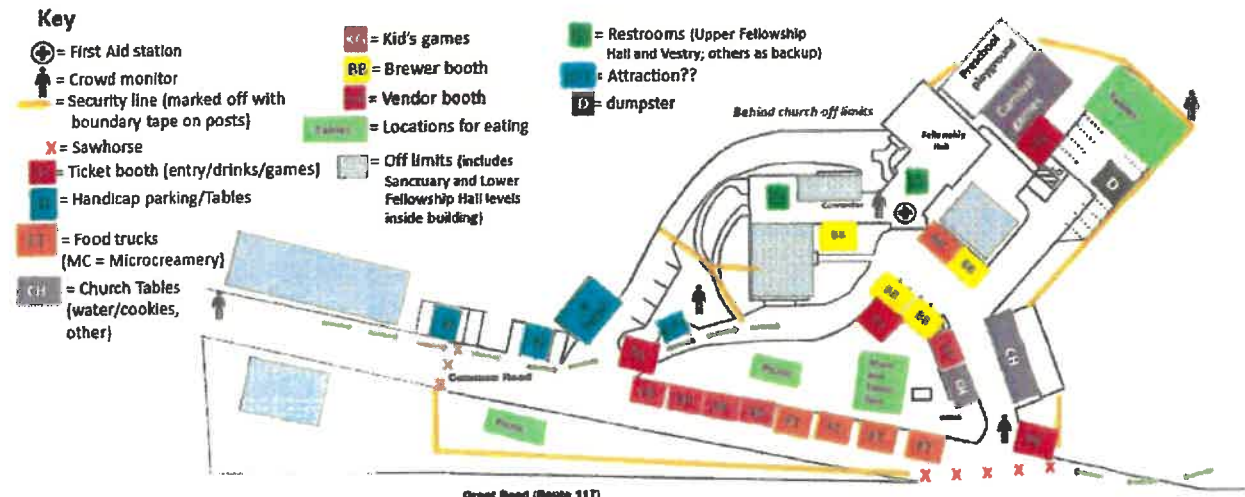
- FPC will meet with Public Safety Coordinators prior to event to address concerns by each department, such departments shall include but are not limited to:
 - Fire Department
 - Board of Health
 - Building Department
 - Police Department
- Pre-Event Walkthrough required with the Fire Chief and Building Commissioner

Details:

- One Detail Officer is required for this event.

Event Day Parking/Road Closures:

- Road Closures
 - Common Road from Great Road to just east of Library
 - Common Road at Great Road
 - Barriers will be dropped off by the Stow Highway Department Friday
 - Detail officer will put Road Closed Barriers up at Noon and will take down at 4pm
- Stow Police will Close Road on Waze and Google Maps in that area during time of event



Notes:

- No Parking Signs will be posted by Stow Police on Friday Evening
 - South side of Common Road from Great Road to End of FPC Property
 - Crescent St from Great Road to Library Hill Road
 - Crescent St from Library Hill Road to Old Highway Barn
 - Great Road West Bound from Old High Rock Church to Common Road
 - East Side of Hartley Road
 - Ministers Way

- Parking Areas (must have permit or permission)
 - Town Building
 - Old Fire Department
 - Center School (both front and rear)
 - Hale School
 - Hartley Road (South side away from school against wall)
 - Grace of God Tabernacle (FPC Event Parking signs to be posted to keep park open)
 - Limited Parking at Old Highway at Crescent St
 - Limited Parking at Stow Police Station (Ten spaces)
 - Handicap Parking
 - All Posted Handicap Spaces
 - Library parking spots

- Detail Officer and FPC Volunteers to help direct people to parking areas

- 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

Entrance/Admission:

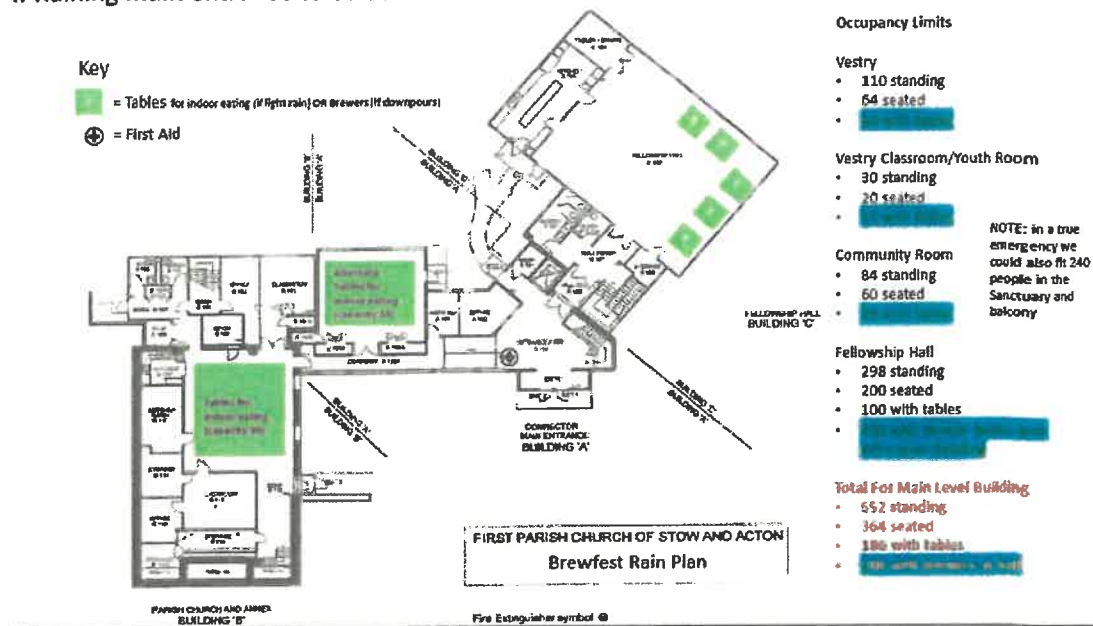
- Entrance to Fair will be two points of entrance.
 - Common Road at Great Road
 - West Entrance lot to the First Parish Church

- General Admission:
 - Adults: suggested donation of \$5-\$10 per person
 - Children 12 and under: no donation

- Alcohol Tickets will be available here, further described below under **Alcohol Section**

- Payment for tickets will be cash or credit card.
 - FPC will be responsible for the security of their money. Unless requested by the coordinator Detail Officer will not be providing money security. If requested, Detail Officer will only offer security and will not carry, hold, touch or take into custody any money or receipts.

- If Raining main entrance to be used



Music/Noise Control:

- 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 for a Saturday Afternoon then 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 there after.

Food:

- Most food will be provided by Food trucks
- Food Truck Parking Location will be in line with the recommendations set up by the Stow Fire Department
- Vendors responsible for security of their transactions
 - Stow Police will NOT be providing money drop security
- Each food vendor and FPC will adhere to the rules and regulations under Massachusetts Law, Town of Stow, and the Stow Board of Health.

Alcohol and Drinks:

- All alcohol Vendors will be set up and serving on FPC Property, within marked area
- All alcohol servers will be TiPs Certified

- The following vendors will be serving alcohol as defined in Massachusetts General Law C138, s1:
 - Amory's Tomb Brewing from Maynard (State License Number FB-LIC-000192)
 - Bull Spit Brewing from Lancaster (State License Number FB-LIC-000251)
 - Dirigible Brewing Company from Littleton (State License Number FB-LIC-000333, TR-LIC-009978)
 - Redemption Road Brewing from Worcester, (State License Number cc-LIC-027876)
- \$5 per drink ticket for a 10 oz beer, 5 oz wine, or a 10 oz cider, or 10 oz hard seltzer
 - Tickets and wristbands will be sold at the entrance to the Festival
- Payment for tickets will be cash or credit card.
 - FPC will be responsible for the security of their money. Unless requested by the coordinator Detail Officer will not be providing money security. If requested, Detail Officer will only offer security and will not carry, hold, touch or take into custody any money or receipts.
- Volunteers to Check ID's
 - All Volunteers Checking ID's must be TIPS- Trained
 - Patrons confirmed over 21 will be given wrist bands
 - Volunteers who question an ID may contact Detail Officer for assistance
- NO ALCOHOL TO ANYONE UNDER 21
- NO ALCOHOL TO ANYONE WITHOUT A WRISTBAND
- Volunteers/Monitors that are helping with keeping people safe during their allotted time will be sober and not drinking alcohol.
- Volunteers observing any patron seen giving alcohol and/or wrist bands to under age individuals will notify the detail officer.

Detail officer will investigate and use discretion guided by the policy and procedure of the Stow Police Department when handling alcohol violations. Anyone found giving alcohol and/or wrist bands to under age individuals will be documented by the detail officer even if no charges are filed.
- Volunteers will look for signs of intoxicated patrons and will report those individuals to the organizer and detail officer.

Detail officer will use discretion guided by the policy and procedure of the Stow Police Department when handling an over intoxicated individual. Anyone removed (ie placed into protective custody, transported to the hospital, or taken by a friend or family) will be documented by the detail officer in a written report.
- Consumption Area for Alcoholic Beverages

- The area inside the FPC and the surrounding property owned by the FPC are available, as this will be the licensed areas.
- Alcohol is permitted on the closed portion of Common Road.
- No alcoholic beverages are allowed on any public way (which include but are not limited to Common Rd, Great Road, Library Hill Road, Crescent St) or any public land (which include but are not limited to Lower Common, Library, sidewalks, High Rock Parking Lot, Community Park) as per Town of Stow By-Law Article 6 Section 25.
- Clearly marked signs posted at the edge of the FPC Property, Upper Common and open part of Common Road, and near the trail to High Rock parking area will be posted by the organizer or designee which state **"No Alcohol Beyond this Point"**

Crowd Control:

- All organizers, alcohol monitors be certified as Crowd Mangers

<https://www.mass.gov/service-details/crowd-managers>

- All entrances/exits to buildings 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
- All Volunteers will be reminded to dial 911 in any emergency

Patrol Cars:

- Detail Officer will take a fully marked police vehicle to this detail

Notifications:

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

Contacts:

In-Person Early Voting/Vote By Mail Public Hearing for September Special Town Election

Town Clerk Linda Hathaway

- The Select Board must solicit comments from the public.
- The Select Board must do roll call votes.

Denise Demboski

From: Linda Hathaway
Sent: Monday, June 26, 2023 3:34 PM
To: Denise Demboski
Subject: Agenda Item for Select Board meeting July 11th
Attachments: Vote by Mail FAQs_FINAL 2023.pdf

Hello Denise,

Please add me to the Select Board's July 11th agenda for a public hearing to discuss/vote on In Person Early Voting / Vote By Mail for the September Special Town Election.

Thank you!

As we did for the Annual Town Election, the Board of Registrars of Voters is going to vote on recommendations for opting- in for in person Early Voting and Opting out of Vote by Mail for the September Special Town Election. I expect to recommend that we hold in-person early voting on Monday, Sept 18th 9-3, Tuesday, Sept 19th 9-8 pm and Wednesday September 20th 9-8.

The Registrars are meeting next week, date to be determined. Just waiting for Rob Webster to respond with his availability.

The deadline to Opt-Out Vote By Mail and Opt in for Early Voting is 45 days prior to the election.

Notes from the last time voted:

*Although it is called a Public Hearing, there are NO requirements about publishing a notice in the paper or requiring a hearing notice be posted for 7 or 14 days like other public hearings notices.

*The hearing occurs within a regular Select Board meeting posted per the Open Meeting Law.

*The Select Board allows comments from the public and the Board must do a roll call vote when they vote on the issue. I've attached information from the Elections Division.

I will have stats from the annual town election that I get to Joyce for the packets.

Thank you!
Best,
Linda

Linda Hathaway, CMMC, Stow Town Clerk
Deb Seith, Assistant Town Clerk

CONTACT: Town Building, 380 Great Road, Stow, MA 01775-2127,
Tel. 978-897-5034, FAX 978-897-4534

Register to vote on-line: <https://www.sec.state.ma.us/ovr/>
Town Clerk's Web Page: <https://www.stow-ma.gov/town-clerk>
Town Website: www.stow-ma.gov

Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records Law (MGLc.4, §7(26)).

VOTE BY MAIL FAQs

REQUIREMENTS

Q. Is early voting by mail required for local elections?

A. Yes, early voting by mail is required for all local elections and preliminaries (including specials), unless the city or town opts out.

Q. How do we opt out of vote by mail?

A. The selectmen, city council, or town council must hold a public hearing and public roll call vote to not allow vote by mail at least 45 days before the election.

Q. Can we opt out of vote by mail for all municipal elections with one vote?

A. No. A separate vote to opt out of early voting by mail must be held for each election.

Q. If we opt out of vote by mail, do we still have to offer absentee voting?

A. Yes, you must offer absentee ballots to those who qualify, including accessible absentee voting.

Q. Do I have to offer in-person early voting for my local election?

A. No. In-person early voting is optional and requires at least 50% of the registrars or election commissioners to request in-person early voting AND the select board or council must vote to approve.

Q. Can we opt out of early voting by mail but opt in to early voting in person?

A. Yes, as long as the appropriate votes have been taken as noted above.

APPLICATIONS

Q. Who do I have to mail applications to?

A. You must include a Vote by Mail application with all acknowledgment notices sent to any new voter or anyone who has changed their address.

Q. Do I have to include an application with acknowledgment notices if opting out of vote by mail?

A. Yes, however it is recommended that you include a letter that vote by mail is not offered for your municipal election.

Q. Can I stop including applications with my notices after my election has passed?

A. No. You are required to send applications with acknowledgement notices for new voters and those with address changes year round.

Q. Do I have to mail an application to every registered voter?

A. No. You are only required to include them with acknowledgment notices for new voters and voters who changed their address.

Q. What is the deadline to receive Vote by Mail Applications?

A. The deadline to receive a Vote by Mail application or request for an absentee ballot by mail is 5pm on the 5th business day before the election.

BALLOTS AND MAILING

Q. Can we use the same ballot for early and absentee voters?

A. Yes, you can use the same ballot for EV and AV ballots. We recommend using “Early/Absentee” as the ballot header.

Q. Do we use the same envelopes we used for the state election?

A. Yes, you should use the same envelopes you used for the state election. Make sure you are including the postage pre-paid AV8s with the ballot. Remember that the inner affidavit envelopes are different for AV and EV voters. Absentee voters should be sent an AV7 while early voters by mail should be sent an EV7.

Q. What is the deadline to receive ballots for local elections?

A. All ballots mailed from within the US must be received by the close of polls on Election Day.

INSTRUCTIONS FOR ADDING EVS TO VRIS

EV: EV Search

To add EVs in VRIS, go to EV: EV Search. If you have barcodes with the voter’s ID printed on the application, you can scan the barcode in EV Search. Otherwise, you will need to manually search for the voter.

1. Scanning voter ID barcode:
 - a. Click into the ‘Voter ID’ field. The cursor must be in the ‘Voter ID’ field before scanning
 - b. Scan barcode to populate ‘Voter ID’ field with voter ID
 - c. Search results will display with voter’s information and matching record will be highlighted
2. Search manually:
 - a. Enter at least one character for last name or street name, then select ‘enter’ or ‘Search’
 - b. Search results will display with any voters matching entered criteria
 - c. Select voter record matching application information to highlight the record

Once a record is highlighted, select ‘Create EV’ to open the EV Maintenance window.

1. Date Application Received – auto-populates with date EV is created but can be edited
2. Mailing Address – auto-populates with voter’s mailing address from their voter record, if one exists
 - a. Can add or edit address as needed based on voter’s application
 - b. If mailing address field is left blank, any mailing labels you print will include only the residential address

EV: EV Scan

Use EV Scan to update the date ballot mailed for EVs created through EV: EV Search. You should NOT use EV Scan to create EVs.

IN PERSON EARLY VOTING TURN OUT: ANNUAL MAY TOWN ELECTION 2023:

Registered Voters & Turnout	ANNUAL: Sat. May 20th 10am -4pm			2023	Registered: 5585 % Turnout: 2.7%
	Contested Races Select Board: JT Toole & Matt Sonnichsen Assessor: Lenny Golder & Cindy Cumming				
<u>IN PERSON</u> <u>EARLY VOTING</u>	15th M	16th T	17th W	ATE MAY 2023	% per per per HOUR
TOTALS	31	64	58	153	
7-8AM					
8-9AM					
9-10AM	6	2	13	21	14%
10-11AM	6	8	8	22	14%
11AM-12PM	8	13	8	29	19%
12-1PM	6	2	5	13	8%
1-2PM	2	4	14	20	13%
2-3PM	3	8	10	21	14%
3-4PM		0		0	0%
4-5PM		3		3	2%
5-6PM		10		10	7%
6-7PM		5		5	3%
7-8PM		9		9	6%

* Per MGL In-person early voting must end 2 business days prior to the election.

* 5585 Registered Voters

8% Total Turnout

443 Total All Ballots Cast

Intention to Lay Out a Portion
of Box Mill Road as a Public
Way

Joyce Sampson

From: Kathy Sferra
Sent: Thursday, July 6, 2023 12:55 PM
To: Joyce Sampson
Cc: Denise Dembkoski; Katharine L. Klein; Valerie Oorthuys; Jacquie Goring
Subject: FW: Box Mill Bridge - Certified Town Meeting Vote
Attachments: 608255_Layout Plan-signed.pdf; KP-#868731-v1-STOW_Layout_Documents_for_Box_Mill_Road.DOC

Hi Joyce

These should go in the SB packet for the Box Mill article. I think you had an earlier plan, but this is the final one. I've added the plan title and info to Katie's vote language.

I plan to give a copy of the plan to the Town Clerk's office this afternoon.

Thanks,

-Kathy

Kathy Sferra
Conservation Director
Stow Conservation Commission
380 Great Road
Stow, MA 01775
978-897-8615
Conservation@stow-ma.gov

Webpages: www.stow-ma.gov/conservation-commission

Facebook: www.facebook.com/stowconservation

From: Patrick Schollard <PSchollard@greenintl.com>
Sent: Thursday, July 6, 2023 12:22 PM
To: Kathy Sferra <conservation@stow-ma.gov>
Cc: 21067.0221 Kleinfelder MassDOT MSA Stow Box Mill Road
<21067.0221KleinfelderMassDOTMSAStowBoxMillRoad@greenintl.com>
Subject: RE: Box Mill Bridge - Certified Town Meeting Vote

Kathy,

Here's that PDF.

Please let me know if you need anything else.

Thanks,

Pat

Select Board Votes Intention to Lay Out a Portion of Box Mill Road as a Public Way

Motion of Intention to Lay Out a Portion of Box Mill Road
as a Public Way

I move that the Select Board vote its intention to lay out a portion of Box Mill Road as a public way, all as shown on a plan entitled “Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts”, dated June 26, 2023, prepared by Green International Affiliates, Inc., which plan is on file with the Town Clerk, and to forward this vote and the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I.

Referral Letter to Planning Board

From the Select Board

Subject: Layout of a Portion of Box Mill Road as a Town Way

At a duly noticed meeting of the Select Board held on July 11, 2023, the Select Board voted its intention to lay out a portion of Box Mill Road as a public way, all as shown on a plan entitled "Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts", dated June 26, 2023, prepared by Green International Affiliates, Inc., and on file with the Town Clerk. The Select Board hereby submits the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I.

Please review the enclosed plan and provide, in writing, your comments and/or recommendation relative to the layout of a portion of Box Mill Road as a public way.

Following the required notifications, the Select Board will place the layout of a portion of Box Mill Road on the Select Board's meeting agenda on **July 25, 2023**. Provided that the Planning Board has submitted its recommendation by that date, the Select Board will vote on whether to lay out a portion of Box Mill Road as a Town way and to place an article on the warrant for the next scheduled Town Meeting for acceptance of the foregoing.

Thank you for your cooperation.

Cortni Frecha, Chair
Select Board

Select Board Adopts Order of Layout and Files Layout with Town Clerk

TOWN OF STOW

ORDER OF LAYOUT OF A PORTION OF BOX MILL ROAD

Whereas the Select Board of the Town of Stow, acting pursuant to G.L. c. 82, §§21-24, having deemed that common convenience and necessity require the acceptance of a portion of Box Mill Road as a Town way, hereby lays out a portion of Box Mill Road as a public way, all as shown on the plan referenced below, and

Whereas the boundaries of the layout of a portion of Box Mill Road are shown on a plan entitled "Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts", dated June 26, 2023, prepared by Green International Affiliates, Inc., which plan was referred to the Planning Board and which plan is hereby adopted as a part of this order, and all land lying within the layout of a portion of Box Mill Road is hereby laid out as a public way.

The aforementioned plan is hereby forwarded to the Town Clerk for filing and the foregoing layouts are hereby reported to the Town for acceptance.

Adopted: _____, 2023.

TOWN OF STOW
By its Select Board

Filed in the office of the

Town Clerk, _____, 2023.

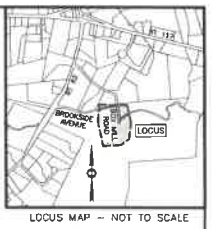
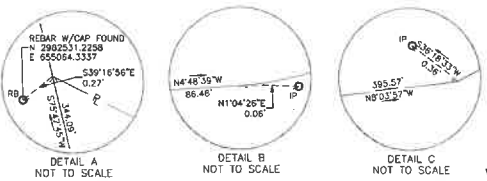
Town Clerk, Attest

Town Meeting Warrant Article

Acceptance of a Portion of Box Mill Road as a Town Way

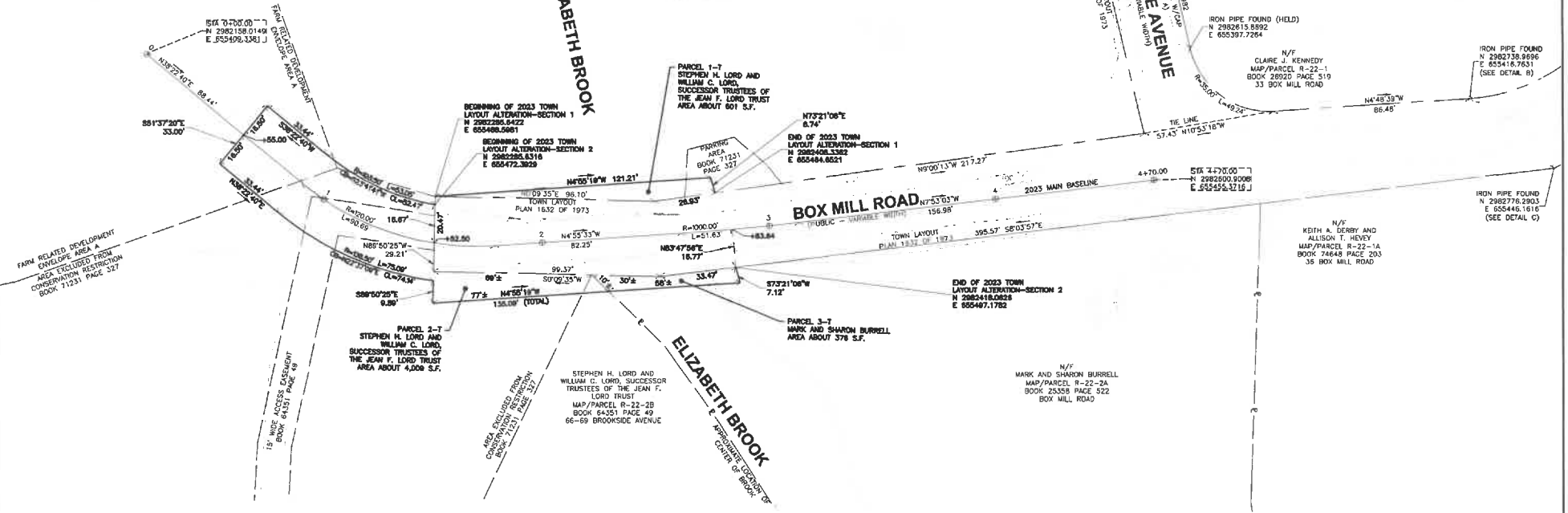
To see if the Town will vote to accept as a public way a portion of the roadway known as Box Mill Road as heretofore laid out by the Select Board and shown on a plan of land entitled “Layout Plan of Land, Box Mill Road Over Elizabeth Brook, Stow, Massachusetts”, dated June 26, 2023, prepared by Green International Affiliates, Inc., and on file with the Town Clerk, and authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in a portion of Box Mill Road for all purposes for which public ways are used in the Town of Stow and any drainage, access, utility and/or other easements related thereto; or take any other action relative thereto.

- 2/3rds vote required



FOR REGISTRY USE ONLY

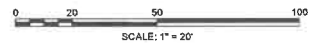
N/F
STEPHEN H. LORD AND
WILLIAM C. LORD, SUCCESSOR
TRUSTEES OF THE JEAN F. LORD TRUST
MAP/PARCEL R-22-29
BOOK 64351 PAGE 49
66-69 BROOKSIDE AVENUE



- PLAN REFERENCES**
- PLAN OF THE RELOCATION OF A PORTION OF OLESONDALE ROAD, STOW, AS ORDERED BY THE COUNTY COMMISSIONER, DATED 1987, SCALE: 1"=40', FILED AS PLAN No. 178 OF 1987 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND IN STOW, MA, PREPARED FOR: ROBERT F. & MARJORIE C. KEEN, DATED AUGUST 28, 1973, SCALE: 1"=50', FILED AS PLAN No. 1256 OF 1973 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND STOW, MA, PREPARED FOR: ESTATE OF CHARLES E. D. FLETCHER, DATED SEPTEMBER 10, 1973, SCALE: 1"=100', FILED AS PLAN No. 1631 OF 1973 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND IN STOW, MA, PREPARED FOR: ESTATE OF CHARLES E. D. FLETCHER, DATED JULY 1, 1973, SCALE: 1"=120', FILED AS PLAN No. 1632 OF 1973 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND STOW, MA, PREPARED FOR: JOHN A. & CLARE J. KENNEDY, DATED MARCH 3, 1982, SCALE: 1"=60', FILED AS PLAN No. 487 OF 1982 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND IN STOW, MA, PREPARED FOR: CHARLES H. & JEAN F. LORD, DATED DEC. 12, 1994, SCALE: 1"=80', FILED AS PLAN No. 137 OF 1995 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - PLAN OF LAND ON BOX MILL ROAD STOW, MA, PREPARED FOR: ROBERT F. DERBY, DATED SEPTEMBER 23, 2013, SCALE: 1"=60', FILED AS PLAN No. 309 OF 2014 AT MIDDLESEX COUNTY REGISTRY OF DEEDS
 - CONSERVATION RESTRICTION PLAN, BOX MILL ROAD, STOW, MA, PREPARED FOR: TOWN OF STOW AND STOW CONSERVATION TRUST, DATED MAY 24, 2018, SCALE: 1"=120', FILED AS PLAN No. 530 OF 2018 AT MIDDLESEX COUNTY REGISTRY OF DEEDS

LEGEND

IP	IRON PIPE
L	LENGTH OF CURVE
N/F	NOW OR FORMERLY
R	RADIUS OF CURVATURE
RB	REBAR



- GENERAL NOTES**
- THE RIGHT OF WAY LINES SHOWN ON THIS PLAN ARE THE DIRECT RESULT OF AN INSTRUMENT SURVEY PERFORMED ON THE GROUND BY GREEN INTERNATIONAL AFFILIATES, INC. BETWEEN MAY 17, 2022 AND MAY 19, 2022. PRIVATE PROPERTY LINES HAVE NOT BEEN SURVEYED. THEY ARE COMPILED FROM PLANS AND DEEDS OF RECORD AND SHOULD BE CONSIDERED APPROPRIATE.
 - BEARINGS ARE BASED ON MASSACHUSETTS STATE PLANE COORDINATE SYSTEM MAINLAND ZONE (NAD 83).
 - THE PURPOSE OF THIS PLAN IS TO DEFINE THE PROPOSED 2023 TOWN LAYOUT FOR BOX MILL ROAD TO BE ACCEPTED BY THE TOWN OF STOW.

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSOR'S RECORDS.

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN



JUNE 26, 2023
DATE: PATRICK J. SCHULLARD, P.L.S. #48436

**LAYOUT PLAN OF LAND
BOX MILL ROAD OVER ELIZABETH BROOK
STOW, MASSACHUSETTS**

PREPARED FOR THE TOWN OF STOW, MA

GREEN INTERNATIONAL AFFILIATES, INC.
TRANSPORTATION | STRUCTURAL | WATER RESOURCES | CIVIL/SITE
100 Ames Pond Drive, Suite 200, Tewksbury, MA 01876 | www.greenintl.com

SCALE: 1"=20' PROJECT NO. 211067.0221

DATE: JUNE 26, 2023 SHEET NO. 1 OF 1

Discuss Potential Policy for the Use of Commercial Kitchen at Pompo Community Center

**Approve Letter of Support for the
Open Space and Recreation Plan**



Town of Stow

Select Board

*380 Great Road
Stow, MA 01775
Tel: 978-897-4515
selectboard@stow-ma.gov*

July 11, 2023

Kathy Sferra
Conservation Director
Stow Conservation Department
380 Great Road
Stow, MA 01775

Dear Kathy,

Thank you for providing a copy of the 2023 Open Space and Recreation Plan to the Board for review and comment. We have reviewed the Plan and the Select Board voted on July 11, 2023, to send this letter of support.

The plan contains a wealth of information about Stow's natural environment and provides well thought out recommendations for maintaining and enhancing Stow's conservation and recreation space. The recommendation in the Plan will continue to build upon our tradition of conserving and protecting important scenic, natural, and agricultural properties. It will also serve as a great resource for Town boards and departments and will help inform the next update of Stow's Comprehensive (Master) Plan.

We applaud the efforts of those in the Open Space and Recreation Plan Working Group. It is evident how much thought and work has gone into this update. In addition to our overwhelming support of the Plan, please let the Board know how we may assist in the implementation of the recommendations identified.

On behalf of the
STOW SELECT BOARD,

Cortni Frecha, Chair

MINUTES

Select Board Meeting Minutes
Tuesday, June 27, 2023
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Ingeborg Hegemann Clark, Hector Constantzos, John “JT” Toole, and Town Administrator Denise Demboski

Absent: Megan Birch-McMichael

Chair Frecha called the meeting to order at 7 p.m. and noted that the meeting is being recorded. The chair stated that Public Comments are limited to items not on the agenda. Speakers should state their name and address, and limit comments to two minutes or less.

Public Comment - None

Recognition

Fire Chief JP Benoit and Captain Barry Evers were present in the Warren Room.

Lt. Evers wanted to recognize four members of the department, Fire Lieutenant Erick Benoit, Firefighter Benjamin Glover, Firefighter/EMT Matthew McNulty, and Firefighter/EMT Rachel Vroegindewey, for their exceptional teamwork and life-saving efforts in response to a call on November 30, 2022 regarding a person who was choking. All four received a Record of Exceptional Performance letter which will be placed in their employee files.

Board Member Comments

As future agenda items, Mr. Toole would like to discuss a policy for the use of the commercial kitchen by individuals during the off-hours at Pompo Community Center, and a policy for all Stow Board and Committee meetings to be broadcast in the spirit of transparency.

Town Administrator (TA) Report

- The school district is looking for members from Stow to sit on its Other Post Employment Benefits (OPEB) Management Audit Advisory Committee, which will make a recommendation to the School Committee on a long-term strategy to fiscally address the district’s OPEB liability. Stow needs two residents, one being the TA designee, to volunteer for this committee.
- A reminder that municipal buildings will be closed on July 3 and 4; Monday July 3 is not a holiday, but many employees are off and for safety purposes the buildings will be closed to the public.
- Reminder that the TA will be on vacation from this Thursday afternoon through next week.

Appointments

Kellie Barhight to the position of Police Lieutenant

Police Chief Michael Sallese and Kellie Barhight were present in the Warren Room.

Chief Sallese gave an overview of how they proceeded with a hiring committee and a hiring firm to fill the vacancy left by the retirement of Darren Thraen. Chief Sallese said that Ms. Barhight was the top candidate; she is a sergeant in Ayer and comes to Stow with over 23 years of police experience. Ms. Barhight said the most important aspect of this job is community policing, which includes building

bridges with the residents and hearing what the community wants. Ms. Barhight is critical incident trained and teaches for the MA Municipal Police Training Committee. She looks forward to having different challenges in this new role.

*Board member Toole moved to appoint Kellie Barhight as a Police Lieutenant for the Town of Stow Police Department, subject to successful contract negotiations and with a start date pending Town Administrator approval, through June 30, 2026 and subject to reappointment thereafter.
Board member Constantzos seconded the motion and it passed unanimously.*

David Soar to the position of Call Firefighter

Fire Chief Benoit said that Mr. Soar recently retired as Chief in Weston, and is not only a former Stow employee but was the first full-time Fire Chief, appointed in 2000.

*Board member Toole moved to appoint David Soar as a Call Firefighter/EMT for the Town of Stow Fire Department through June 30, 2024 and subject to reappointment thereafter.
Board member Constantzos seconded the motion and it passed unanimously.*

Public Hearing – Transfer of Liquor License, Nancy’s Air Field Café to Fourth & Field

Ms. Dembkoski read the public hearing notice into the record:

Notice is hereby given under Chapter 138 of the General Laws that Nancy’s Airfield Café, 302 Boxboro Road, Stow, has applied for a transfer of liquor license to Fourth & Field, manager Melissa Simon, 14 Pennsylvania Avenue, Newton, MA 02464.

A public hearing will be held on the license transfer application on Tuesday, June 27, 2023 at 7:15 p.m. in the Stow Town Building, 380 Great Road, Stow, MA, with attendance in person or via Zoom.

Board member Toole moved to open the public hearing.

Board member Constantzos seconded the motion and it passed unanimously.

Melissa Simon, owner of Fourth & Field, was present via Zoom.

Ms. Dembkoski said the application packet is in compliance and if the Select Board approves the transfer tonight, it will be sent to the ABCC and they will review it and conduct an investigation. Once the ABCC grants the transfer, it will come back for the Select Board to sign the formal license.

Chair Frecha said Nancy’s has been a long-time institution but they look forward to the new addition of the local café. Ms. Simon said that Nancy’s will be a tough act to follow and she is excited to be continuing Nancy’s farm-to-table American style cuisine while adding a little twist of her own. When asked about the name, Ms. Simon said she created the name Fourth & Field as a tribute to her 3 small children, with the restaurant being her “Fourth baby” and “Field” representing the airfield and the farm fields of Stow. She hopes to open in August.

A few residents from Stow and Acton, who did not identify themselves, spoke in favor of the transfer.

*Board member Toole moved that the public hearing for the transfer of the liquor license from Nancy’s Airfield Café, 302 Boxboro Road, Stow, to Fourth & Field, Melissa Simon, manager, be closed.
Board member Constantzos seconded the motion and it passed unanimously by a roll call vote.*

Board member Toole moved to approve the transfer of the section 12 all-alcohol liquor license held by Nancy's Airfield Café, 302 Boxboro Road, Stow, to Fourth & Field, Melissa Simon, manager, as described in the application received May 30, 2023 and subject to final approval by the Massachusetts Alcoholic Beverages Control Commission.

Board member Constantzos seconded the motion and it passed unanimously.

Common Victualer License – Fourth & Field

Board member Toole moved to approve a Common Victualer license for Fourth & Field at 302 Boxboro Road in Stow, valid through December 31, 2023.

Board member Constantzos seconded the motion and it passed unanimously.

Annual July 1 Appointments – Paid Positions

Board member Toole moved to make the following reappointments of individuals in paid positions, subject to the terms indicated:

TWO MONTHS, FROM JULY 1-AUGUST 31, 2023

Call Firefighter/EMT: Sean Duddy; Joshua Mondragon

Apprentice Firefighter: Juan Duran, Darwin Fajardo

ONE-YEAR APPOINTMENTS, WITH TERMS ENDING ON JUNE 30, 2024:

Assistant Town Administrator/Human Resources Director: Dolores Hamilton;

Select Board and Town Administrator Executive Assistant: Joyce Sampson;

Town Counsel: KP Law, P.C.;

Emergency Management Officer: Fire Chief John Paul Benoit;

Tree Warden: Bruce E. Fletcher

Fire Department:

Full-time Firefighters:

John Paul Benoit, Chief; Barry Evers, Captain; Mark W. Guerin, Firefighter/EMT, Call Lieutenant; Erick Benoit, Firefighter/EMT, Call Lieutenant; Rachel Vroegindewey, Firefighter/EMT; Matthew McNulty, Firefighter/EMT

Call Lieutenant: Ryan Boyd, Jonathan Gray, Steven Walsh

Call Firefighters/EMTs:

Jonathan Beharrell, Timothy Benoit, Kristina Ellis, Richard Falcioni, Camden Herlihy, Todd Jakubek, Bryan Kiley, Stephen Laaper, Timothy Landry, Yuris Mangolds, Michael Murphy, Matthew Olson, Susan Siewierski, Jack Stafford, Judson Swinimer

Call Firefighters:

Kevin Benoit, Scott Dwinells, Thomas Fitzsimmons, David Frost, Benjamin Glover, Timothy Gray, Jeffery Hill, Paul May, Jonathan McDowell, Gregg Silverio

Emergency Medical Technician: Olivia Liang

Police Department:

Full-time Police Officers:

Michael Sallese, Chief of Police; Cassandra Scott, Sergeant; David Goguen, Sergeant; Robert Nelson, Patrol Officer; Christopher Kusz, Detective; Luke Dezago, Prosecutor; Brendan Fitzpatrick,

Detective; Brandon Murphy, Patrol Officer; Jacob Champoux, Patrol Officer; Troy Paradise, Patrol Officer

Per Diem Special Police Officers:

William Bosworth; Jon Butler; John T. Connors; John E. Fantasia; Darren Thraen; Jeffrey Beckwith, Lake Boon Officer

Public Safety Dispatchers:

John E. Fantasia, Dispatch Supervisor; Jon Butler; Gabriel Lopez; Sean Marques

Part-time Dispatcher: Laurel Brazao

MISCELLANEOUS APPOINTMENTS:

Street Numbers: Town Clerk's office

Board member Constantzos seconded the motion and it passed unanimously.

Annual July 1 Appointments -Volunteer Positions

Board member Toole moved to make the following reappointments of volunteer committee members, the positions having been duly posted, and for which the applicants have indicated their willingness to be reappointed:

ONE-YEAR APPOINTMENTS, WITH TERMS ENDING ON JUNE 30, 2024:

Fence Viewers: Select Board

Green Advisory Committee: Members at Large: David Korn; John Sangermano

Hudson Light & Power Representative: Arnold Epstein

Montachusett Area Regional Transport (MART): Alyson Toole

Recreation Commission: Samantha Altieri, Michael Busch, Mark Dexter, Alison Lamkin, Dan Nicholson

Veterans' Graves Committee: Patricia Bolton

TWO-YEAR APPOINTMENTS WITH TERMS ENDING ON JUNE 30, 2025:

Stow Municipal Affordable Housing Trust: Michael Kopczynski, Cathy Leonard, Quince Papanastassiou

THREE-YEAR APPOINTMENTS WITH TERMS ENDING ON JUNE 30, 2026:

Agricultural Commission: Liz Painter

Conservation Commission: Serena Furman, Matthew Styckiewicz

Historical Commission: Barbara Clancy, Robert Norton

Lake Boon Commission: Daniel Tereau

Open Space Committee: Laurie Burnett, Margaret Costello

Registrar of Voters: Wes Fisher

Trustee of the Randall Relief Fund, the Randall Town Fund, and the Town Farm Fund: Jeff Smith

FIVE-YEAR APPOINTMENTS WITH TERMS ENDING JUNE 30, 2028

Zoning Board of Appeals: Leonard Golder, Associate Member

Board member Constantzos seconded the motion and it passed unanimously.

Middlesex County Mutual Aid Agreement

Chief Sallesse said this is a renewal of the agreement that, when requested, allows our police officers full authority in communities in Middlesex County. This agreement expands upon the number of towns we can help and that can help our community. There is no new language; it is a verbatim renewal.

Board member Toole moved to approve and sign the Middlesex County Mutual Aid Agreement, as presented by Police Chief Michael Sallesse.

Board member Constantzos seconded the motion and it passed unanimously.

Disclosure Forms

Chief Benoit said this is a document that he needs to submit annually, as he has family members serving on the Fire Department.

Board member Toole moved to accept and sign the disclosure form per MGL c.268A, sect. 19, from Fire Chief John Paul Benoit for the Fire Department, as the Select Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect of the employee.

Board member Constantzos seconded the motion and it passed unanimously.

Mr. Toole explained that his wife is COA Executive Director Alyson Toole, and that he would verbally and physically remove himself from any proceedings concerning Alyson Toole or her department during a Select Board or Capital Planning Committee meeting (Mr. Toole is the Select Board appointee to Capital Planning). Mr. Toole recused himself from the Select Board table and from this vote.

Board member Constantzos moved to accept and sign the disclosure form per MGL c.268A, sect. 19, from John Toole for the Capital Planning Committee, as the Select Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect of the employee.

Board member Hegemann seconded the motion and it passed unanimously (3-0).

Board member Toole returned to the meeting.

Covenant for Elizabeth Brook Apartments

Peter Munkenbeck was present via Zoom.

Mr. Munkenbeck said there was a lawsuit by some neighbors opposing the most recent version of what is proposed in the second phase of the apartments. For this most recent lawsuit (there has been more than one) a mediation process was entered and it is on the verge of a settlement.

This agreement has non-substantive changes; it makes certain phrases more precise and makes explicit reference to other documents. Ms. Demboski said our counsel was involved and is in support of this, and added that all parties including the abutters have agreed to this update.

Regarding the number of units, the original proposal was to develop an additional 37 units on 252 Great Road, which includes a house that was to be sold off, but it was determined that there was not a clear path to separate the house out. The house is now called the 88th unit, as an agreement two years

ago was to not have more than 88 units on the site under any circumstances except if a public water supply became available. The 88 units is the agreed upon amount with the house included.

Before signing, Ms. Hegemann wanted the signature block clarified or the language in section 11 changed to remove the word “heirs”; it should be made clear that the Select Board members are acting on behalf of the Town of Stow, which will be bound to and is responsible for ensuring the covenant, not individual members of the Board. The word “members” was removed from the signature block, to then state “Stow Select Board.” Mr. Munkenbeck agreed to the amendment.

Board member Toole moved to approve and sign the updated Covenant for Elizabeth Brook Apartments, as amended at this meeting.

Board member Constantzos seconded the motion and it passed unanimously.

Review Draft Open Space and Recreation Plan

Ms. Hegemann, who is also a member of the Conservation Commission, gave a short summary of the materials in the packet that were prepared by Conservation Director Kathy Sferra.

An Open Space and Recreation Plan is required by law in order to be eligible for grants. Open space is protected conservation and recreation land owned and maintained by a government agency (town, state, or federal) or a conservation non-profit, or, is land protected by a conservation or agricultural restriction, or land protected by conditions of permit and homeowners’ association. According to a 2022 survey of residents which had 400 responses, the favorite conservation and recreation areas in Stow are the Town Forest, Snow Community Park, the Delaney WMA, Town Center Park, and the Assabet River NWR. The top two priorities for future land acquisition were land for wildlife habitat and land for groundwater protection. The top five facilities that residents would like to see more of were sidewalks, farmers markets, paved bike trails, bike lanes along roads, and an indoor swimming pool. The key recommendation is to protect high priority parcels identified in the Plan.

The next step is a public forum scheduled for Thursday, June 29, with comments being accepted until July 14, 2023. The full plan is available on the town’s website. The plan will then go through state approval, and will include a letter of support from the Select Board, if so voted at the next meeting. Once returned from the state the plan will be distributed and implemented with all other boards; it is a multi-board process.

Animal Control Warrant and Inter-Municipal Animal Control Agreement

Ms. Dembkoski prefaced her remarks by stating that in no way does this reflect on our ACO Phyllis Tower who does a tremendous job but is an employee of Boxborough. The regional agreement between Boxborough, Stow, and Littleton that was in place when Ms. Dembkoski began had issues with some of the terms of the agreement. There has been turnover in the town administrator role in Boxborough which has impeded her ability to meet and discuss the agreement, and Stow eventually stopped receiving reports and documentation of calls. Ms. Dembkoski began to reach out again this past November and there was one meeting in February. She then tried for months to have another meeting between the towns to review and revise the terms, with the possibility of Stow becoming the host community and the town that employs the ACO. Because it is the end of June and she does not want this to affect Ms. Tower’s employment, Ms. Dembkoski reluctantly asked the Select Board to

approve the agreement, with the guarantee that this agreement in this form will not come forward again. There are two motions as there is also the annual warrant issued to the ACO per the state.

Board member Toole, in accordance with Chapter 140, section 151A of the Massachusetts General Laws, moved to approve the annual Animal Control Warrant, dated June 27, 2023, and effective for one year from July 1, 2023 through June 30, 2024, and to authorize the Chair to sign it on behalf of the Board.

Board member Constantzos seconded the motion and it passed unanimously.

Board member Toole moved that the Select Board approve and sign, and also authorize the Town Administrator to sign, the Inter-Municipal Agreement with the Town of Boxboro for Animal Control Services for the period from July 1, 2023 through June 30, 2024 as presented.

Board member Constantzos seconded the motion and it passed unanimously.

Personnel Policies

Assistant TA/HR Director Dolores Hamilton worked with the internal employee policy review committee to put forth three policies for adoption, and they have been sent to employees for review. The FMLA and SNLA have been followed by practice as they are standard policies that outline leave protection, and these votes will formally adopt them. The Health Savings Account Policy spells out when funding for those in the high deductible insurance plan are paid out. Ms. Demboski had one change to the payment schedule in the first paragraph on page two of the HSA policy, which is to change the second half of the payment to be paid in December, not January. Mr. Toole recused himself as these are employee policies.

Board member Constantzos moved to approve the Health Savings Account Policy with the following modification that the second payment be done in December. Board member Hegemann seconded the motion and it passed unanimously (3-0).

Board member Constantzos moved to approve the Small Necessities Leave Act (SNLA) as presented at this meeting. Board member Hegemann seconded the motion and it passed unanimously (3-0).

Board member Constantzos moved to approve the Family Medical Leave Act (FMLA) as presented at this meeting. Board member Hegemann seconded the motion and it passed unanimously (3-0).

Board member Toole returned to the meeting.

Sign BAN Renewal for Lower Village Traffic Improvement

This Bond Anticipation Note (BAN) should not be needed after this year as we have received a settlement for Lower Village and once certified those funds can be used to pay off the \$200,000 bond.

Board member Toole moved to approve and sign the BAN renewal for Lower Village Traffic Improvements as presented at this meeting.

Board member Constantzos seconded the motion and it passed unanimously.

Meeting Minutes

Mr. Constantzos wanted information added to the Board of Health Outdoor Water Use Restrictions section to reflect the draft policy's explanation of enforcement. The Board discussed how to word this, with the final modification to Mr. Constantzos' comments being: "Mr. Constantzos also noted that enforcement will rely on neighbors' complaints."

Board member Toole moved to accept the meeting minutes as amended for the June 13, 2023 meeting. Board member Constantzos seconded the motion and it passed unanimously.

Board Correspondence & Updates

Chair Frecha added "updates" to this section in order to give the board members another opportunity to have short conversations about topics that might become future agenda items.

Mr. Constantzos asked about the notice received from the MDAR (MA Department of Agricultural Resources). Hemp is not considered an illegal substance and we receive this notice every year.

The email from the Planning Director regarding permitting for Nan's was discussed. The neighbors are concerned and want to know when events will happen. Chair Frecha does not want to burden Nan's with bureaucratic requests and at the same time wants them to be good neighbors. Another conversation with Nan's would be helpful, as would a calendar of events to determine what may rise to the level of a special event permit. Traffic could be a concern even if there is not a large event. Ms. Demboski will set up a meeting with them and the chiefs.

Adjournment

At 9:01 p.m. Board member Toole moved to adjourn.

Board member Constantzos seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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