

AGENDA
SELECT BOARD
September 12, 2023
7:00 p.m.
Town Building & Zoom

The public may attend the Select Board meetings in person or may participate via remote Zoom access.

Join Zoom Meeting

<https://us06web.zoom.us/j/84431870752?pwd=M1RDcnFaU2ZUMEhtQkRxUW41WUI4Zz09>

Meeting ID: 844 3187 0752

Passcode: 25964081

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - Nicholas Whalen to the position of full-time Highway Laborer/Driver
 - Zachary Forest to the position of full-time Highway Laborer/Driver
 - George Nisotel to the Council on Aging for an indefinite term
 - Stephanie Lynch to the Conservation Commission to fill the remainder of an unexpired three-year term ending June 30, 2025
 - Maria McFarland to the Zoning Board of Appeals as an Associate Member through June 30, 2028
 - Cindy Cummings to the Board of Assessors. This is a joint appointment with the remaining members of the Board of Assessors to fill a vacancy in accordance with M.G.L. c. 41, s.11.
5. Recognition
 - Certificate for Eagle Scout Benjamin J. Doty II
6. Public Hearing – 7:15 PM

Notice is hereby given, in accordance with section 5-1 of the Stow Town Charter, that the Select Board will conduct a public hearing regarding the consolidation of the cemetery department and the highway department into a Department of Public Works. Consolidation would be contingent upon an affirmative vote at the September 2023 Special Town Meeting AND a ballot question at the Annual Election in May 2024.
7. Discussion and Possible Vote
 - Special Event Permits for the Stow Friends of the COA events at Pompositticut Community Center:
 - COA Gift Shop and More Pop-Up - Saturday, September 30, 2023 from 8 a.m. to 4 p.m.
 - Holly Fair – Saturday, November 4, 2023 from 8 a.m. to 4 p.m.
 - Second Chance Holiday Fair – Saturday, December 2, 2023 from 8 a.m. to 3 p.m.
 - One Day Liquor Licenses, Shelburne Farm, 105 West Acton Road - Edward Painter
 - Saturdays and Sundays, September 16 through November 5, 2023, and Monday, October 9, 2023 (Columbus Day), 12n–4 p.m. for a total of 8 weekends (17 days)
 - Review Town Administrator's FY23 Goals
 - Authorize the Town Administrator to obtain a quote for health insurance from MIIA
 - Technology disposal request
 - Special Town Meeting discussion, if necessary
8. Meeting minutes
 - August 22, 2023
9. Board Correspondence & Updates
10. Adjournment

Posted: Thursday, 9/7/2023, 3:55 PM

Correspondence received:

9/7/23 from Richard Moyses; Fence Viewers: Contacts & Process

8/28/23 from Planning Board; Planning Considerations Regarding Common Road

8/28/23 from Board of Appeals; Notice and Decision, Special Permit and Site Plan Approval, Randall Library,
19 Crescent Street

8/28/23 from Board of Appeals; Notice and Decision, Variance, Randall Library, 19 Crescent Street

8/17/23 from Board of Appeals; Notice of Public Hearing, 9/11/23 at 7:40p Lot 3 Packard Road

APPOINTMENTS

Highway Laborer/Driver Appointments



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 both Nicholas Whalen and Zachary Forest to the position of full-time Highway Laborer/Driver. Nick worked for Stow previously, but left when a better opportunity arose. During his time away, he picked up a number of new skills, including doing similar work in a nearby town, all of which will be a huge benefit to us. Zach has experience driving and maintaining trucks as well as landscaping experience, among other varied work. Between his first and second interview, Zach took a hoisting license course in the hopes that he got the position. Both candidates have their CDL B and should be trained and ready to go in no time.

We received 21 applications in total and these two stood out as the top candidates. Both honorably served in the United States Army and I believe they will be great additions to our crew and I respectfully ask for your ratification of these recommendations.

Denise M Dembkoski

George Nisotel
to the Council on Aging



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 would like to recommend George Nisotel to the Council on Aging as a regular member. George has been an associate for the last several months. While the COA Board took much of the summer off, he participated in meetings prior to and has previously been active in town government.

George looks forward to getting to know his fellow seniors and being more involved in the COA.

I think George will be great addition to the Council on Aging and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Denise Demboski

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Friday, June 9, 2023 5:19 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Friday, June 9, 2023 - 5:18pm

Submitted by anonymous user:

Submitted values are:

Today's Date: June 9, 2023

Title: Mr.

First Name: George

Last Name: Nisotel

Street Address:

Address Line 2: Stow, MA

Email Address

Telephone Number:

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

Which vacancy are you applying for? Voting Member, Stow Council on Aging

Have you attended any meetings of this committee? Yes

Experience:

* Finance Committee for 6 Years

* School Building Task Force for Center - Pompo

* Financial Assessment of impact on town from potential Dawes Estate purchase

* Associate Member, Council on Aging, since January 2023

Goals:

* Become more engaged with my fellow seniors in town

* Contribute to developing and implementing new processes and tools to improve the quality of life for seniors

* Become even more engaged in activities at the Stow Senior Center

* Be an Advocate for Stow Seniors

Share: I have lived in Stow since 1985, and would very much appreciate being considered for this position on the COA.

Upload resume for further information (optional):

The results of this submission may be viewed at:



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

COUNCIL ON AGING
One member

Duties: To coordinate and carry out programs designed to meet the needs of the senior population in coordination with programs of the Massachusetts Department of Elder Affairs as established under the Massachusetts General Laws.

Qualifications: Registered voter of Stow. A sincere interest in the welfare, health and well being of senior citizens. A willingness to accept and carry out assignments in that regard. A commitment of time and attendance at monthly meetings held the second Thursday of the month at 10:00 A.M.

Term: One member for an indefinite term

Application: Applicants should arrange to attend a monthly Council meeting, held on the second Thursday of each month at 10:00 a.m. Meetings are also accessible via Zoom, with the meeting link listed on the posted meeting agenda. 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 July 3, 2023

Stephanie Lynch
to the Conservation Commission

to fill the remainder of an unexpired three-year
term ending June 30, 2025



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 would like to recommend Stephanie Lynch to the Conservation Commission as a regular member. Stephanie has been an associate member for the last several months and would like to step up to a full member. Stephanie looks forward to learning more about conservation issues in town and paying forward her positive experience with the ConCom from several years ago.

Stephanie comes with the unanimous support of the Conservation Commission. I think she will be great asset to the Commission and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Joyce Sampson

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Friday, August 11, 2023 11:02 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Friday, August 11, 2023 - 11:02am
Submitted by anonymous user
Submitted values are:

Today's Date: August 11, 2023

Title: Ms.

First Name: Stephanie

Last Name: Lynch

Street Address:

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? Conservation Commission

Have you attended any meetings of this committee? Yes

Experience:

In July 2023, I was voted in by the Conservation Commission as an associate member. Prior to this, I have never held a position on any town committee.

Despite my limited local government experience, I believe my skill set could be an asset to the commission. My entire consulting career in marketing has focused on trying to find and develop the solutions located at the intersection point between business problems and consumer problems. I am strategic, creative, analytical, and skilled at the art of storytelling. I believe curiosity, drive, and a willingness to experiment, laugh, learn and share are the stepping stones to success.

These skills and my mindset, I feel, would help me navigate the scenarios and personalities that come before the Conservation Commission in a manner that can lead to mutually agreeable outcomes. I can also support the team's efforts to be efficient and strategic in their problem solving approaches.

I've attached my professional resume for a more detailed outline of my skills/background. I'd be happy to answer any additional questions you may have.

Goals: I have been a resident of Stow for over 12 years and am passionate about helping the town evolve in a manner that maintains its biodiversity, unique resources and charm. I have considered joining this committee for years, ever since I had a fabulous interaction with them on a big project 3+ years ago. I'm now at a point in life where I feel I am able to devote the time and energy the role deserves. I'm excited about the opportunity to pay forward the experiences I previously had while at the same time deepening my knowledge of conservation issues and connections the town.

Share: Thank you in advance for considering me for this opportunity.

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

The results of this submission may be viewed at:



Town of Stow Conservation Commission

380 Great Road
Stow, Massachusetts 01775

(978) 897-8615
FAX (978) 897-4534

conservation@stow-ma.gov

TO: Denise Dembkoski, Town Administrator
CC: Stow Select Board
FROM: Matt Styckiewicz, Chair, Stow Conservation Commission
RE: Conservation Commission Vacancy
DATE: August 17, 2023

At its meeting of August 15, 2023, the Stow Conservation Commission voted unanimously to recommend the appointment of Associate Member Stephanie Lynch to the Conservation Commission. Stephanie has lived in Stow for more than 10 years and lives on White Pond Road. The Commission became acquainted with her when she was an applicant for a reconstruction project at her house. Stephanie joined the Commission as an associate member recently and has already begun the process of reviewing regulations and other key documents and is eager to pursue additional training opportunities. Her professional skills are in marketing, and she brings a solid common sense, everyday resident perspective which complements those members with professional expertise in science and engineering.

Importantly, we request that you fill this vacancy as soon as possible. We have several large projects about to be filed, including Cottages at Wandering Pond and Stow Acres, which are likely to stretch over several meetings. As such, we'd like to have all seats filled as we begin the review of these projects.

Thank you very much.



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

Conservation Commission

Duties: The Conservation Commission administers and enforces the Massachusetts Wetlands Protection Act and the Town of Stow Wetlands Protection Bylaw and Regulations. The Commission reviews all proposed activity within 100 feet of wetlands and 200 feet of ponds, rivers and streams. The Commission also oversees management of nearly 1600 acres of conservation land throughout Stow.

Qualifications: Registered voter of Stow. Commitment to environmental issues or related background and willingness to acquire a working knowledge of the Wetland Protection Act Regulations and the Town of Stow Wetland Protection Bylaw & Regulations.

Term: Appointment by the Select Board to fill the remainder of an unexpired three-year term ending June 30, 2025.

Application: The Select Board will accept applications 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 July 17, 2023

Maria McFarland
to the Zoning Board of Appeals
as an Associate Member through June 20, 2028



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

Town of Stow
Office of the
Town Administrator

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

I would like to recommend Maria McFarland to the Zoning Board of Appeals as an Associate member. Maria has attended a few meetings and would like to be more involved in town government. She has a background in planning and real estate and is enthusiastic and excited to be participating on the ZBA.

I think Maria will be a great asset to the Zoning Board and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Joyce Sampson

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Thursday, April 6, 2023 10:36 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Thursday, April 6, 2023 - 10:35pm
Submitted by anonymous user
Submitted values are:

Today's Date: April 6, 2023

Title: Mrs.

First Name: Maria

Last Name: McFarland

Street Address:

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? Zoning board of appeals

Have you attended any meetings of this committee? No

Experience:

BA in Community Studies, planning- 2010, UMass Boston

-multiple years in non-profit management

-business owner

-multiple years real estate broker- Splice Realty Cambridge - 2012-current

-General Contractor - Moyland LLC - 2013-current

-Farm owner in Stow since 2017 - current

Goals: I hope to become better connected in the community and to gain greater insight.

Share: We are traveling overseas starting next week to April 22nd.

Upload resume for further information (optional):

The results of this submission may be viewed at:

Denise Dembkoski

From: Maria McFarland <maria@jpmprop.com>
Sent: Monday, June 5, 2023 3:38 PM
To: Denise Dembkoski
Subject: Re: Interest in the Zoning Board of Appeals

Hi Denise,

I just wanted to check in again on this.

Thanks!
Maria McFarland

McF

From: Maria McFarland <maria@moylandllc.com>
Sent: Wednesday, May 24, 2023 5:39:50 PM
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Subject: Re: Interest in the Zoning Board of Appeals

Hi Denise,

I did attend the May ZBA meeting and plan to continue. I would love to speak further regarding the open Associate Member position.
Thank you in advance.

Warm regards,
Maria McFarland

From: Maria McFarland <maria@moylandllc.com>
Date: Tuesday, April 18, 2023 at 8:45 PM
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Subject: Re: Interest in the Zoning Board of Appeals

Hi Denise,

Yes. I will plan to attend the May meeting. I haven't attended in person in Stow but I follow the minutes for the planning board, conservation and bits for ZBA. I have attended in other towns.

I recently attended one of the lower village info meetings and decided to feel out whether to become more involved. We are traveling currently but I look forward to speaking further.

Warmest regards,
Maria McFarland



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

NOTICE OF VACANCY

ZONING BOARD OF APPEALS One Member and Three Associate Members

Duties: The Zoning Board of Appeals is a quasi-judicial board as established by state law and has specific duties and responsibilities including:

- Hear appeals from parties aggrieved by the decision of an administration official concerning zoning issues.
- Hear and decide applications for certain special permits as provided by the zoning bylaws.
- Hear and decide petitions to vary specific requirements of the zoning bylaws.
- Hear and decide applications for comprehensive permits.

Qualifications: Registered voter of Stow. Sound independent judgment, a sense of fairness and an ability to act on the evidence (and information) as determined with reference to the applicable sections of the Town of Stow's zoning bylaws and the Commonwealth of Massachusetts General Laws Chapter 40A, The Zoning Act.

Associates must be prepared to assume the position of full-time member of the Board if a vacancy occurs and subsequently the office of clerk and/or chair.

Term: One member for a five-year term expiring June 30, 2028 and three Associates: one to complete an unexpired five-year term ending June 30, 2025, one Associate to complete an unexpired five-year term ending June 30, 2027, and one Associate for a five-year term expiring June 30, 2028.

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

Posted July 3, 2023

Cindy Cummings to the Board of Assessors

This is a joint appointment with the remaining members of the Board of Assessors to fill a vacancy in accordance with MGL c41 §11

Phoebe Haberkorn

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Friday, May 26, 2023 9:50 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Friday, May 26, 2023 - 9:49am

Submitted by anonymous user:

Submitted values are:

Today's Date: May 26, 2023

Title:

First Name: Cindy

Last Name: Cummings

Street Address:

Address Line 2:

Email Address:

Telephone Number: -

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

Which vacancy are you applying for? Board of Assessors

Have you attended any meetings of this committee? No

Experience: I am a licensed Real Estate Agent, am used to assessing home values based on comparable and recent sales. I have lived in Stow 20 years and figured it's time to give back and serve as I have some aptitude for numbers and home values. I have attended Lake Boon Commission meetings often and keep up with town affairs via Stow Independent but have not served as of yet.

Goals: I hope to become educated in how assessments are made and how to help residents understand their assessments. Also to become acquainted with some of the other town committee members and boards.

Share: Len Golder asked me to be on deck a few years ago to be ready to fill in for him when he was running for multiple offices, in case he won the "other" one and might have to vacate his spot at the Assessors' board. This got me interested and so I ran for the position this May and got 208 votes to his 220!

Upload resume for further information (optional):

The results of this submission may be viewed at:



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

BOARD OF ASSESSORS
One member

Duties: To serve on the three-member Board of Assessors. In accordance with Massachusetts General Laws, the Board is responsible for establishing the fair cash value of all property, real and personal, within the Town of Stow. Based on the amount appropriated at Town Meeting along with other sources of income and expenses, the Board determines the tax rate to apply against the taxable property within the Town. The Board oversees an assessment system that enables an equitable treatment of all Stow taxpayers. The Board generally meets twice a month or as needed.

Qualifications: Registered voter of Stow. Must be willing to learn a fairly complex system, complete coursework required by the Dept. of Revenue, and allocate the time necessary to reach knowledgeable decisions on all matters before the Board of Assessors.

Term: To fill an unexpired three-year term expiring at the 2024 Annual Town Election.

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 Assessors' Office at 978-897-4597.

Joint Meeting: The Select Board and current members of the Board of Assessors will meet to fill the vacancy jointly.

Posted May 8, 2023

RECOGNITION

Certificate for Eagle Scout
Benjamin J. Doty II



Town of Stow
SELECT BOARD

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

September 12, 2023

Eagle Scout Benjamin J. Doty II
351 Gleasondale Road
Stow, MA 01775

Dear Benjamin,

The Select Board of the Town of Stow congratulates you on achieving the rank of Eagle Scout, the highest rank of the Boy Scouts of America.

As an exemplary scout who has performed a number of services for his community, the Board would like to acknowledge your accomplishments and express its best wishes for your continued success and involvement with the community.

Achieving Eagle Scout status is an accomplishment of which you can be extremely proud. The Board is confident that your experience as a Boy Scout will serve you well in your future endeavors.

Sincerely,

For the Select Board

Certificate of Achievement

Presented to

Benjamin J. Doty II

in recognition of your achievement of attaining the rank of Eagle Scout

“CONGRATULATIONS Benjamin on achieving your goal!!

We are PROUD to have you as a member of our community and appreciate the service project you completed in Spring 2023, building a footbridge on the Green Trail in the Stow Town Forest. You worked with Troop leaders, Town officials, and fellow scouts to construct an arched, low profile, accessible footbridge with a railing to assist foot traffic, bikers, and skiers crossing on the Green Trail.

We wish you the Best of Luck in the future!”

Stow Select Board

Cortni Frecha, Chair



Megan Birch-McMichael, Clerk

Hector Constantzos

Ingeborg Hegemann Clark

September 12, 2023

John “JT” Toole

PUBLIC HEARING

Public Hearing – 7:15 p.m.

Consolidation of the Cemetery
Department and the Highway
Department into a
Department of Public Works

Information for the Public Hearing

At or after 7:15 PM, the Chair should read the Public Hearing Notice:

Notice is hereby given, in accordance with section 5-1 of the Stow Town Charter, that the Select Board will conduct a public hearing regarding the consolidation of the cemetery department and the highway department into a department of Public Works. Consolidation would be contingent upon an affirmative vote at the September 2023 Special Town Meeting AND a ballot question at the Annual Town Election in May 2024.

The public hearing will be held on Tuesday, September 12, 2023, at or after 7:15 p.m. at the Stow Town Building, 380 Great Road, Stow, MA. The public may attend the meeting in-person or may participate via remote Zoom access.

Posted in Stow Independent 8/30/2023

Once read, the Chair should ask for a motion to enter the Public Hearing by **roll call vote**.

The Chair should then allow the Town Administrator to introduce the topic.

The Chair should ask for questions/comments from the Select Board members.

The Chair should then ask for questions/comments from the public in attendance in person or via Zoom. Please ask that speakers identify themselves with name and address.

Once everyone speaks, the Board should make their final comments.

The Chair should ask for a motion to close the Public Hearing, by **roll call vote**.

DISCUSSION & POSSIBLE VOTE

Special Event Permits

Stow Friends of the COA

COA Gift Shop & More Pop-Up

Saturday, September 30, 2023, 9a to 1p

Holly Fair

Saturday, November 4, 2023, 8a to 4p

2nd Chance Holiday Sale

Saturday, December 2, 2023, 8a to 3p

(inclement weather dates were included for the 11/4 and 12/2 events, but the Function Room is not available)

The applications were circulated to appropriate staff, and there are no concerns. Space has been reserved at Pompo for all three events.

Pending Item:

- Certificate of Liability Insurance for the November and December dates (current certificate expires October 14, 2023.)

9/30/23



TOWN OF STOW Special Event Permit Application

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

Applicant and Sponsoring Organization Information

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

Address: c/o 32 Cortland Drive City: Stow State: ma Zip: 01775

Tax ID #: 04-023808 Applicant name: Rita DiStefano-French, president

Phone: 617-880-9545 Email: president@stowfriendscoa.org

Web Site: _____

Event Manager: Gigi Lengieza Contact Info: 617-763-9457

Other Contact person/s: Rita DiStefano-French Contact Info: 617-880-9545

Event Information

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

Other (specify) sale of Stow items, handmade crafts, possible bake sale, resale of donated items

Event Title: TBD

Start Date & Time(s): saturday 9/30 8 am End Date & Times(s): Saturday 9/30 4pm Rain Date & Time(s): none

Estimated Attendance: # 75 Admission Fee: none

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): pompo center parking lots

Set Up Date/Time: Friday 9/29 noon- 4 Break Down Date/Time: Saturday 9/30 4 pm

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



11/4/23

TOWN OF STOW

Special Event Permit Application

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

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Stow Friends of COA Non-Profit Profit
Address: c/o 32 Cortland Drive City: Stow State: ma Zip: 01775
Tax ID #: 04-023808 Applicant name: Rita DiStefano-French, President
Phone: 617-880-9545 Email: president@stowfriendsofthecoa.org
Web Site: _____

Event Manager: Carole Dunlap Contact Info: 978-489-4650
Other Contact person/s: Rita DiStefano-French Contact Info: 617-880-9545

Event Information

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

Other (specify) Annual craft fair

Event Title: Holly Fair

Start Date & Time(s): 11/04/2023 End Date & Times(s): 8AM-4pm Rain Date & Time(s): 11/05/2023 8am-4pm

Estimated Attendance: # 150 Admission Fee: none

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): pompo center parking lots

Set Up Date/Time: 11/3/2023 noon Break Down Date/Time: 11/4/2023 4 pm

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Food Concession and/or Food Preparation
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: <u>bake sale</u>
<input type="radio"/>	<input checked="" type="radio"/>	Alcohol served - <i>Requires approval from the Select Board</i>
<input checked="" type="radio"/>	<input checked="" 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 checked="" type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time</i> _____ <i>End Time</i> _____ <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>10 tables and 20 chairs from pompo center</u>
<input checked="" type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input checked="" type="radio"/>	<input type="radio"/>	Does your event require electricity? <i>Source:</i> <u>as in pompo center</u>
<input checked="" type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input checked="" type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input checked="" type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s)
<input checked="" type="radio"/>	<input type="radio"/>	Toilet(s) - <i>approximate number/vendor:</i> <u>pompo center</u>
<input checked="" 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 checked="" type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant:  Date: 8/9/2023

Printed Name: Rita DiStefano-French, President, SFCOA Fee Paid: n/a

12/2/23



TOWN OF STOW Special Event Permit Application

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

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Stow Friends of COA Non-Profit Profit
 Address: c/o 32 Cortland Drive City: Stow State: ma Zip: 01775
 Tax ID #: 04-023808 Applicant name: Rita DiStefano-French
 Phone: 617-880-9545 Email: president@stowfriendscoa.org

Web Site: _____

Event Manager: Robin ulichney Contact Info: 978-793-0889
 Other Contact person/s: Rita DiStefano-French Contact Info: 617-880-9545

Event Information

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

Other (specify) annual 2nd chance holiday sale (resale of donated holiday items)

Event Title: 2nd Chance holiday sale

Start Date & Time(s): Saturday 12/02/2023 End Date & Times(s): 8-3pm Rain Date & Time(s): Sunday 12/03/23 8-3pm

Estimated Attendance: # _____ Admission Fee: _____

Open to the Public: Yes No

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): Pompo center parking lots

Set Up Date/Time: Friday 12/1/23 noon - 5 pm Break Down Date/Time: Saturday 12/2/23 4 pm

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Food Concession and/or Food Preparation BAKE SALE following boh guidelines
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input checked="" type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input type="radio"/>	<input 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> coa sandwich boards along rte 117, sign at 117/Gleasondale
<input type="radio"/>	<input type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i> <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>30 tables from coa</u>
<input type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="radio"/>	<input type="radio"/>	Does your event require electricity? <i>Source:</i> <u>pompo center</u>
<input type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="radio"/>	<input type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s)
<input type="radio"/>	<input type="radio"/>	Toilet(s) - <i>approximate number/vendor:</i> <u>pompo</u>
<input type="radio"/>	<input type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> <u>depends on Holly committee if they want to extends sales</u>
<input type="radio"/>	<input type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

08/09/2023

Signature of Applicant:  Date: _____
 Printed Name: Rita DiStefano-French, President, SFCOA Fee Paid: n/a

One Day Liquor Licenses

Shelburne Farm

Edward Painter

Saturdays & Sundays, September 16, 2023
through November 5, 2023 and
Monday, October 9, 2023 (Columbus Day)
from 12 noon to 4 p.m.

The applications were circulated to appropriate staff. Fire, Police, and Building Department personnel did a walk-through on 8/29, and an inspection on 9/7. All requirements have been satisfied.

Recommendations from the Police Department:

- 1) All servers TIP Trained
- 2) All servers Crowd Control Manager Trained:
<https://www.mass.gov/crowd-manager-regulations-and-training-program>
- 3) Restrict the Liquor License for 2 Drink Max per person
- 4) ID Check with every purchase
- 5) Questionable ID's contact PD
- 6) No alcohol outside approved area
- 7) Adhere to all Board of Health Regulations
- 8) Adhere to all Building Regulations
- 9) Comply with Fire Department Recommendations
- 10) Complete and pass final inspection with Public Safety

Recommendations from the Fire Department:

Pending the corrections and/or changes that were discussed at the walk through, there are no other safety concerns at this time.

The corrections/updates are as follow:

- 1) Remove bark mulch with 18" of the outside of the structure
- 2) Remove cord from outlet to fan on right side of structure
- 3) Remove cord from outlet to outlet on right side of structure
- 4) Move animal feed to outside wall away from patron barrier
- 5) Install two extinguisher at the outside corners of structure

A final inspection will be scheduled prior to September 16, 2023.

** Inspection Conducted 9/7/2023*

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday September 16, 2023 & Sunday, September 17, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-03-OneDay

**The Hours during which Alcoholic Beverages may be sold are from: 12 PM to 4 PM ONLY
THIS LICENSE EXPIRES SEPTEMBER 17, 2023 AT 4:01 PM
THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE
IT CAN EASILY BE READ**

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday September 23, 2023 & Sunday, September 24, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-04-OneDay

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

THIS LICENSE EXPIRES SEPTEMBER 24, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday September 30, 2023 & Sunday, October 1, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-05-OneDay

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

THIS LICENSE EXPIRES OCTOBER 1, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday, Sunday & Monday, October 7, 8, & 9, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-06-OneDay

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

THIS LICENSE EXPIRES OCTOBER 9, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday, October 14, 2023 & Sunday, October 15, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-07-OneDay

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

THIS LICENSE EXPIRES OCTOBER 15, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday, October 21, 2023 & Sunday, October 22, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-08-OneDay

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

THIS LICENSE EXPIRES OCTOBER 22, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday, October 28, 2023 & Sunday, October 29, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-09-OneDay

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

THIS LICENSE EXPIRES OCTOBER 29, 2023 AT 4:01 PM

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

**L I C E N S E
A L C O H O L I C B E V E R A G E S**

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 Only**

*To Be Consumed On the Premises
Per Liquor Control Act Chapter 138, Section 14*

SHELBURNE FARM – CIDER TENT

**Edward Painter, Event Manager
106 West Acton Road, Stow, MA**

**Saturday, November 4, 2023 & Sunday, November 5, 2023
12:00 PM – 4:00 PM each day**

- All servers must be TIPS certified and Crowd Manager certified
- Restricted to a 2 drink maximum per person
- ID checked with every purchase (for questionable IDs, contact Police Department)
- NO alcohol outside of approved area
- Adhere to all Fire Department, Board of Health, and Building Regulations
- Complete and pass a final inspection with Public Safety

**By order of the Select Board
This 12th day of September 2023:**

License Number: 2023-10-OneDay

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

THIS LICENSE EXPIRES NOVEMBER 5, 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: 8/11/23

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.

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

WINE/MALT ONLY

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

Edward Painter

Address: 106 West Acton Rd Stow MA 01775

Applicant's Cell: _____

Organization Phone: 978-897-9287

Applicant's Email: office@shelburnefarm.com

Organization Email: office@shelburnefarm.com

1. Name of Event: Cider tent

Event Date: (~~9/2-4/23~~, ~~9/9-10/16-17~~, 23-24[⊗])

Rain Date: N/A

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

2. Event Location (name and address): 106 West Acton Rd Stow MA 01775

(Please attach proof of permission to use this facility, if applicable)

Where in building? outside tent

3. Details: Inside Outside # of People Expected: 100 Age Range: over 21

4. Name(s) of person(s) who will be serving alcohol to guests:

Edward Panter

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.

Controlled access, sales to adult customers in cans or poured into a cup

⊗ 9/30, 10/1, 10/7-9, 10/14-15, 10/21-22, 10/28-29, 11/4-5

(over)

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: 

Date: 8/11/23

Printed Name: Edward Painter

REQUIRED FORMS TO SUBMIT WITH APPLICATION:

- Completed license application for a Special One-Day Liquor License
- Proof of non-profit status (for One-Day All Alcohol License only)
- Cash or check fee of \$75.00 (check payable to Town of Stow)
- Certificate of Liability Insurance (valid copy)
- CORI application for Event Manager
- 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.)
- 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
- 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)
- 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.

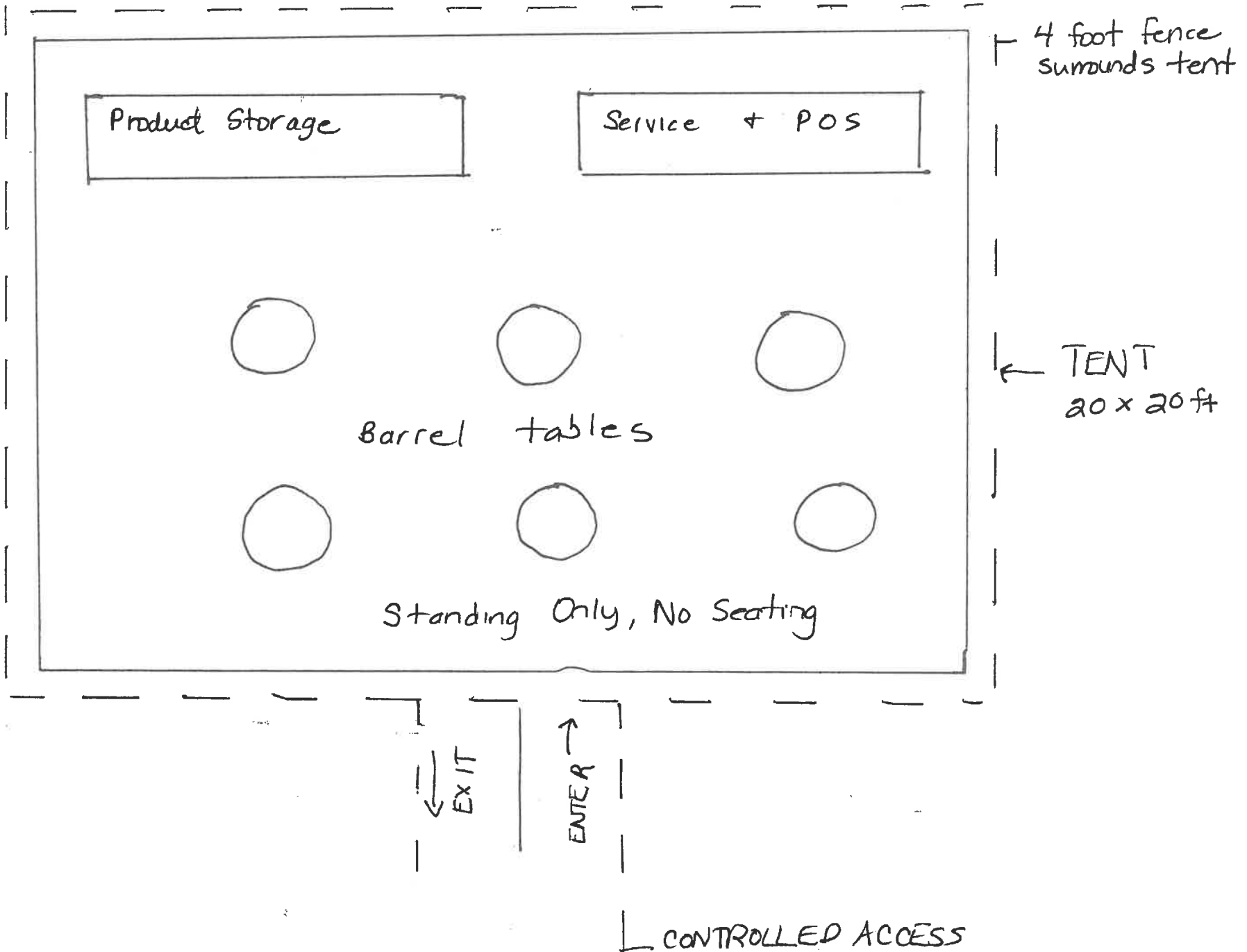
All applications must be reviewed before being placed on the Select Board's agenda.
 The Select Board usually meets the second and fourth Tuesday of each month.

**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	_____	_____	_____



Review Town Administrator's FY23 Goals

Town Administrator Goals
 September 1, 2022 – August 31, 2023
 Voted on October 11, 2022

Goal	Status as of August 2023	Comments
<p>Work with the Planning Department to finalize Lower Village water study; either prepare a report as to the proposed steps moving forward (if data is available in a year's time). Is there water feasibility or not? If so, what is the fiscal responsibility that the town is willing to entertain based on funding available, etc. Lower Village water study should include potential mixed use zoning requiring space for sewage treatment as well as lots of water use both residential and business.</p>	<p>The study is still ongoing. A contract was awarded in September 2022 to Stantec Consulting Services to perform the study and the contract runs through December 2023.</p>	
<p>Continue oversight of the Town Hall project with a focus on future use, improvements, or disposition.</p>	<p>Unfortunately, with everything else going on, this goal has taken a backseat, but has not been forgotten.</p>	<p>Once the library project gets underway, I plan to request a new committee be formed to look at potential uses of the building.</p>
<p>Update website to provide better transparency with consistency for all departments, boards, and committees</p>	<p>The website is continually updated and reviewed for accuracy and transparency. Additionally, we have enhanced our use of social media, posting meeting information and pertinent data on Facebook.</p>	<p>A number of Boards/Committees that are not</p>
<p>Stay involved with the Bose property sale and assist in bringing any future project to fruition.</p>	<p>Have had several meetings with Bose and the Planning Department on the future of that property. Have offered assistance with any proposal they wish to disclose to the Town.</p>	<p>The goal is largely dependent upon the Bose management including the Town in their discussions and/or meetings about the property.</p>
<p>Keep Select Board apprised of Charter Review committee progress</p>	<p>I have invited them in to present updates to the SB when available.</p>	

Goal	Status as of August 2023	Comments
Assist the Planning Board in facilitating the Comprehensive Plan process	The Comprehensive Plan Committee has had their first meeting and I will assist the Planning Department as needed as they make their way through the process.	
Continue to provide necessary resources and staffing for departments for efficient operations	I work closely with all department heads to assess their needs in terms of staffing and resources and use ARPA funds, grants, sharing of resources, and budgetary funds to provide for efficient operations.	
Continue moving the Stow Acres project forward	Since the goal was set, the town acquired all funding and completed the closing on the North Course. We continue to meet monthly with the owner of Stow Acres, the private developer, and several key department heads to discuss the future of the site.	Additionally, the Stow Acres Master Plan Working Group has been formed, a consultant has been retained, and we are meeting regularly to determine the best uses of that property.

Town Administrator Goals
September 1, 2021 – August 31, 2022
Voted on September 14, 2021

Goal	Status as of August 2022	Comments
<p>Currently, the highest Town priority is implementing the Stow Acres solution. Therefore, a TA priority is to work with conservation, SCT, planning, and everyone else to finalize the deal and bring it to a fall town meeting. In particular, it is a priority for you to figure out the financing.</p>	<p>P&S has been signed. Retained Rights Agreement has been negotiated. Confident that funding will be secured.</p>	<p>Monthly meetings with the key stakeholders will continue until we acquire the property.</p>
<p>Track Road — if we do indeed receive the federal grant, figuring out what to do becomes a high priority for the Select Board. The priority for the TA would be to form and lead a working group to develop a plan, have that plan reviewed by relevant boards (planning, complete streets, SB I suppose), and implemented.</p>	<p>Federal Earmark was awarded. Funding goes through MassDOT. Met with them on 08/12/2022 to determine next steps.</p>	
<p>Coordinate with the Green Advisory Committee to ensure they are developing a climate action plan for the Town of Stow. Additionally, work with the committee to determine what steps would need to happen in order to have a plastic bag ban in town.</p>	<p>Established monthly meetings with three GAC liasons to assist moving their plan and objectives forward.</p>	
<p>Draft and present to the Select Board policies requested by the Select Board within 3 meetings of the affirmative vote to move forward with a proposed policy.</p>	<p>Other than a Board & Committee Code of Conduct, there have been no policies the SB has asked me to draft.</p>	<p>The Code of Conduct was drafted and presented at the meeting immediately following the discussion</p>
<p>Develop and host an onboarding training for new members of the Select Board, Finance Committee and Capital Planning Committee.</p>	<p>Working on a new Board & Committee Member Handbook.</p>	<p>Once the handbook is complete, can implement a training</p>

Goal	Status as of August 2022	Comments
Develop and implement a comprehensive HR plan for the Town of Stow, with emphasis on employee recruitment, retention, and happiness. Draft and implement HR policies and practices to meet the plan.	In-Progress	There are a number of practices we have implemented to recruit and retain employees. We are also working on numerous HR Policies.
Coordinate with the Traffic Safety Advisory Committee to ensure the committee: a. prepares a report and presents to the Select Board and Town Administrator	Meet regularly with the TSAC Chair. To date, the TSAC meets once or twice a month and has put forth a number of proposals/reports forward to the Select Board.	
Work with the Moderator to start the bylaw & charter review processes	The new Moderator has compiled a Charter Review Committee. The General Bylaw Review Committee falls under the Select Board	There are a number of components to the General Bylaws - does the SB want one committee to review all or multiple committees focusing on specific topics?
Work with Library Stakeholders to move the library renovation project forward in a financially responsible way	The Library project passed town meeting and the ballot with a near unanimous vote. Now embarking on the design and construction phases to keep the project in budget.	

Authorize the Town
Administrator to obtain a quote
for health insurance from MIIA



Town of Stow
Office of the
Town Administrator

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

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

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

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Obtaining a Quote for Health Insurance

Date: September 7, 2023

I am respectfully asking the Board to allow me to obtain a health insurance quote from MIIA (Massachusetts Interlocal Insurance Association). As previously mentioned to the Board, we are doing an evaluation of our existing insurance program to see if there are lower costing, yet better or equal coverage plans available to us.

The vote tonight is only to allow us to obtain a quote from MIIA, as they require a formal vote. At your next meeting, I will be asking the Board to accept the MGL that will allow us to meet with the unions to negotiate any changes to the insurance based on the quotes received from MIIA as well as the State's Group Insurance Commission (GIC).

At the end of the process, I will provide an update on whether we will be changing plans or remaining in our current health insurance consortium.

I'll be happy to discuss this process further at the meeting. Thank you.

Technology Disposal Request



Town of Stow
Office of the
Town Administrator

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

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

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

We are looking to dispose of the following computers. All hard drives have been removed and the equipment is deemed to be obsolete with no value.

	<u>COMPUTER</u>	<u>SERIAL NUMBER</u>
1.	Dell Tower	DJD3RL1
2.	Dell Tower	BYYML81
3.	Dell Tower	8830ZQ1
4.	Dell Tower	H1ZP581
5.	Dell Tower	7HRKJM1
6.	Dell Tower	9VQ8HX1
7.	Dell Tower	D0T18V1
8.	Dell Tower	9VV6HX1
9.	Dell Tower	D0V28V1
10.	Dell Tower	52WD4J1
11.	Dell Tower	6X25YH1
12.	Compaq	CNX9361PMN
13.	Lenovo	PC0B08BZ
14.	Lenovo	PC0B08BT
15.	Lenovo	PC0B08BD

Special Town Meeting Discussion

MINUTES

Select Board Meeting Minutes
Tuesday, August 22, 2023
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Ingeborg Hegemann Clark, Hector Constantzos, John "JT" Toole, and Town Administrator Denise Dembkoski

Chair Frecha called the meeting to order at 7 p.m.

Public Comment - none

Board Member Comments - none

Town Administrator (TA) Report

- The TA thanked the Friends of the Council On Aging for providing the funds for a patio and table outside at the Pompositticut Community Center, and Doug Hyde who led the project for the town.
- The TA thanked Rep. Kate Hogan for her continued support of Stow and the installation of firefighting cisterns in town. She previously got us \$300,000 and has earmarked \$150,000 more.
- The feedback period for the Board of Health (BOH) Private Well Regulations ends August 31, and ends September 30 for the Outdoor Water Use Restrictions. There is more information on the town's website under News & Notices and there is a dedicated email address for comments.
- The folks organizing the Assabet Craft Beer & Food Truck Festival have changed some details since the Board approved the licenses. They added an additional alcohol vendor, and some food trucks are still not approved by the BOH. The Board members agreed that the TA can authorize the new vendors as they will not be meeting prior to the September 2 event.

Special Town Meeting Warrant

Ms. Dembkoski reviewed the three minimal changes to articles 9, 14, and 17 of the warrant. Because all the charter changes have to go to the ballot to be voted on, it was recommended by town counsel that for Articles 9 and 14, which are similar, only one should be voted on at town meeting. If article 3 passes, then article 9 would be tabled and article 14 would be acted upon; if article 3 does not pass, article 9 would be acted upon and article 14 would be tabled. A citizen petition was submitted on Friday and met the deadline and the 100 certified signature requirement, but it is not legally valid as it does not implement or amend an actual bylaw. It adds a title to a bylaw but no substance. It could be looked at as a non-binding resolution; it cannot be amended at the town meeting. The Planning Board will need to hold a public hearing as it does state to amend the zoning bylaw.

Board member Constantzos moved to approve the September 18, 2023, Special Town Meeting Warrant as presented at this meeting.

Board member Birch-McMichael seconded the motion and it passed unanimously.

Lake Boon Water Carnival – Saturday, September 2, 2023

David Gray, Lake Boon Association (LBA) representative, was present via Zoom.

Mr. Toole disclosed that he is part of the event as a certified ServSafe Allergen Food Manager.

Mr. Gray said the event has been happening for over 100 years and is a wonderful opportunity for the community to get together. The LBA invites people off the lake in Hudson and Stow to come enjoy the Friday night lighting of the lake from town beach and other events during the weekend. For parking, the normal parking spots at the recreation area have always been able to accommodate all visitors.

Board member Constantzos moved to grant a Special Event Permit for the Lake Boon Water Carnival to be held at Pine Bluff Recreation Area at Lake Boon on Saturday, September 2 from 8:00 AM until 4:30 PM, with the understanding that there will be no amplified music during Lake Boon Quiet Hours. Board member Birch-McMichael seconded the motion and it passed unanimously.

Nashoba Regional High School Project Financials

NRHS Building Committee members present via Zoom: Superintendent Kirk Downing; Kristen Kendall, community member (Stow); Vice Chair Leah Vivirito (also NRSD School Committee member from Stow); and Chair Joseph Gleason (also NRSD School Committee member from Lancaster).

A short video describing the overall scope of the project was shown. The estimated tax assessment per household in Stow, based on a median residential assessment, would be an increase of between \$1,300 and \$1,500. Discussion ensued about cost saving efforts during the project, the student allowance for technology and FF&E¹, the building options and MSBA² funding, and ineligible construction costs. Members of the NRHS Building Committee also discussed the possibility of losing accreditation during the next few years if renovations or a rebuild is not done. Doing just a base repair would bring the building to code and would only include replacing the HVAC system, the roof, windows, doors, and ADA modifications.

Several residents were present in person and via Zoom and asked about the need for a new school, with one noting that it is not the building that helps educate the children, it is the teachers. They asked about maintenance schedules of repairs and upgrades. It was mentioned that a prior school project in town and the rehabilitation of Pompo came in under budget because they thought outside the box.

Mr. Gleason said there has been a lot of talk and speculation regarding the condition of the building. He urges every resident of the district who has a vote to come and see the building at the 2-hour walk-through scheduled for Saturday, September 9; information is on the building committee website.

¹Furniture, Fixtures and Equipment

² Massachusetts School Building Authority

Vote to Exercise the Takings on Box Mill Road

The bridge reconstruction project began in 2017 and has been actively in progress since that time. This is a MassDOT project and they have committed \$3.3M to replace the bridge. Ms. Demboski included a timeline in the Board's packet; in 2019 the Board authorized proceeding with the eminent domain process and tonight the Board needs to exercise the takings.

Board member Constantzos moved to take by eminent domain, for all purposes for which public ways are used in the Town of Stow, including, without limitation, for the purpose of undertaking the Box Mill Road Over Elizabeth Brook Bridge Reconstruction Project, the following interests in, on and under certain parcels of land abutting or near Box Mill Road, Stow, Massachusetts, and shown more particularly on a plan entitled "Easement Plan of Land Box Mill Road Over Elizabeth Brook Stow, Massachusetts," dated June 26, 2023, prepared by Green International Affiliates, Inc., and as set forth

*more particularly on the Order of Taking as presented this evening.
Board member Birch-McMichael seconded the motion and it passed unanimously.*

Select Board Goals and Workplan

There was much discussion about potential goals for the Board, including the topics that Ms. Hegemann included for the packet as part of the TA goals. Ms. Hegemann summarized the goals as how does this Board, through Board goals or Town Administrator's goals, try to manage and work with the town to anticipate projections so people aren't caught off guard by costs. She added that town meeting needs to decide "What is Stow?"

The Board spoke about municipal trash collection. Ms. Dembkoski said that the Board of Health oversees trash in Stow; she has managed these contracts in other towns and the cost is between \$900,000 and \$1.1M for annual municipal trash in a community the size of Stow. Chair Frecha would like to explore options with other towns, such as buying an out-of-town sticker to use the Acton transfer station.

Discussion ensued about communicating with other boards and committees, and about communicating with residents. The Select Board may try again to invite committees to their meetings on a rotating basis. Currently there are multiple methods of communication for residents to be informed of what is going on in town. One of Ms. Dembkoski's personal goals is to publish a monthly newsletter, with something from every department head. It will be available on the website, and folks can sign up to have it emailed to them. The target date for the first newsletter is January.

Mr. Constantzos will submit a list of topics discussed at this meeting to the TA to be used at an upcoming meeting, which has been tentatively set for Tuesday, October 17, 2023.

Town Administrator Goals and Annual Evaluation Discussion

The evaluation form is standard and similar to surrounding towns. An "N/A" option will be added to each rating category, and a subtotal for each section. The pandemic section will be removed. Board members will fill out the evaluations based on the FY23 goals and send them to Dolores Hamilton (HR Director and Asst. TA), who will compile the results and send a consolidated review to each Board member for review and comment. Ms. Hamilton will then compile a draft report to be presented back to the Board at the September 26 meeting. Goals for FY24 is tentatively set for an October 17 meeting.

Board member Constantzos moved to approve the FY23 Evaluation Form for the Town Administrator as amended at this meeting.

Board member Birch-McMichael seconded the motion and it passed unanimously.

Potential Code of Conduct Policy for Boards and Committees

Mr. Constantzos submitted a draft of a potential policy, which is the new MIIA (MA Interlocal Insurance Association) version with the addition of section 4 "Guidelines for Individuals Speaking at Public Meetings." The Town's current personnel policies have been added, but it does not address the process if someone is violating the policy. This is only applicable to appointed boards and committees. There was a lot of feedback last year when this was discussed.

Board member Constantzos moved that the Board proceed with working on the Draft Code of Conduct policy. Board member Birch-McMichael seconded the motion and it passed unanimously.

Meeting Minutes

Board member Constantzos moved to accept the meeting minutes of the August 8, 2023 meeting as drafted. Board member Birch-McMichael seconded the motion and it passed unanimously.

Board Correspondence & Updates

The Board briefly discussed the Citizen's Petition and how the person(s) who submitted the Citizens Petition is told about STM.

Adjournment

At 9:33 p.m. Board member Constantzos moved to adjourn. Board member Birch-McMichael 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.