

AGENDA
SELECT BOARD
October 10, 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
 - o Proclamation for National Friends of Libraries Week
3. Board Member Comments
4. Town Administrator's Report
5. Appointment
 - o Approve assignment of Christopher Kusz to the role of Senior Detective through June 30, 2024
6. Discussion and Possible Vote
 - o Special Event Permit – Fall Festival at Stow Acres, Sunday, October 29, 2023, 1 p.m. to 4 p.m.
 - o Special Event Permit – Stow Gobbler, Thursday, November 23, 2023, 8 a.m. to 11 a.m.
 - o Town Administrator's Performance Evaluation
 - o Discuss and vote on Common Road
 - Recommendation of TSAC to make Common Road a one-way
 - Request for 2 to 5 feet to come from the common to add defined and marked parking
 - o Police Chief to request change to 9.05 Wellness Program
 - o Accept donated Workout Exercise Cage from Robert Webster for the Police Department
 - o Authorize the Chair to execute an application for up to a \$500,000 Green Communities Competitive Grant for the library project
 - o Discuss request of Massachusetts Select Board Association seeking feedback on changes to benefit cities and towns
 - o Discuss a Residential Tax Exemption
7. Meeting minutes
 - o September 26, 2023
8. Board Correspondence & Updates
9. Adjournment

Posted Thursday, 10/5/2023
1:45 p.m.

Correspondence Received:

10/2/23 from Rich Eckel; thank you to the highway department

9/25/23 from Richard Rollins; meeting packet for 9/26/23 meeting

Flyer for 10/18/23 Stow Acres North Course Public Forum via Zoom at 7 p.m.

Flyer for 10/29/23 Fall Festival at Stow Acres from 1-4 p.m.

9/26/23 Board of Appeals 9/11/23 Notice and Decision Lot 32, Packard Road

9/26/23 Board of Appeals 9/20/23 Notice and Decision, 73 Kingland Road

9/22/23 from Kerry Morris of Comcast; Subscription Video on Demand Name Change

RECOGNITION

Proclamation for National Friends of Libraries Week



Select Board

Town of Stow, 380 Great Road, Stow MA 01775

Tel: 978-897-4515 | selectboard@stow-ma.gov

PROCLAMATION

National Friends of Libraries Week

October 15 - 21, 2023

WHEREAS, Randall Library Friends Association raises money that helps our library provide additional programming, much needed equipment, support for children's summer reading, and special events throughout the year; and;

WHEREAS, the work of the Friends highlights how our library is a vital and vibrant part of the community providing opportunities for all ages to engage in the joy of lifelong learning and connect with the thoughts and ideas of others from ages past to the present; and;

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library get the resources it needs to provide a wide variety of services to our community including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Select Board does hereby proclaim October 15 -21, 2023, as

National Friends of Libraries Week

in the Town of Stow and that all residents are encouraged to support the Randall Library and to explore the wealth of resources available on-line or in person in their temporary location.

*Signed this day, the 10th of October 2023 by
Members of the Select Board of Stow, Massachusetts*

APPOINTMENT

Christopher Kusz
to the role of Senior Detective
through June 30, 2024



Town of Stow
POLICE DEPARTMENT

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



Michael Sallese
Chief of Police

October 4, 2023

Select Board
Town of Stow
380 Great Road
Stow, MA 01775

Dear Selectboard,

On September 30, 2023, Senior Detective Brendan Fitzpatrick resigned from the Stow Police Department to pursue a career change with the Boston Fire Department. This resignation opens his position of Senior Detective.

As per Article XXI, Section 2 of the agreement between the Town and the Union,

"Section 2.

The Town shall establish the following additional compensation for the position of Junior Detective and Senior Detective, such Officer/Detective being designated by the Chief of Police with the approval of the Select Board."

I am requesting your approval to designate Christopher Kusz from Junior Detective to Senior Detective.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Sallese".

Michael Sallese, Chief of Police

DISCUSSION & POSSIBLE VOTE

Special Event Permit

Fall Festival at Stow Acres

Sunday, October 29, 2023
1 p.m. to 4 p.m.

Stow Conservation & Recreation
(no rain date – event inside if it rains)

The application was circulated to appropriate staff, and there are no concerns.

Comments:

- From Chief Sallese: I would request that with the amount of people that will be crossing that signs and cones be placed along the road crossing. If the expectation that the crowds will be larger than what is on the application, then I would request an officer be present at the crossing.
- From Chief Benoit: We do not have concerns at this time if the event is held outside as planned. As noted on the permit application that there is a rain option, if this is accurate I would like to see a layout of the event.



Town of Stow

Special Event Permit

For: Sunday, October 29, 2023

Kathy Sferra and Laura Greenough, as representatives of Stow Conservation and Stow Recreation, are granted permission to hold the Fall Festival at Stow Acres event on Sunday, October 29, 2023, beginning at 1 p.m. to approximately 4 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 any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event;
- 3) 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;
- 4) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 5) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 6) These stipulations, made upon approval, have been met:

As approved by the Select Board on October 10, 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: Stow Conservation/Recreation Non-Profit Profit

Address: Stow Town Building City: Stow State: MA Zip: 01775

Tax ID #: _____ Applicant name: Kathy Sferra/Laura Greenough

Phone: 978-897-8615 Email: conservation@stow-ma.gov
recreation@stow-ma.gov

Web Site: www.stow-ma.gov

Event Manager: Kathy Sferra Contact Info: N/A 978-897-8615

Other Contact person/s: Laura Greenough Contact Info: 978-637-2984

Event Information

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

Other (specify) _____

Event Title: Fall Festival at Stow Acres

Start Date & Time: 10/29/23 1pm End Date & Time: 10/29/23 4pm

Estimated Attendance: # 100-200 Admission Fee: none

Open to the Public: Yes No Rain Date & Time(s): N/A

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): Stow Acres (town land) Northcarse

Set Up Date/Time: 10/29/23 12-1pm Break Down Date/Time: 10/29/23 4-5pm

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="radio"/>	<input checked="" type="radio"/>	Food Concession and/or Food Preparation <i>(free donuts, cider, apples, candy)</i>
<input type="radio"/>	<input checked="" type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input type="radio"/>	<input checked="" type="radio"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input type="radio"/>	<input checked="" type="radio"/>	First Aid Facility(ies) and Ambulance (s)
<input type="radio"/>	<input checked="" type="radio"/>	Banner(s) and/or Sign(s) – <i>requires prior approval</i>
<input type="radio"/>	<input checked="" type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i> <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>15</u>
<input type="radio"/>	<input checked="" type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="radio"/>	<input checked="" type="radio"/>	Does your event require electricity? <i>Source:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s) <i>Some</i>
<input checked="" type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> <u>Tables may have 10x10 canopies</u>
<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) <i>(Trash cans)</i>
<input type="radio"/>	<input checked="" type="radio"/>	Toilet(s) – <i>approximate number/vendor:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input checked="" type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

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

Signature of Applicant:

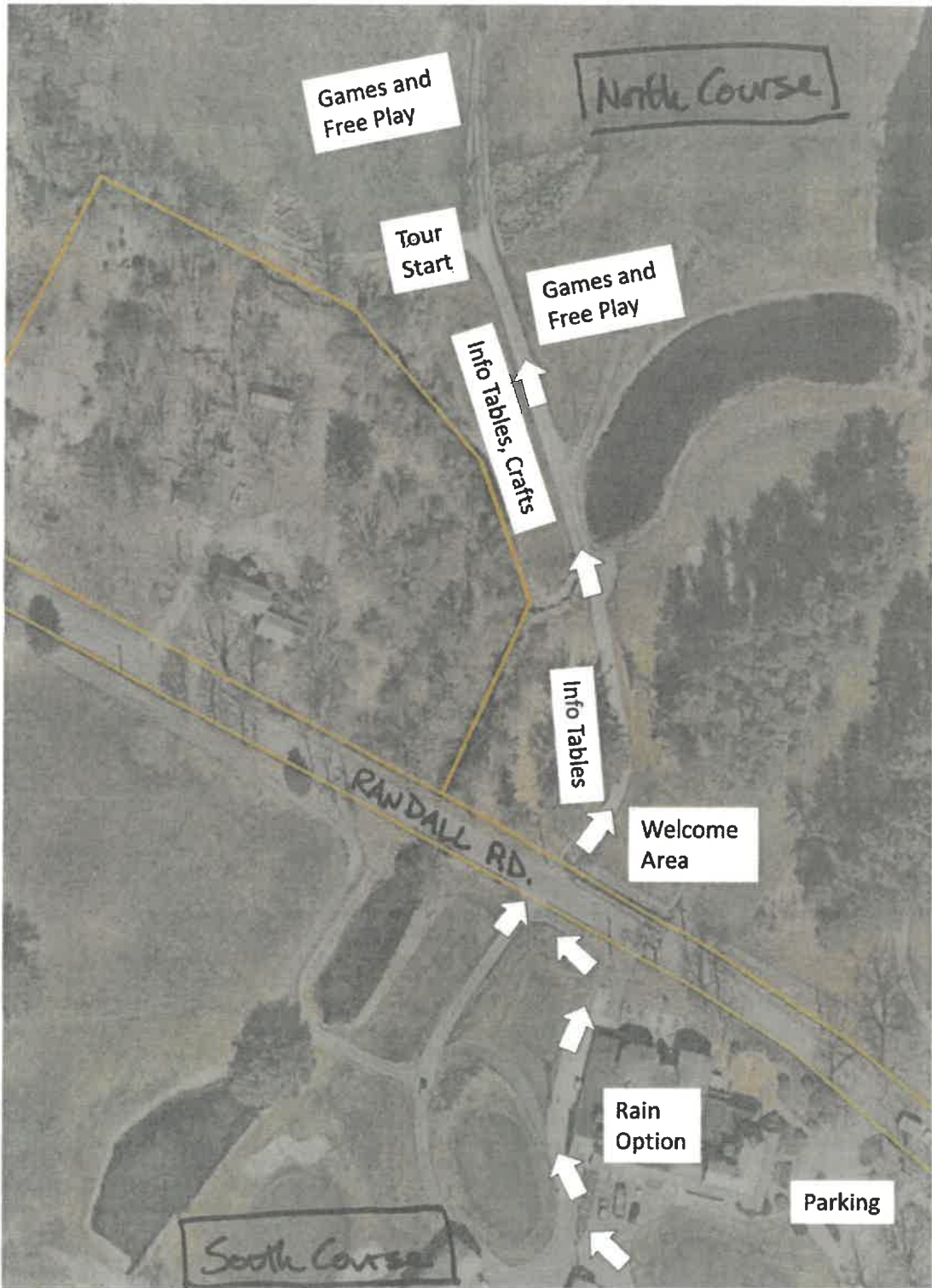
Kathleen Sferra
Kathleen Sferra

Date:

9/21/23

Printed Name:

Fee Paid:



Special Event Permit

Stow Gobbler

Thursday, November 23, 2023

8 a.m. to 11 a.m.

Stow Community Chest
Kaitlyn Smith and Adrienne Hoey

The application was circulated to appropriate staff, and there are no concerns. Bose has authorized use of their lot at 688 Great Road, and the pavilion at Stow Community Park has been reserved.

Comments:

- From Chief Sallese: The operation plan attached with the details are what will be required from the police department.
- From Chief Benoit: The Community Chest has contacted the Fire Department for a EMS detail for the event. We do not have any concerns at this time for this event.
- From Highway: No concerns; we will try and get out there and make everything as safe as we can a day or two before.

Pending:

- Certificate of Insurance has been applied for with USA Track & Field and it will be sent when coverage renews on November 1, 2023.



Town of Stow

Special Event Permit

For: Thursday, November 23, 2023

Kaitlyn Smith and Adrienne Hoey, as representatives of the Stow Community Chest, are granted permission to hold the Stow Gobbler on Thursday, November 23, 2023, beginning at 8 a.m. to approximately 11 a.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 October 10, 2023:

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark

Hector Constantzos

John Toole

Stow Gobbler 2023

The Stow Community Chest (SCC) is excited to bring back the beloved Stow Gobbler 5k for 2023.

The race will start at 8:00 am on Thanksgiving morning, 11/23/23. Please see supporting documents for the safety plan, course description, USTAF sanctioning, and use approvals.

Access to the start/finish lines are accessible via Bose Parking lot which contains handicapped parking spaces and flat, clear roadways for access. We will have a total of (5) porta-pottys located adjacent to the finish line. Of these, 1 will be an accessible unit.

The SCC will provide trash receptacles for the Gobbler. These will be located in the pavilion area for registration, at the start line, and (2) at the finish line by the refreshments and the porta-pottys. We will remove the bins and dispose of the trash after the event is complete.

We will have refreshments at the finish line. These will be available to all participants. Pre-packaged food and water bottles will be provided.

There will be a Stow Community Chest Banner, roughly 3' x 6' hung in the SCP pavilion during registration. We are planning on having custom flags to help mark the start/finish line. We'll have (2) units, 7'-5" high. Along the race course, there will be yard signs marking the course, as well as advertising for the Gobbler sponsors. All signage will be set up the morning of the race and will be removed following the completion of the event.



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 Community Chest Non-Profit Profit
Address: P.O. Box 392 City: Stow State: MA Zip: 01775
Tax ID #: 04-2794423 Applicant name: Adrienne Hoey
Phone: 203 606-8745 Email: adrienne@stowcommunitychest.org
Web Site: https://www.stowcommunitychest.org

Event Manager: Kaitlyn Smith Contact Info: kaitlyn@stowcommunitychest.org
Other Contact person/s: Adrienne Hoey Contact Info: adrienne@stowcommunitychest.org

Event Information

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

Other (specify) _____

Event Title: Stow Gobbler

Start Date & Time: Nov 23, 2023 8am End Date & Time: Nov 23, 2023 11:00am

Estimated Attendance: # 1000 Admission Fee: \$35

Open to the Public: Yes No Rain Date & Time(s): N/A

Requested Location: Community Park Center Park Pompo Field

Check all that apply: Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____ Race starts at community park pavilion and ends at Bose. Parking will be at Bose

Other (specify): _____

Set Up Date/Time: Nov 23, 2023 6:30am Break Down Date/Time: Nov 23, 2023 11am

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food Concession and/or Food Preparation <i>yes - food is unopened.</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Please specify method: <input type="radio"/> Propane Gas <input checked="" type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol served - <i>Requires approval from the Select Board</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Banner(s) and/or Sign(s) - <i>requires prior approval</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure(s) - <i>list streets: See SPD Traffic Plan</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event have animals? <i>If yes, specify: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will your event require lights? <i>If so, specify hours: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number? _____</i>
<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? <i>Source: _____</i>
<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) - <i>describe dimensions: _____</i>
<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Toilet(s) - <i>approximate number/vendor: 5 located at finish line - CSI Septic Services</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stage(s) - <i>indicate dimension: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainment - <i>describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides - <i>list and describe: _____</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable Device(s) - <i>list and describe: _____</i>

Other Permits

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

Insurance Requirements

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

Affidavit of Applicant

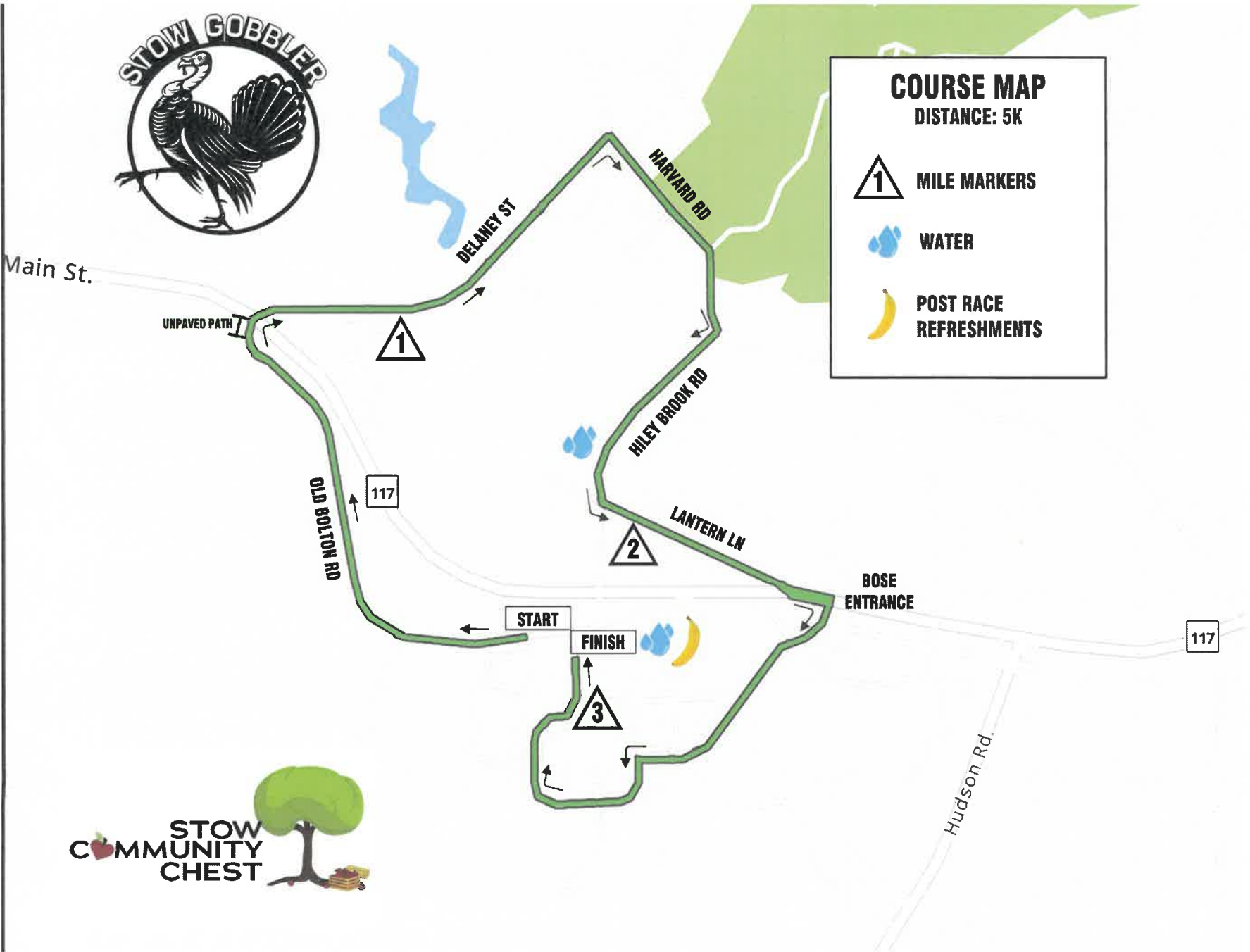
My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Stow as they pertain to the requested usage. The permit, if granted is not transferable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

Signature of Applicant: A. Hoey Date: Sept 18, 2023
 Printed Name: A. HOEY Fee Paid: \$0



COURSE MAP
DISTANCE: 5K

-  MILE MARKERS
-  WATER
-  POST RACE REFRESHMENTS





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 PLAN

Prepared by Chief Sallese, Bolton Lt. Hamburger, organizer Stow Community Chest (SCC)

16th Annual Stow Gobbler 5k

Thursday, November 23, 2023 Thanksgiving Day

The Stow Gobbler is a community race and 5K fun run held every Thanksgiving Day at 8 am in the town of Stow, Massachusetts. It is organized by the SCC and benefits recipients of grants awarded by the SCC. The Stow Gobbler is sanctioned and certified by the USA Track & Field Association. This year the race is planning on hosting around 1,000 runners.

Contact info: Email stowgobbler@gmail.com

Kaitlyn Smith

Adrienne Hoey

Pre-Event Meeting at 7:30am the day of the race at the Stow Police Department with all Officers to receive their location and cruiser assignments. Bolton Officers will be given Stow Police Radios for communication between departments.

PARKING

Detail and Patrol Officers will direct individuals who wish to park their vehicle to the following location:

Bose Corporation-688 Great Road, Stow, MA 01775

Pre-Race Preparations

One week prior, one day, and the morning of the Race, Stow Police Department will communicate on Facebook, Twitter the route and other traffic delays to public. Also, these postings will be shared by the Bolton Police Social Media outlets.

The course will be marked with signs and arrows on the side of the road with course monitors at each turn. Flyers will be included in the Stow Independent Newspaper and the Stow Recreation brochure, distributed weeks before the race announcing the race date and course. The local community groups have been notified. (to be completed by race organizers)

No Parking signs to be placed either morning of/ or evening before race by Stow Police Department

- a) Old Bolton Road, Starting at the intersection of Old Bolton Road and Hiley Brook to the intersection of Old Bolton Road and Maple St.

Race set up begins at 7:45am, Old Bolton Road will be shut down from 7:45am until 8:10am (approximately) as this is when racers begin to setup for the start of the race. Two cruisers will be in the roadway parked at Bose Entrance on Old Bolton Road at 7:45am to prevent vehicles from travelling on Old Bolton Road west. One cruiser (Patrol #2) will be blocking Maple St at Old Bolton Road (see assignments below)

Timing equipment begins getting set up at 6:30am, light traffic is allowed over the timing equipment and Old Bolton Road will NOT be needed to shut down while the equipment is being setup.

Volunteers will be set up along race route to assist runners. All Volunteers will be instructed to dial 911 for any emergency.

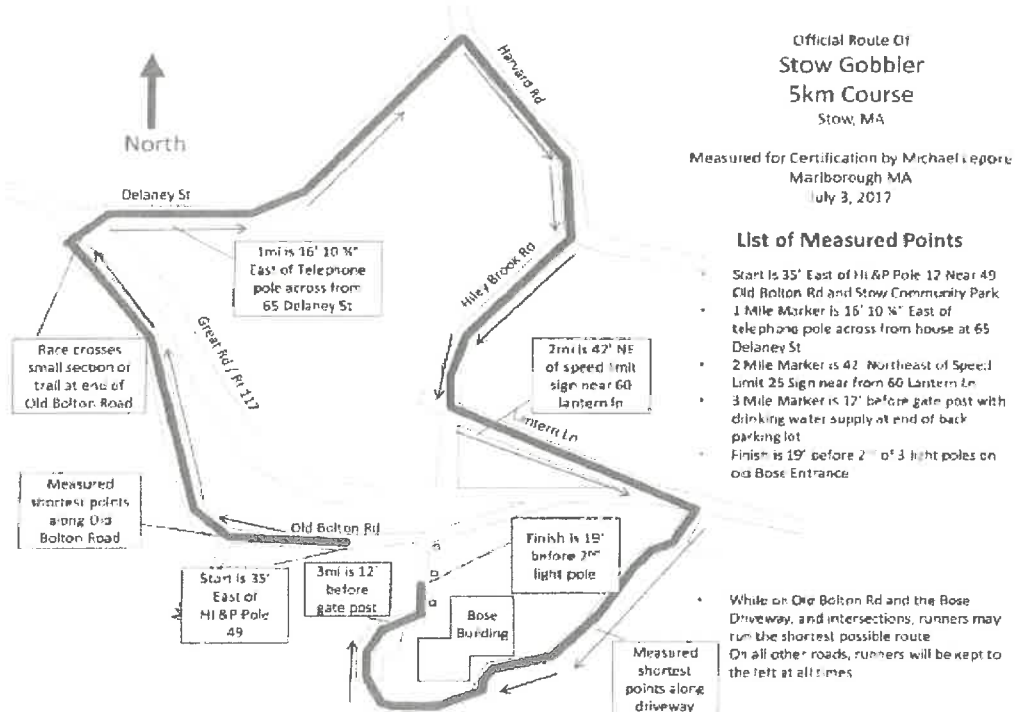
5K WALK AND 5K RUN AND RECREATIONAL WALK

- Walkers and Runners both Start at 8am

<i>Cruiser Officer</i>		<i>Location</i>
Bolton PD	Bolton Detail #1	A) East End Road (east bound) B) Once all walkers/runners are on Delaney, Go to Hiley Brook at Lantern Lane, Stow to Assist.
Stow	Detail #1	A) Leads the Race from Great Road at Delaney St to Finish line, Once runners are on Harvest Rd (Bose Driveway) assist SD#2 with Lights at Harvest Rd.
	Detail #2	A) Behind Runners at Old Bolton Road B) Once race begins moves to Lantern Lane at Great Road

- Patrol #1
- A) Behind Runners at Old Bolton Road
 - B) Once race begins follow last runner to end of Old Bolton Road, once last runner crosses 117, resume normal patrol to handle calls.
- Patrol #2
- A) Block Maple at Old Bolton preventing cars from heading down Old Bolton, Once race starts and Patrol 1 passes your location,
 - B) Head to Delaney St and follow last runner/walker to Harvard at Delaney,
 - C) Once at Detail 3 location (Delaney at Harvard), resume normal patrol to handle calls.
- Detail #3
- A) Harvard Road at Delaney, (when racers are on Harvard or Delaney no vehicles on either road, once all racers are on Harvard, traffic can be sent down Delaney)
 - B) Once Patrol 2 arrives, follow last runner/walker to finish line.
- Detail #4
- A) Harvard Road at Hiley Brook.
 - (when racers are on Harvard, no north bound traffic allowed on Harvard), (when racers are on Hiley Brook, no traffic allowed on Hiley Brook)
 - B) When Detail 3 arrives, assist following last runner/walker to finish line.

Map of Course



Town Administrator's Performance Evaluation

**TOWN OF STOW
TOWN ADMINISTRATOR
PERFORMANCE EVALUATION**

INTRODUCTION

A performance evaluation of the Town Administrator can result in substantial increases in municipal productivity. The evaluation process itself enhances communication with the governing body and strengthens the management team.

A positive or constructive evaluation will instill confidence in the Town Administrator and motivate that individual to a higher level of performance. The evaluation can identify real or perceived problems and give the team an opportunity for corrective action before the problems cause serious discord.

The evaluation session must reflect the thinking of the entire governing body. A carefully constructed evaluation process can be a very positive tool; it must be taken seriously and used wisely.

FREQUENCY OF EVALUATION

A comprehensive performance evaluation should take place at least annually. The annual evaluation should be scheduled well in advance to permit preparation time and to avoid having an evaluation scheduled due to a single problem.

Ample time should be scheduled for each step in the evaluation process. Hurried sessions will not encourage communications, team building or the identification of problems.

THE EVALUATION PROCESS

Section I.

Each member of the Select Board is to evaluate the Town Administrator on each of the items listed, by circling the appropriate number rating. Also provided under each major point are lines for comments. These written comments are essential in providing explanations for a rating given.

RATING

- 1 – Unsatisfactory
- 2 – Needs Improvement
- 3 – Satisfactory
- 4 – Good Performance
- 5 – Outstanding Performance
- N/A – Not Applicable

Section II.

Each member of the Select Board will list their overall comments.

Section III.

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator)**

SECTION I.

DECISION MAKING – The Town Administrator must have the ability to make sound decisions and solve difficult problems.

Denise excels at looking at the whole problem, researching all available options, and she knows the pros and cons of each option, explaining each one. She shows sound judgement when looking at every problem, evaluating it fiscally as well as fairly, presenting the solution that makes sense for the town. She listens to alternate points of view and when appropriate, adjusts her position based on the new data or information. Denise shows sound judgement and makes good decisions in a crisis and in normal circumstances, although at times may not have all the facts.

Average rating: 4.9

COMMUNICATION – The Town Administrator must be effective with the residents, staff, news media, and elected officials.

Denise puts great effort into communicating all available information as is practical. She has exhibited a level of transparency and open-mindedness rarely seen. “Discussions with Denise” is an example of how she goes above and beyond to communicate with residents. She maintains an open-door policy and answers questions promptly even if to say she will look into it.

Denise is well informed and listens to other points of view. She does have strong opinions on some topics based on her knowledge and experience but will try to consider opposing viewpoints. She is communicative, compassionate, focused and seemingly equitable. She focuses on the issues, not the personalities.

Average rating: 4.8

PERSONAL DEVELOPMENT – An effective policy maker must develop personal characteristics which are conducive to the smooth operation of the governing body and government.

Denise is always striving for professional excellence and taking a truly positive approach to her position. She is always respectful, thoughtful, and calm, has a sense of humor and works to make sure things run as smoothly as possible. Denise is incredibly approachable and available to answer questions. She is a very hard worker in that she sets the tone for how she expects the rest of the departments to run. The top-down leadership, leading by example with diligence and a can-do attitude, has had a positive effect on the inner workings of the various departments in town. She creates opportunities to hear from all parties, listens and takes feedback under advisement. On occasion if someone points out she has the wrong information or may have come to the wrong conclusion, she isn't as receptive as she could be, and could more open to the possibility that a mistake may have been made.

Denise puts obvious and great effort into her education and expanding her knowledge and the town benefits from it. It is no surprise that she was elected as the President of the Small Town Administrator's Association through the MMA, as she is a natural leader.

Average rating: 4.7

PLANNING – In order for the government to be efficient and meet its future needs, decisions must be deliberate rather than reactionary. Planning is the instrument of deliberate action.

Denise always has the big picture in mind and exhibits a real understanding of long-term and short-term goals. She has excellent knowledge of the town's finances and municipal funding ideas, often finding innovative ways to accomplish goals. Denise appears to have a solid grasp of planning for long-term purchasing, maintenance, and replacement. She has proposed several improvements to our town government and resources which are multi-step processes. She has shepherded the town boards through the steps, explained the process as she goes for those who did not see the full multi-part plan. Example: the current consolidation to create DPW. Her paths are well researched and often right on the money. The budget is a balancing act of planning for future growth while creating efficiencies by increasing productivity and eliminating redundancies. The Town of Stow is truly better having her as the shepherd of this process.

Average rating: 5.0

LEADERSHIP/SUPERVISION – The ability to guide the government forward and effectively supervise staff is crucial to growth and progress.

The Select Board does not see the day-to-day working relationships with the municipal staff but through the Employee Appreciation events, the Board can see that Denise has created a fair and equitable environment for staff who feel valued. She has developed good workplace policies, a code of conduct and good benefits for the staff. Denise clearly respects employees, interacts with staff frequently and regularly recognizes excellent performance. Employees feel valued and morale has improved. Staff are comfortable bringing new ideas forward to Denise.

Average rating: 4.9

UNDERSTANDS ROLE – The role and function of a Town Administrator is generally well defined in the Town Charter. Serious problems arise when an Administrator does not understand that role or exceeds his/her authority.

Denise has clearly shown she understands Stow's form of government. She is well versed in the proper chain of command and the principles that govern the various bodies of town government. At times she has gone directly to staff rather than the chair of the committee for information related to committee concerns and should communicate with the chair.

Denise is not shy about sharing her opinion on various matters. She is aware of what her role is in certain aspects of the position. I have the utmost appreciation for her knowledge of municipal government and how she obviously respects the rules set in the Charter. She is well versed in the parameters of her role; she does not allow her opinions to sway her outside of the bounds of her role.

Average rating: 4.7

TEAM PLAYER – Excellence in government requires teamwork. A good team member must constantly strive to cooperate with other members of the governing body.

Denise gets high marks for being a team player with the Select Board. She actively participates, manages conflict and is always thinks about how to be efficient and effective. She is always ready to work toward common goals, is fair and quick to recognize others. Denise encourages people to work together and accomplish a task, she often adds herself to the team. She is aware of the contributions of others, including their strengths and weaknesses. She makes an effort to support the health and productivity of the team.

She has excellent knowledge of most aspects of municipal government but is also willing to find the correct information for any question she can't answer at the moment. More input is needed for board appointments. This does not have to do with Denise personally, but there needs to be broad input, including meeting with applicants and reviewing their qualifications.

Average rating: 4.8

CONDUCT AT MEETINGS – The success of a local government depends on the productivity of the meeting of the governing body.

Meetings are another area that Denise excels at leading by example. She is always prepared, very concise and is an active participant when appropriate. Denise always has the big picture in mind. She is excellent at guiding the Board, listening to the Board, providing responses to questions, correcting misunderstandings in a professional manner and always waiting to be recognized before speaking. She guides us and makes sure we follow the open meeting law.

Average rating: 5.0

ETHICS – A responsible Town Administrator adheres to a set of standards which are above reproach, consistently upholds the public trust.

Denise is incredibly knowledgeable about the inner workings of municipal government. She is also well-aware of the gray areas and operates on a strict moral and ethical code. Denise has exceptionally high standards. She has a strong moral compass and takes deliberate care to uphold the public trust. She truly embodies the values of a public servant and is an asset to the Town of Stow.

Average rating: 4.9

SECTION II:

Are there any other or overall comments you wish to make on a) strengths of the Town Administrator, b) areas where improvement is needed, c) on other relevant aspects of the Town Administrator’s performance or d) general managerial skills?

COMMENTS:

Denise was a great choice to become Stow’s Town Admin. She is an excellent leader who is always well informed. She is truly committed to Stow as demonstrated by her willingness to do “whatever it takes” attitude in a positive approach to resolving complex issues while moving Stow forward. She is truly working for a better Stow; she demonstrates it daily in the work that she does. She is constantly pushing herself and others around her to be better, she does this in a positive manner, and I am so grateful that we have her in this town.

As a Board member I feel valued and heard and appreciate Denise’s ability to answer questions. At times, it is clear she does not like having her decisions questioned, but she is learning to accept that it is a normal part of running a town. She is professional, has integrity and stays current with professional, legal, and regulatory changes. Denise is innovative and committed to transparency, guiding us through some challenges with grace. She is genuinely committed to the excellence of our town’s well-being. I look forward to her being in this town for many years and the many benefits the town will get from her.

Section III.

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator – they will be compiled and brought forth to the whole Board)**

Overall Rating: 4.9

Date

Signature of Evaluator
(Member of the Select Board)

Date

Signature of Town Administrator

Discuss & Vote on Common Road

- Recommendation of TSAC to make Common Road one-way
- Request for 2 to 5 feet to come from the common to add defined and marked parking

Memo

To: Select Board
CC: Denise Dembkoski – Town Administrator
From: Traffic Safety Advisory Committee
Date: October 4, 2023
Re: Recommendation on Changes to Common Road

The purpose of this memo is to recommend the Select Board authorize specific changes to Common Road following the October 3, 2023 public forum held on the matter. At the public forum, the Traffic Safety Advisory Committee presented four alternatives to the existing traffic pattern on Common Road in order to provide a safer roadway for all users. At the conclusion of the meeting, the Committee took the following vote:

Chief Sallesse moved that the Traffic Safety Advisory Committee recommend to the Select Board that Common Road become a one way using Alternative 1. Valerie Oorthuys seconded the motion adding that other measures such as striping, speed tables and sidewalks be considered with Alternative 1 as well.
VOTED: 3-0 Unanimously in favor: Chief Benoit- Yea; Valerie Oorthuys – Yea; Chief Sallesse –Yea

Alternative 1, shown below, provides for a one-way traffic pattern for the segment of Common Road from the west of the intersection with 117 westbound to Library Hill Road. This alternative allows for two-way vehicular traffic at the eastern most entrance to the First Parish Church parking area.

Thank you for the opportunity to provide comment on this decision.



Police Chief to Request Change to 9.05 Wellness Program



**Town of Stow
POLICE DEPARTMENT**

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



Michael Sallese
Chief of Police

October 4, 2023

Select Board
Town of Stow
380 Great Road
Stow, MA 01775

Dear Select Board,

In January 2023, this board accepted and approved Policy 9.05 Wellness Program. This program was developed together between employees, police administration using best practices, training and experience. This program is designed to promote healthier lifestyles and allow for increased physical fitness for all department personnel. Advantages achieved by such a program include a healthier workforce, both mentally and physically, a physically competent workforce, improved employee morale and the potential to reduce health care costs. This program also was designed to mitigate the critical impact that stress related work conditions can have on police officers and dispatchers. These negative results of work-related stress have been well documented through years of scientific research. It is also designed to reduce sickness, injury and a participant's sick time usage.

Completing a review of the program and speaking with all department members, a request has been made to change the 30 minutes of work out time to 60 minutes. Employees are reporting that changing rushing before and after a workout has reduced workout times to less than 20 minutes.

I have been requested to increase the time from 30 to 60 minutes of time to be able to work out, this includes the time to change before and after. All other parameters and restrictions are still in place. Since the policy was introduced, no reduction in response times or services has taken place. I support the request by the officers to have the policy changed. As you can imagine, both unions have seen the draft changes and are in approval of the change.

Respectfully submitted,



Michael Sallese, Chief of Police

Stow Police Department

WELLNESS PROGRAM

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 9.05	ISSUE DATE: 1/24/2023
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:	EFFECTIVE DATE: 1/24/2023
	REVISION DATE: _____

1. Policy Purpose

The Stow Department's Wellness Program is a collaborative effort between the department administration and its fellow employees, this includes full-time, part-time, dispatchers. The Stow Police Department recognizes the importance of the well-being of our officers due to the severe strains police work can have on both physical and mental health. This program was designed to promote healthier lifestyles and allow for increased physical fitness for all department personnel. Advantages achieved by such a program include a healthier workforce, both mentally and physically, a physically competent workforce, improved employee morale and the potential to reduce health care costs. This program also was designed to mitigate the critical impact that stress related work conditions can have on police officers and dispatchers. These negative results of work-related stress have been well documented through years of scientific research. It is also designed to reduce sickness, injury and a participant's sick time usage.

2. Policy Statement

The Stow Police Department recognizes the physical and emotional demands placed upon police officers in the performance of his or her duties. It is the policy of the Department to pursue proactive measures which assist officers in maintaining healthy lifestyles. It is widely recommended that individuals exercise on most, if not all, days of the week. In order to assist in promoting a beneficial exercise program to suit individual health and needs, the Stow Police Department allows for a voluntary exercise workout program for its members. The program is designed to allow officers, when proper coverage exists, up to 60 minutes of cardiovascular workout or strength training time in an eight hour shift. This time includes showering and changing time.

3. Wellness Officer

A Wellness Officer will be appointed by the Chief of Police from volunteers of any rank who express an interest and approach the Chief. The goal of the Wellness Officer is to promote healthy lifestyles through education on matters such as diet, sleep habits, and fitness to act as a liaison to those who need help with the aforementioned areas as well as substance abuse and mental health. The Wellness Officer will update the Chief on new programs and opportunities for the department's participation in activities including but not limited to; hiking, road races, yoga, and other competitive activities where members can participate together, outside of work hours. The Department and the Wellness Officer will also work together to help maintain the gym equipment and update items as needed and as funds allow. The appointment of a Wellness Officer does not infer any rank, privileges or added compensation beyond what is agreed for in the CBA between the Town of Stow and local unions. The Wellness Officer will report any injuries, health concerns, substance abuse, or mental health concerns to the Chief. This initial reporting will be to provide services to those officers who need help, also ensuring that the Town, Officers and Dispatchers 111f, FLSA and FLMA rights are adhered to.

4. Procedures

- A. **Time Allotment:** Up to **sixty 60 minutes** of workout time may be allotted per eight-hour shift. This allotment includes the time necessary for changing, showering, and returning to duty. Any officers who work less than an eight-hour shift will not be eligible to exercise for that shift. No work out time will be allowed at the beginning or the end of shift.
- B. **Location:** All workouts must take place inside the Stow Police Fitness Facility.
- C. **Participation and Control :**

The Stow Police Department's Wellness Program is a voluntary program in which the Chief of Police has complete control. The Chief of Police may, at their discretion, remove personnel from the program for any non-discriminatory reason, modify the program, or eliminate the program for any reason at any time. Any such change, removal, modification, or elimination is not subject to appeal or grievance.

All participants will sign and submit the following to the Chief of Police or their designee prior to participating in the program. This waiver must be signed once per calendar year.

Waiver of Liability Form

It should be noted that the Waiver of Liability form addresses civil liability claims and anyone injured while participating in this program. By signing this waiver, the employee waives their 111f benefit while exercising on duty. It is also agreed that the employee would not be eligible for 111f benefits, if injured while working out, due to exercising on duty not being considered "performance of duty". However, any employee eligible for the "Heart Bill" would still receive this benefit under MGL c 32 s 94.

These forms will be placed in the employees medical file by the Chief. Supervisors must ensure that when allowing an employee to exercise on duty that they have already signed the waiver.

All officers and dispatchers participating in the program must recognize that participation is a privilege, not a right. A member's privilege to participate may be revoked by the Chief of Police or his/her designee due to sick time issues, if the officer is having other job performance related issues, or for other reasons deemed appropriate by the Chief of Police. Any officer found to be abusing the privilege, or otherwise not abiding by the policy, will have his or her right to participate suspended or revoked. The suspension or revocation of the privilege to participate will not be subject to appeal or any grievance procedure by any member.

- D. **Requesting Workout Time:** All requests for workout time should be made with the direct Sergeant of the shift. If no Sergeant is on, the Senior Officer will decide if work load will allow workout activity. The Sergeant or Senior Officer may deny workout time if staffing or other shift activity does not allow for it. It is understood that every effort will be made to accommodate officers and dispatchers; however, the efficient operation of the Department always takes precedent. Therefore, on any shift that only one officer is on duty, no workout time will be granted for personnel.
- E. **Participant Responsibilities:** It is the responsibility of the officer, prior to taking workout time, to notify the dispatch center, Sergeant or Senior Officer. Officers and dispatchers will ensure that the dispatch center knows they are "out of service" during that period of time. At the conclusion of the workout, officers and dispatchers will notify all of the above that they have completed their workouts and are ready to resume duty. Officers and dispatchers maybe recalled to handle calls for service or other essential job functions and their workout may be cancelled at any time during their workout.

Any and all injuries sustained during the program will be immediately reported to the Officer in Charge.

All participants are expected to abide by this policy; a failure to do so may result in the Chief of Police or her designee suspending or revoking an officer's privilege to participate.

Equipment is not to be removed from the exercise room without permission. Users are responsible for cleaning equipment they use with the provided disinfectant, and for replacing all equipment to appropriate areas of the exercise room.

Shoes are required to be worn at all times while in the exercise room, and no personal property (i.e. weight lifting belts, gloves, head phones, etc.) will be stored in the room for future use without permission. A stereo will be permitted but cannot be played at a level that would drown out the ability to hear your department radio, which will be required to be in the room with you.

All equipment will be used in a manner that adheres to the equipment specifications and design.

Any broken or unsafe equipment should be reported to the Wellness Officer.

- F. **Type of Exercise:** Exercise under this program may include, but is not limited to, cardiovascular activities and weightlifting. Employees must always use due care and diligence when choosing and performing their workout activities. No heavy weights should ever be utilized without the presence

of a spotter. Safety is paramount at all times. Employees may seek the assistance of the Wellness Officer to help develop an exercise plan that best meets the needs of that individual officer.

G. **Program Evaluation:** The Stow Police Department's Wellness Program will be evaluated by the Chief of Police or their designee as well as the Wellness Officer on an ongoing basis. The evaluation shall consist of sick-time usage reports, levels of participation, and general guideline adherence. The evaluation shall also include feedback from personnel, including positive ways to impact the program. The final determination of any modification to the program resides with the Chief of Police.

H. **General Rules:** Members of SPD who participate in the Wellness Program must abide by the following rules. Failure to do so may result in that individual officer's removal from the fitness program or the removal of the entire program.

- Employees must actually be exercising while participating in the program. Failing to exercise during the 60 minutes is unacceptable and no replacement activity or break will be allowed in its place.
- Employees must wear appropriate workout attire and are not allowed to exercise in uniform.
- When a detainee is in the cellblock, Employees may not engage in this program.
- Employees must have their portable radios with them during exercise time and must be attentive to shift activity. If activity increases significantly, the Employees should stop working out and return to service on their own initiative or at the direction of their supervisor.
- Officers are expected to work with dispatchers and answer the phones so dispatchers can have time to benefit from the Wellness Program
- This program is at the discretion of the Chief of Police. It may be removed at any time.

5. Abuses

The Stow Police Administration, Supervisors, Patrol Officers, Dispatchers and all other employees agree to monitor for abuses of this privilege and take appropriate corrective action. If the corrective steps are taken and the abuse continues the matter will be referred to the Police Administration to handle.

6. Check up from Neck Up, Wellness Days

The department will be offering an opportunity to earn up to one (1) wellness day, offered in two four hour blocks per fiscal year (July 1 – June 30) by volunteering to receive a mental health checkup, one or two times during the year. For each mental health check up with a licensed professional of your choosing, you will receive a wellness comp time to be used under the same guidelines as our vacation/comp days and to be considered as awarded comp time not earned comp for compensating the

total time. We will only require that you provide documentation from the qualified professional that you were seen and attended a full session (approx. 45-60 mins). If your healthcare provider only allows tele-health, that will be allowed, but in-person is preferred. There is no restriction on the time frame for your two sessions other than it being within the fiscal year. These days will not be allowed to be carried over into another fiscal year and cannot be cashed out.

Documentation will need to be provided to the Chief of Police, that a visit was made, a note from the clinician stating the employee attended.

We want to continue to reduce the stigma for police officers and their mental health by opening the door to this type of program. Each sworn member of the department may, on their own seek a therapist with the following criteria:

Qualifications of a licensed clinician: Licensed Psychologist (LP), Licensed Mental Health Clinician (LMHC), Licensed Independent Clinical Social Worker (LICSW), Psychiatrist, Psychiatric Nurse Practitioner.

Benefits of 1 – 2 yearly wellness checks: “A wellness visit with a licensed clinician offers an officer and dispatcher an opportunity to review health coping strategies, review current stressors, and find ways to implement preventative behavioral medicine in order to subvert any potential for future mental health problems. In other words, by attending a wellness check, an officer has an opportunity to truly determine their current mental health status, predict future obstacles, and to learn new tools (i.e., coping strategies) for their emotional tool box. 1 – 2 visits a year are enough for a licensed clinician to give a check-in with an officer, and make good long-term recommendations for continued success and prevention of the development of psychopathology (i.e., mental illness).” - Laurence M. Kelly Jr., PsyD

Confidentiality: “Any licensed clinician (LMHC, LICSW, psychologist, psychiatrist, or psychiatric NP) is bound to provide confidentiality. What is confidentiality? Confidentiality means that no matter what is shared with the therapist, unless it pertains to safety (i.e., suicidality, homicidally) or child abuse/elder abuse. In other words, no matter what you say to your therapist, no one can ever get that information from the therapist without a court order.” - Laurence M. Kelly Jr., PsyD

We will be rolling out this program as a pilot and will evaluate it as it goes to see what changes and/or recommendations are needed.

This is the link to our confidential Employee Assistance Program (EAP) - <https://myassistanceprogram.com/mija-eap/>

7. Attachments

The following attachments are required per this policy:

A. Waiver of Liability Form

Accept Donation of
Workout Exercise Cage
from Robert Webster
for the Police Department



Town of Stow
POLICE DEPARTMENT

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



Michael Sallese
Chief of Police

October 4, 2023

Select Board
Town of Stow
380 Great Road
Stow, MA 01775

Dear Selectboard,

I have been approached by resident Robert Webster of Treaty Elm Road to accept a donation to the Stow Police Department. Robert informed me that he has some exercise equipment that he no longer uses and would like to donate the following items to the Stow Police Department.

Workout Exercise Cage *\$250-*400

*estimated value

The Stow Police are currently adding exercise equipment to help the officers maintain and increase their wellness. The donation would provide equipment for the officers to use to help them keep fit.

I am requesting the Board accept this equipment, which is in excellent to new condition, this donation is to be placed in the Stow Police Station gym. This piece of equipment has been inspected by the Stow Police Wellness Officer to be in good shape and a wanted piece of equipment.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael Sallese".

Michael Sallese, Chief of Police

Stow Police Department

Authorize the Chair
to execute an application for up
to a \$500,000 Green
Communities Competitive Grant
for the library project

Discuss request of the MA
Select Board Association
seeking feedback on changes to
benefit cities and towns

Joyce Sampson

From: Cortni Frecha
Sent: Tuesday, September 26, 2023 9:01 AM
To: selectboard
Subject: For correspondence: Fwd: Healey-Driscoll Administration Seeking Feedback from MSA

Please add to the correspondence for our next meeting.

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From: MA Municipal Assoc. <msapresident@mma.org>
Sent: Monday, September 25, 2023 12:56:14 PM
To: Cortni Frecha <cortni.frecha@stow-ma.gov>
Subject: Healey-Driscoll Administration Seeking Feedback from MSA



Dear MSA Members,

The UMass Collins Center for Public Management is currently working with the Healey-Driscoll Administration to collect feedback on changes to state programs and regulations that would benefit municipalities. The feedback will not only inform how the Administration makes changes to state programs and regulations in the future, but also guide Lieutenant Governor Driscoll's upcoming listening tour in municipalities across Massachusetts.

As part of this effort, municipal associations including the MSA have been invited to submit a four-page letter to the Collins Center with their feedback. **Please send your ideas to me, MSA President Andy Hogeland, at andyhogeland@gmail.com by Friday, October 20th.** The MSA Board Officers and Representatives will work to develop a letter with your comments and relay it to the Collins Center. For more information, please see the full message from the Healey-Driscoll Administration below. **Please note that the original deadline of September 20th has been extended to give participants more time to respond.**

Dear Massachusetts Select Board Association,

On behalf of the entire Healey-Driscoll Administration, I'd like to thank you for all the hard work and dedication you and Massachusetts Select Board Association exhibit in service to

municipalities across the Commonwealth. Without the tireless efforts of folks like you, our communities wouldn't be the vibrant, thriving places they are today.

Since our administration took office just eight months ago, we have been focused on ensuring our municipal partners have the support they need from the state. That's why our first budget includes historic investments in municipal partnerships. From fully funding of the Student Opportunity Act to boosting resources for unrestricted general government aid and student transportation, the FY24 budget represents \$648 million in additional resources for municipalities over FY23 – an 8.4% increase in cherry sheet aid.

However, we recognize that boosting funding alone is not enough. Cities and towns across the Commonwealth can benefit from changes to state programs and regulations to better serve our constituents together. That's why I am reaching out to you today. Our administration is committed to listening to the needs of our communities and, as a professional group representing municipal leaders, you play a critical role in this work.

We would like to hear your ideas on how the Commonwealth can better partner with our cities and towns. Whether your suggestions involve providing relief from an administrative burden your community faces, revising the way a specific grant program operates, adding a new tool to make management more efficient and effective, or any other ideas you have, we look forward to hearing them.

We hope you will take advantage of this opportunity to voice your group's interests and ideas. Please respond by Wednesday, September 20th to Michael Fishbein at the Collins Center (Michael.Fishbein@umb.edu) with a letter detailing your group's ideas. Your input will help us explore what's possible and inform our efforts to continue strengthening the critical relationship between the state and its cities and towns.

Additionally, our administration will be conducting a listening tour this fall where municipal executives will have the opportunity to discuss their suggestions with me and members of our team. We look forward to sharing additional details on this in the coming weeks.

Thank you again for all you do to make our Commonwealth a better place, and we look forward to hearing from you.

Sincerely,

Kim Driscoll

Lieutenant Governor Kim Driscoll



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: STAM Letter to the Healey-Driscoll Administration

Date: September 26, 2023

I am aware that the Massachusetts Select Board Association (MSA) extended the deadline on seeking feedback on changes to state programs and regulations that would benefit municipalities. As President of the Small Town Administrators of Massachusetts (STAM), I received the same letter and wanted to share with you the letter that I submitted on behalf of the 95 communities that are part of STAM.

As the MSA would like to hear from the Board, if you wanted to support or endorse any of the STAM suggestions, it would go a long way to encouraging the Administration to help move small towns forward.

If the Board has any questions on the items STAM put forth, I would be happy to discuss further. Thank you.



Denise M. Dembkoski, President
Town of Stow
Ryan McLane, Vice-President
Town of Carlisle
Kelli Robins, Treasurer
Town of Brookfield
Paul McLatchy, III, Secretary
Town of Ashfield

September 19, 2023

Lieutenant Governor Kim Driscoll
Massachusetts State House
Office of the Governor
Boston, MA 02133

Dear Lieutenant Governor Driscoll,

I would like to thank the Administration for the opportunity to provide this feedback on behalf of the Small Town Administrators of Massachusetts (STAM). More than half of Commonwealth towns qualify as “small towns.” We classify small towns as communities with populations less than 12,000 residents. More than 95 of those qualifying small towns are members of STAM.

Small towns face unique challenges that are important for our state partners to understand. Our members represent some of the communities most vulnerable to financial decisions and unfunded mandates made at the state level. Additionally, we often have far fewer resources available to address statutory requirements, grant opportunities, and state paperwork.

As our member towns range in size from a few hundred residents up to 11,992, we have a varied list of ideas and suggestions that we wish to share with you as part of your listening tour. These suggestions and recommendations would allow small towns to better provide services without dramatically increasing costs to residents. Please note we collected these from our membership and although we grouped them for clarity, they are not in priority order.

- Streamline and amend procurement laws to meet the needs of small towns.
Recommendations from our membership include:
 - Increase the procurement thresholds to reduce the administrative burdens on towns with limited staffing.
 - Eliminate the requirement for advertisement in a newspaper. This would apply to public hearing notices, procurements, and any other statutory advertising. This adds costs to procurement without a clear gain.
 - Combine the state procurement mandates (OSD and Central Register)
 - Consider exemptions from the prevailing wage law for small towns to limit the tax impact on residents for smaller projects.

- Streamline state grant processes. Recommendations from our membership include:
 - Require only one set of authorization forms at the start of the fiscal year or when staff changes occur. This limits continually filing the same paperwork for the same employee as the executor in small towns is often the same employee.
 - Combine administrative filing requirements for grants to remove redundancy. The state offers many grant programs that require the same administrative information. Limit continued information submitted to just the grant's scope of work to decrease the administrative requirements on small towns.
 - Provide grant funding upfront to reduce the need for reimbursement requests. Hold the final payment until all documentation has been satisfactorily received.

- Increase Chapter 90 funding and application efficiencies. Recommendations from our membership include:
 - Simplify the paperwork process; distribute money upfront like with the final iteration of WRAP and ensure proper spending with audits.
 - Emphasize road miles in the Chapter 90 formula to help small towns keep up with road maintenance costs without additional local tax burdens.
 - Increase annual state funding to \$330 million. This matches Massachusetts Municipal Association (MMA) and STAM legislative priorities.

- Assist small towns with long-deferred capital needs by increasing state investments in targeted projects and cost-saving measures. Recommendations from our membership include:
 - Provide access to state-funded design and engineering services for small towns that need to pay a premium for these services from third-party providers.
 - Establish and fund a municipal building assistance authority.
 - Assist small towns with prioritizing and funding small bridge projects.
 - Incentivize small towns to invest in sustainability, climate change, and emergency preparedness efforts as the costs are prohibitive.

- Expand G.L. c. 44, §33B to allow budget transfers beginning in January. This gives small towns necessary financial flexibility between fall and spring town meetings.

- Incentivize regionalization efforts. Small towns must provide all the services required of larger towns without the staff and budget. Creativity and flexibility to fill ever-increasing vacancies and provide high-quality services without increasing taxes requires funding and focus. Regionalization efforts in small towns are necessary, but also politically difficult. Funding helps incentivize change.

- Establish a regional financial commission, like the regional planning agencies that can assist small towns with resources in financial positions that are getting increasingly more difficult to fill (Accountants, Treasurers, etc.).

- Implement a part-time police academy that meets the POST requirements. Requiring officers to be full-time academy trained is causing a financial hardship and creates staffing difficulties.
- Continue to address Chapter 70 funding. Regional schools represent the largest portion of small towns budgets and the largest hurdle for meeting annual budgeting requirements. A true rural factor for regional school aid as recommended in our legislative priorities is vital for small towns to provide adequate municipal services.
- More realistic PILOT assessments on State owned land. The assessment should be based on developable land's developed tax value as state owned land prevents development in small towns.
- Provide greater flexibility in the Open Meeting Law to allow small towns to continually attract volunteers and provide the meeting options that best suit their residents.
- Establish state emergency funds for disasters when impacts do not meet FEMA thresholds. This would allow communities to keep their Chapter 90 and Stabilization accounts for essential capital projects even when facing disaster repair/relief costs.
- Establish a State Bank for local borrowing. All communities could borrow at a set rate.
- Establish a small-town advisory committee to make recommendations to the administration about legacy laws and requirements in need of modernization. An example of the type of recommendations this committee could make includes removing the requirement for notarized signatures on the Animal Inspector Nomination forms. Many of our town halls do not have a notary and it should be sufficient to have the Town Clerk sign-off.

In addition to these suggestions, STAM has a highly active Legislative Affairs Committee, chaired by Ryan McLane, our Vice President. We would like to take this opportunity to share with the Administration the legislative priorities established by the Committee and advocated for across the Commonwealth by our STAM membership.

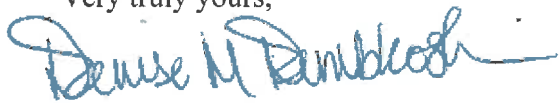
- Include a **RURAL FACTOR** or similar recognition in all state programs (eg. affordable housing, transformative development initiatives, rural school districts).
- Reform the state-owned land **PAYMENT IN LIEU OF TAXES (PILOT)** program to ensure more equity for towns constrained by necessary land preservation.
- Provide funding and technical assistance for town clerks and under-staffed towns to facilitate **COMPLIANCE WITH THE VOTES ACT**.
- Reform the **CHAPTER 90 FORMULA**; increase total funding to more than \$330 million per year; consider extending or merging Winter Road Assistance Program funds.

- Create a **MUNICIPAL BUILDING ASSISTANCE AUTHORITY** (public safety; municipal buildings) and dedicate a steady revenue stream for long-term viability.
- Engage with small community leaders about impacts, include funding sources, and preserve local options when considering permanent amendments to **HYBRID AND REMOTE PUBLIC MEETINGS** requirements.

While the 351 municipalities that make up the Commonwealth all share similar duties, one size does not fit all in terms of legislation, regulations, and programs. We are encouraged by this collaborative approach and your desire to learn more about the smallest towns in the State. Our goal is collaboration between the Administration and our Legislators to find a way to write laws and regulations that meet the needs of Cambridge and Colrain, Watertown and Wendell, and Boston and Buckland.

Thank you for your efforts to learn from our communities to make government more effective, efficient, and fiscally manageable. Our members look forward to the listening tour this fall to further expand upon our suggestions. We genuinely appreciate all the Administration does on behalf of all cities and towns in the Commonwealth.

Very truly yours,



Denise M. Dembkoski
STAM President
Stow Town Administrator

Discuss a Residential Tax Exemption



Living with the Residential Exemption

Randall Gilbert – DLS Summer Fellow

Tony Rassias – Bureau of Accounts Deputy Director

What is the Residential Exemption?

Enacted 1979, the residential exemption is an option under property tax classification [MGL c. 59, sec. 5C](#) that shifts the tax burden within the residential class from owners of moderately valued residential properties to the owners of vacation homes, higher valued homes and residential properties not occupied by the owner, including apartments and vacant lands.

How It Works

Communities may authorize a residential exemption to all [Class One, Residential](#) properties that are principal residences of taxpayers. Prior to the Municipal Modernization Act, the exemption could not top 20% of the average assessed valuation of residential parcels. Now, exemptions cannot exceed 35% of the average assessed value of all Class One, Residential properties.

Adopting a residential exemption increases the residential tax rate. The amount of the tax levy paid by the residential class remains the same, but because of the exempted residential valuation, the levy is distributed over less assessed value. This higher rate creates a shift within the class that reduces the taxes paid by homeowners with moderately valued properties. Those taxes are then paid by owners of rental properties, vacation homes and higher valued homes.

Residential Exemption Calculation

The following steps can be used by a community to calculate the residential exemption and its impacts.

In this issue:

- [Living with the Residential Exemption](#)
- [Ask DLS: Other Post-Employment Benefits Trust Fund - Part 1](#)
- [Data Highlight of the Month: Residential Exemption](#)

Important Dates & Information

Save the Date: "What's New in Municipal Law" Seminar

The Division of Local Services legal staff will offer its annual "What's New in Municipal Law" seminar for local officials

on Thursday, October 3, 2019 at the Log Cabin Banquet & Meeting House in Holyoke and Thursday, October 10, 2019 at The Lantana in Randolph.

The general session in the morning will review new legislation and recent court decisions pertaining to local government. The afternoon session will consist of three concurrent workshops that will discuss current and recurring issues of interest related to municipal finance law.

Please stay tuned for more information in future editions of *City & Town* and through DLS Alerts.

FY2020 Cherry Sheet Estimates

The Division of Local Services has posted on its website cherry sheet estimates based on the final budget signed by Governor Baker today.

[Municipal estimated receipts and charges](#)
[Regional school estimated receipts and charges](#)

Staff from the Data Analytics and Resources Bureau are available to

A = Total Residential Value
B = Total Residential Parcel Count
C = Average Residential Value
D = Selected Residential Exemption %
E = Residential Exemption
F = Number of Eligible Residential Parcels
G = Total Residential Exemption Value
H = Total Residential Value minus Exemption

The Total Residential Value (A) is divided by the Total Residential Parcel Count (B) to reach the Average Residential Value (C).

$$A / B = C$$

The Average Residential Value (C) is then multiplied by the Selected Residential Exemption % (D) to get the Residential Exemption (E).

$$C * D = E$$

The Residential Exemption (E) is then multiplied by the Number of Eligible Residential Parcels (F) resulting in the Total Residential Exemption Value (G).

$$E * F = G$$

The Total Residential Value (A) is then reduced by the Total Residential Exemption Value (G) to determine the Total Residential Value minus Exemption (H).

$$A - G = H$$

This value (H) is used to calculate the residential class tax rate. Because of the Total Residential Exemption Value (G), the residential class tax rate increases. The total tax levy for the residential class will remain the same and the property tax burden shifts.

The Division of Local Services provides an online calculator that allows communities to estimate the impacts of adopting the residential exemption. To view this resource, please [click here](#).

The Break-Even Point & the Tax Bill

answer questions or provide additional information at databank@dor.state.ma.us or (617) 626-2384.

New Local Finance Opinion: Timeliness of Property Tax Abatement Applications filed with the Local Board of Assessors

The Division of Local Services has posted on its [website](#) the following Local Finance Opinion (LFO):

[LFO-2019-2:Timeliness of Property Tax Abatement Applications filed with the Local Board of Assessors](#)

IG: Boards and Commissions - Know Your Responsibilities Training

The Office of the Inspector General will be presenting its Boards and Commissions: Know Your Responsibilities training in Littleton on August 7, 2019.

This three-hour training is essential for every member of a public governing board, as well as for public officials who regularly interact with public boards. Topics covered include:

The break-even point is the point at which the assessed valuation of a parcel without any exemption is benefit neutral. In effect, a residential property at this valuation point would pay the same amount regardless of the community’s adoption of the exemption.

The Break-Even Point (I) is calculated as the Total Residential Value (A), divided by the Number of Eligible Residential Parcels (F).

$$A / F = I$$

Once the DLS Bureau of Accounts certifies the tax rate, the exemption is applied to all eligible residential parcels. Municipalities are required to display the exemption amount on all tax bills and indicate the abatement application deadline. If a taxpayer does not receive a residential exemption, an abatement application can be submitted to the Board of Assessors within three months of the date the tax bill was mailed.

For an example of how the residential exemption impacts various properties, please see below.

Without the Residential Exemption				
	Property #1	Property #2	Property #3	Property #4
Assessed Value	\$600,000	\$746,733	\$800,000	\$700,000
Tax Rate	\$11.32	\$11.32	\$11.32	\$11.32
Tax Bill	\$6,792	\$8,453	\$9,056	\$7,924
With the Residential Exemption				
	Property #1 (below break-even)	Property #2 (break-even)	Property #3 (above break-even)	Property #4 (nonresident)
Assessed Value	\$600,000	\$746,733	\$800,000	\$700,000
Exemption	\$99,740	\$99,740	\$99,740	\$0
Net Value	\$500,260	\$646,993	\$700,260	\$700,000
Tax Rate	\$13.06	\$13.06	\$13.06	\$13.06
Tax Bill	\$6,533	\$8,450	\$9,145	\$9,142
Savings with the Exemption	\$259	\$3	\$89	\$1,218
Cost with the Exemption				

Residential Exemption Communities

Residential exemptions are voted annually. Communities that choose to adopt the exemption often have the following characteristics:

- Large cities or towns with many nonowner-occupied properties like apartment buildings

- Fiduciary duties and responsibilities
- Preventing and detecting fraud, waste and abuse
- Ethics requirements for members of boards and commissions
- Fraud Awareness Public Records Law
- Tools for effective oversight
- Open Meeting Law

If you are interested in attending, please download, complete and email the registration form to the MCPPO training email at MA-IGO-Training@state.ma.us. The registration form link can be found at <https://www.mass.gov/how-to/register-for-an-mcppo-class>.

If you have any questions, please contact MA-IGO-Training@state.ma.us. We hope to see you in class.

- Resort communities with many seasonal residents

Below is a list of municipalities with the residential exemption and the dollar impact of the exemption.

Community	Residential Exemption Percentage	Exemption \$		Community	Residential Exemption Percentage	Exemption \$	
		Amount Based on FY19 Avg. Assessed Value				Amount Based on FY19 Avg. Assessed Value	
Barnstable	20%	\$934		Provincetown	25%	\$1,147	
Boston	35%	\$2,719		Somerset	10%	\$508	
Brookline	21%	\$2,593		Somerville	35%	\$3,105	
Cambridge	30%	\$2,232		Tisbury	18%	\$1,511	
Chelsea	30%	\$1,897		Truro	20%	\$952	
Everett	25%	\$1,468		Waltham	35%	\$2,384	
Malden	30%	\$2,158		Watertown	23%	\$1,907	
Nantucket	25%	\$1,741		Wellfleet	20%	\$833	

Many municipalities provide additional information regarding their reasons for adopting the exemption on their websites.

- Boston – *The residential exemption reduces your tax bill by excluding a portion of your residential property's value from taxation. Last fiscal year, the residential exemption saved qualified Boston homeowners up to \$2,719.09 on their tax bill.*
- Brookline – *The intent of the exemption is to promote owner occupancy and is designed to provide a proportionately greater benefit to lower valued homes.*
- Cambridge – *The residential exemption serves to reduce the effective tax rate on lower valued properties while raising it on higher valued properties. Since the same amount is deducted from every value, its impact is greatest on the lower valued properties.*
- Malden – *The Malden City Council and the Office of the Mayor adopted the Residential Exemption which is intended to lessen the tax burden on eligible homeowners. The Residential Exemption establishes a "graduated tax", reducing the taxes of lower valued properties while increasing the taxes of higher valued properties and non-owner-occupied residential properties.*

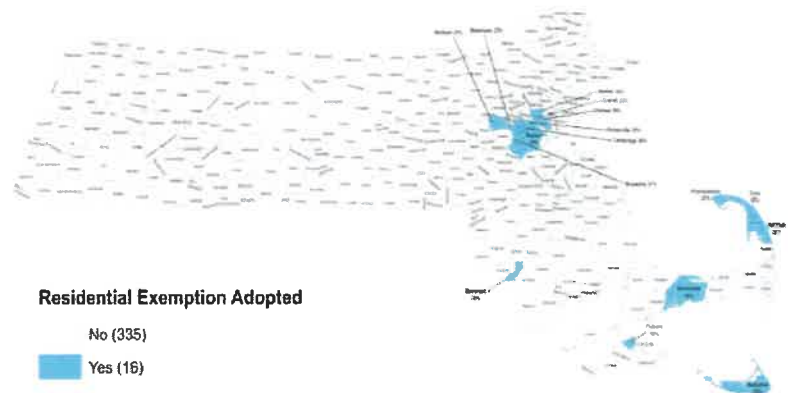


- Tisbury – *The purpose of the residential exemption is to reduce property taxes for year-round residents, particularly those with modest homes.*
- Truro – *The purpose of the residential exemption is to reduce property taxes for year-round residents.*



The below map includes each municipality's residential exemption percentage and the dollar impact of the exemption on each community's FY2019 average assessed value.

Residential Exemption as of FY2019



Other DLS Links:

[Local Officials Directory](#)

[Municipal Databank](#)

[Information Guideline Releases \(IGRs\)](#)

[Bulletins](#)

[Publications & Training Center](#)

[Tools and Financial Calculators](#)

To view a larger version of this map, please [click here](#).

More information on the residential exemption can be found in the *Ask DLS* section of the [September 1st, 2016 edition of City & Town](#).

Ask DLS: Other Post-Employment Benefits Trust Fund - Part 1

This month's *Ask DLS* features frequently asked questions concerning changes made by the [Municipal Modernization Act](#) (Act) to the local option Other Post-employment Benefits (OPEB) Trust Fund, [G.L. c. 32B, § 20](#) and [20A](#), as amended by [Sections 15 and 238 of Chapter 218 of the Acts of 2016](#). Please let us know if you have other areas of interest or send a question to cityandtown@dor.state.ma.us. We would like to hear from you.

What changes did the [Act](#) make to the OPEB statute - [G.L. c. 32B, § 20](#)?



Town of Concord

Board of Assessors
24 Court Lane
Concord, Massachusetts 01742
Tel: (978) 318-3070
www.concordma.gov

The Residential Exemption

a report to the Concord Select Board

Prepared by:

Meredith Stone, Town Assessor

David Karr, Board of Assessors

Carolyn Dee, Office Administrator

July 24, 2023

The Residential Property Tax Exemption

This document was prepared in response to a request from the Select Board. Our goal, as Assessors, is to provide a brief overview of the Residential Exemption and how it is implemented and the benefits and consequences of doing so. We will outline the effects of reducing property taxes for qualifying residents and properties and increasing property taxes for non-qualifying residents and properties. The Residential Exemption formula provides a way to redistribute the property tax burden within the Residential Class but not the Commercial, Industrial or Personal Property classes. Properties with assessments below the average would see a property tax decrease, while properties above the average would see a property tax increase. The residential tax rate will increase, using this method, but the levy will stay the same. We are here to provide information to the Select Board to make an informed decision about whether to implement a Residential Exemption or not.

The information presented here is based on the property values from Fiscal Year 2023. A Residential Exemption database was produced whereby assessment and percentages were calculated using the Department of Revenues platform. A population sample was developed based on potential eligibility requirements as established in Chapter 59 Section 5C of the Massachusetts General Laws.

In Fiscal Year 2023 the total number of Residential Properties is 5,972. Within those, approximately 3,500 parcels could potentially qualify based on their assessed value falling below the breakeven point. While 3,500 parcel could potentially qualify each owner will need to apply for the exemption and qualify based on residency and ownership. Approximately 2,472 Residential Properties do not qualify because they fall above the breakeven point. Further study of qualifying applicants would need to be conducted to determine the ownership of the property and if the property is in a trust.

According to the data from the 2020 American Community Survey, Concord has 6,470 occupied housing units with 4,799 (74.2%) being owner-occupied, and 1,671 (25.8%) being rental properties. This data is included in the updated housing production plan that is currently being prepared. Renters would likely see an increase in their rent to offset the burden of the tax increase on their landlord.

This exemption is not means based and is not available to all residential property owners. The shift of burden will be borne by the parcels with a higher value than the average. The residential property owners that do not qualify will involuntarily see a tax increase.

TAX LEVY

To determine the impacts of a residential exemption on individuals, one must consider how the property taxes are determined by towns in this state. Although the laws are complicated, the fundamentals are relatively straightforward. The town creates the budget, estimates receipts not from property taxes, and then "levies" the difference in property taxes. That tax levy is the total amount of monies to be raised in the fiscal year by property taxes.

EFFECTS OF ADOPTING THE RESIDENTIAL EXEMPTION

The following outlines the effect of the Residential Exemption with a 10%, 20%, and 30% exemption adjustment. These numbers are based on estimating that 50% of Single-Family homes, 10% of Condominiums and 5% of Multi-Family homes could potentially qualify.

10% Residential Exemption

Exemption Calculations					
Exemption Percent	Residential Exemption Amount	Potential Value Reduction in Residential Properties	New Taxable Value	Estimated New Residential Rate	2023 Residential Levy
10.00%	123,204.89	296,024,389.20	7,061,771,892.80	13.74	97,060,686

Estimated Impact on Residential Tax Bill			
Owner-Occupied Home Value	Tax Bill Without Exemption	Tax Bill With Exemption	Change in Tax Bill*
130,000.00	1,684.80	93.36	-1,591.44
470,000.00	6,091.20	4,764.96	-1,326.24
810,000.00	10,497.60	9,436.56	-1,061.04
1,150,000.00	14,904.00	14,108.16	-795.84
1,490,000.00	19,310.40	18,779.76	-530.64
1,830,000.00	23,716.80	23,451.36	-265.44
2,170,301.52	28,127.11	28,127.11	.00
2,510,000.00	32,529.60	32,794.56	264.96
2,850,000.00	36,936.00	37,466.16	530.16
3,190,000.00	41,342.40	42,137.76	795.36
3,530,000.00	45,748.80	46,809.36	1,060.56
3,870,000.00	50,155.20	51,480.96	1,325.76
4,210,000.00	54,561.60	56,152.56	1,590.96
4,550,000.00	58,968.00	60,824.16	1,856.16

20% Residential Exemption

Exemption Calculations					
Exemption Percent	Residential Exemption Amount	Potential Value Reduction in Residential Properties	New Taxable Value	Estimated New Residential Rate	2023 Residential Levy
20.00%	246,409.79	592,048,802.43	6,765,747,479.57	14.35	97,060,686

Estimated Impact on Residential Tax Bill			
Owner-Occupied Home Value	Tax Bill Without Exemption	Tax Bill With Exemption	Change in Tax Bill*
250,000.00	3,240.00	51.52	-3,188.48
640,000.00	8,294.40	5,648.02	-2,646.38
1,020,000.00	13,219.20	11,101.02	-2,118.18
1,400,000.00	18,144.00	16,554.02	-1,589.98
1,780,000.00	23,068.80	22,007.02	-1,061.78
2,160,000.00	27,993.60	27,460.02	-533.58
2,543,870.85	32,968.57	32,968.57	.00
2,930,000.00	37,972.80	38,509.52	536.72
3,310,000.00	42,897.60	43,962.52	1,064.92
3,690,000.00	47,822.40	49,415.52	1,593.12
4,070,000.00	52,747.20	54,868.52	2,121.32
4,450,000.00	57,672.00	60,321.52	2,649.52
4,830,000.00	62,596.80	65,774.52	3,177.72
5,210,000.00	67,521.60	71,227.52	3,705.92

30% Residential Exemption

Exemption Calculations					
Exemption Percent	Residential Exemption Amount	Potential Value Reduction in Residential Properties	New Taxable Value	Estimated New Residential Rate	2023 Residential Levy
30.00%	369,614.68	888,073,191.64	6,469,723,090.36	15.00	97,060,686

Estimated Impact on Residential Tax Bill			
Owner-Occupied Home Value	Tax Bill Without Exemption	Tax Bill With Exemption	Change in Tax Bill*
370,000.00	4,795.20	5.78	-4,789.42
770,000.00	9,979.20	6,005.78	-3,973.42
1,160,000.00	15,033.60	11,855.78	-3,177.82
1,550,000.00	20,088.00	17,705.78	-2,382.22
1,940,000.00	25,142.40	23,555.78	-1,586.62
2,330,000.00	30,196.80	29,405.78	-791.02
2,717,755.00	35,222.10	35,222.10	.00
3,110,000.00	40,305.60	41,105.78	800.18
3,500,000.00	45,360.00	46,955.78	1,595.78
3,890,000.00	50,414.40	52,805.78	2,391.38
4,280,000.00	55,468.80	58,655.78	3,186.98
4,670,000.00	60,523.20	64,505.78	3,982.58
5,060,000.00	65,577.60	70,355.78	4,778.18
5,450,000.00	70,632.00	76,205.78	5,573.78

Concord's local tax exemption programs focus on seniors and qualifying residents. We double the amount allocated by the state, to qualifying applicants. Our population of non-owner-occupied properties is relatively small. All the communities that have adopted the Residential Exemption include a large number of non-owner-occupied properties. To qualify for the Residential Exemption specific ownership and residency conditions must be met as it does not recognize age or income as a qualification. The Select Board must clearly define their goals when considering adopting the Residential Exemption

Who Can apply, if adopted?

- A taxpayer who owns and occupies residential property as their principal residence as of January 1, 2023.
- The principal residence is the address in which the applicants Massachusetts State Income Tax returned is filed. To verify eligibility, a copy of their 2022 Massachusetts State Income Tax return is required.
- An individual owner may qualify for a Residential Exemption on one parcel only. Many residents own additional homes but only one can be the primary residence.

What Forms are required?

- The form for exemption will be available in our office and on our website www.concordma.gov.

When must the application be Filed?

- An application must be filed, with the Assessor's Office, by Monday, April 1, 2024.
- Applications may be submitted by mail, email or dropped off at our office at 24 Court Lane.

Roles of Select Board and Board of Assessors

While the Select Board is responsible for the decision to implement a Residential Exemption, the Board of Assessors and their staff are responsible for making it happen. Assessors and staff must do a great deal of work qualifying property owners ahead of the granting of an exemption, or the town could potentially face serious legal and financial consequences. As soon as the Select Board makes their decision, at the Classification Hearing, the Board of Assessors must notify the Massachusetts Department of Revenue on how many exemptions they have granted. This determines the tax rate as adjusted for that year's specific exemption.

The Importance of Pre-Qualification

Estimate too high and the town will be collecting taxes above the proposition 2 ½ levy limit. Estimate too low, and the overlay account (used to cover abatements) may well be sent into a deficit. It is a great understatement to say neither outcome pleases the DOR. The higher the exemption amount and the less prepared the town, the greater the impact.

Conclusion

Concord's use of this mechanism would benefit some and raise tax bills for others. We would not be able to determine to what extent those facing higher tax bills would be able to absorb their share of the burden. Very few municipalities use the Residential Exemption to redistribute property taxes even though it has been available for 44 years (See the chart above). Those who benefit and those who lose under the exemption can be clearly defined by the properties they own.

What is Class One?

Class One consists of all properties classified for tax purposes as residential real estate.

What parcels are NOT eligible?

Any Class One parcel which is not the primary residence of the parcel owner as of January 1 preceding the tax year. This includes all open land parcels, single family, multiple family, condominium units and apartment buildings.

Properties held in Trust

These properties will need to be examined to determine if the applicant has a beneficial ownership in the trust.

**Communities with Residential Exemption and % Adopted
Addendum (A)**

DOR Rank	City or Town	Total Value	Residential Value	CIP Value	Total Levy	Single rate	CIP Shift	CIP rate	residential rate if no exemption	Residential exemption %	exemption amount	% with exemption	Residential rate	dollar increase due to exemption	% increase due to exemption	total dollar increase	total % increase
172	Mashpee	7,979,535,530		621,735,810		6.94	1.00000	6.94	6.94	5%			7.01	0.07	1.01%	0.07	1.01%
221	Oak Bluffs	5,555,087,570	5,255,002,886	300,084,684	28,929,034.48	5.21	1.00000	5.21	5.21	8%	90,838	17.16%	5.28	0.07	1.34%	0.07	1.34%
318	Wellfleet	3,517,230,150	3,373,084,601	144,145,549	23,372,796.14	6.65	1.00000	6.65	6.65	25%	198,510	18.10%	6.96	0.31	4.66%	0.31	4.66%
242	Provincetown	4,494,390,650	3,868,550,271	625,840,379	25,620,031.30	5.70	1.00000	5.70	5.70	25%	228,284	18.48%	5.98	0.28	4.91%	0.28	4.91%
300	Truro	3,080,431,580	2,921,657,092	158,774,488	19,181,679.24	6.23	1.00000	6.23	6.23	25%	218,295	19.15%	6.54	0.31	4.98%	0.31	4.98%
197	Nantucket	31,308,183,903	29,157,634,427	2,145,910,876	100,597,482.58	3.21	1.69908	5.46	3.05	25%	668,999	20.19%	3.21	0.16	5.25%	0	0.00%
296	Tisbury	4,618,861,295	4,210,004,229	408,857,066	31,031,601.61	6.72	1.00000	6.72	6.72	22%	316,786	37.36%	7.32	0.60	8.93%	0.6	8.93%
020	Barnstable	21,870,831,176	19,481,851,049	2,388,980,127	140,668,929.30	6.43	1.00000	6.43	6.43	20%	151,618	45.11%	7.07	0.64	9.95%	0.84	9.95%
053	Everett	7,519,722,923	5,471,993,242	2,047,729,681	108,958,844.49	14.49	1.75000	25.36	10.42	25%	157,205	48.12%	11.76	7.36	13.05%	-2.71	-18.70%
057	Chelsea	5,287,221,960	3,886,759,490	1,400,462,470	75,168,604.97	14.22	1.75000	24.88	10.38	35%	233,099	46.27%	12.38	2.00	19.27%	-1.84	-12.94%
035	Boston	212,217,474,017	141,541,579,903	70,675,894,114	2,993,144,085.79	14.10	1.75000	24.68	8.82	35%	321,834	50.99%	10.74	1.92	21.77%	-3.36	-23.83%
274	Somerville	22,302,696,173	16,588,162,698	3,714,533,475	221,093,409.97	9.91	1.75000	17.35	8.43	35%	378,204	52.85%	10.34	1.91	22.66%	0.43	4.34%
049	Cambridge	71,139,912,521	37,466,651,809	33,673,360,712	531,428,570.84	7.47	1.38943	10.38	4.86	30%	470,823	57.17%	5.66	1.00	20.68%	-1.61	-21.55%
046	Brookline	29,404,402,378	26,623,129,744	2,781,272,634	281,378,161.69	9.57	1.74500	16.70	8.82	20%	309,625	57.46%	9.97	1.15	13.04%	0.4	4.18%
314	Watertown	10,950,885,858	8,100,634,759	2,850,351,099	144,029,970.66	13.15	1.50000	19.73	10.84	33%	264,986	61.19%	13.58	2.74	25.28%	0.43	3.27%
165	Malden	9,812,996,518	8,672,273,342	1,140,718,176	105,368,663.75	10.74	1.73972	18.63	9.69	30%	206,286	68.28%	12.19	2.50	25.80%	1.45	13.50%
308	Waltham	17,210,721,020	11,237,482,744	5,973,268,276	215,850,524.02	12.54	1.74886	21.95	7.54	35%	260,454	76.95%	10.32	2.79	36.87%	-2.22	-17.70%
67	Concord	8,065,523,349	7,489,250,433	596,272,916	104,788,382.61	12.96	1.00000	12.96	12.96	20%	249,683	90.00%	15.60	2.64	21.91%	2.84	21.91%

"CIP value" is the value of the Commercial, Industrial, and Personal Property tax classes.

"Single rate" is the tax rate that would be set for all taxpayers in the absence of a CIP tax shift, residential exemption, or senior means-tested exemption. It is based on the levy and the total value.

"CIP shift" is the CIP tax shift set by the select board of a town or the mayor and city council of a city.

A CIP tax shift, when greater than 1, causes the commercial rate to be higher than the single rate. In the absence of a residential exemption, the residential rate would then be lower than the single rate.

"residential rate if no exemption" shows what the residential rate would have been under the actual CIP tax shift if no residential exemption had been adopted.

"Residential exemption %" is the residential exemption rate set by the select board of a town or the mayor and city council of a city.

"exemption amount" is the dollar amount of the exemption granted to all eligible properties.

"% with exemption" is computed by finding the actual amount of all exemptions (from the tax rate recap) divided by an estimate of the maximum number of exemptions based on number of residential parcels and the dollar amount of the exemption.

The actual percentage of properties receiving the residential exemption (counted by the number of parcels) may differ from "% with exemption" due to properties that received less than the full exemption (due to the 10% minimum tax) and/or the method of counting mixed-use parcels.

"Residential rate" is the actual residential rate, accounting for both the CIP tax shift and residential exemption.

"dollar increase due to exemption" and "% increase due to exemption" measure the increase in the residential tax rate due to the residential exemption alone. (From "residential rate if no exemption" to "residential rate".)

"total dollar increase" and "total % increase" represent how much higher the actual residential tax rate is compared to the single tax rate if neither a CIP shift nor residential exemption were adopted.

Negative values in the "total dollar increase" and "total % increase" indicate that the actual residential rate is less than the single rate; that is, a CIP shift more than compensated for the increase due to the residential exemption.

Concord data show a hypothetical 20% residential exemption with exemptions granted for properties representing 90% of total residential value.

The towns with exemptions are listed in order from the lowest "% with exemption" to the highest, except for Mashpee, for which this figure was not yet available.

Source of data: tax rate recap forms and on DOR web site

Residential levy, residential value, residential value after exemption: Tax recap form for FY2023 from DOR web site

Residential exemption % (except Mashpee): LocalOptionsPropTaxRelated exemptions adopted in MA.xlsx from DOR web site

Total value, CIP value, CIP tax shift: from DOR web page summarizing CIP tax shifts.

Mashpee and Nantucket have property classified as Open Space, therefore their Residential and CIP Values do not add up to the total valuation.

Mashpee data are incomplete because the DOR web site did not have tax recap data.

Mashpee data for FY2022 are not used because FY2023 was its first year with a residential exemption.

Mashpee tax rates are from Mashpee town web site, <https://www.mashpeema.gov/treasurer-tax-collector/pages/tax-rate>, and exclude the district property tax.

Chapter 797 of the Acts of 1979 §12 amended Chapter 59 by inserting § 5c which established the Residential Exemption (quoted from Sudbury report).

TIMELINE IMPLEMENTATION

- **FY24** -If we wanted to implement Residential Exemption we can do but will be rushed
 - Mailer with application sent 8/1 due 9/1 accept until November 1 to get more accurate information.
 - Extra staff to pay for vetting qualified applicants and implementation in a timely manner-\$25k.
 - November vote at Classification Hearing is % to implement.
 - Reflected on 3rd and 4th quarter tax bills. Deadline to apply April 1, 2024, like other exemptions.
 - Any exemption processed after the 3rd quarter will come out of Overlay Account. Estimate \$850K-1MK.
-
- **FY25** would be a better timeline to implement.
 - June 1, 2024, send out application and letter.
 - June 1-Aug 1 to apply to get an approximate count but still accept until November 1, 2024.
 - Extra Staff to vet applications timely.
 - November Vote at Classification Hearing is % to implement.
 - Reflected on 3rd and 4th quarter tax bills. Deadline to apply April 1, 2024, like other exemptions.
 - Any exemption processed after the 3rd quarter will come out of the Overlay Account.

CONCERNS

- Concern with respect to the Overlay Account and the costs associated to re-vet the additional exemption and applications received.
- If the Overlay Budget is increased, but not enough to cover the applications over for example 2,000 qualified applicants.
- If additional Overlay Funds are not sufficient, funds would need to be raised the following year.
- Raising the Overlay decreases excess Levy capacity.
- The DOR is required to approve the overlay, a process which allows the town to set their tax rate.

If the Residential Exemption does not move forward, and the town had increased the Overlay Reserve, the Town would raise more taxes than necessary for **FY25**.

Also, applicants are required to reapply every 5 years for the Residential Exemption which is labor intensive with inherent costs.

Recommend hiring a consultant 6-8 months for 1 day a week to help vet the process and applications.

MINUTES

Select Board Meeting Minutes
Tuesday, September 26, 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

Mr. Toole commented on the new school project that is now moving forward and hopes that the committee will commit themselves to the promised efforts of fundraising to try to alleviate some of the financial burden on the taxpayers of Stow and the other two towns.

Town Administrator (TA) Report

- The TA thanked everyone who assisted with the Special Town Meeting: Lisa Lavina, Kate West, Tina McAndrew, Deb Seith, Dolores Hamilton, Jonathan Daisy, and Ron Eld who assisted with the early set up which began at 2 p.m.; Fire Chief Benoit and members of the department for help with set-up and ensuring safety; the Boy Scouts who taped down wires; Police Chief Sallese, Lt. Barhight, and other members of the department who handled traffic, parking, and kept the check-in orderly. The TA thanked Jonathan’s Stow TV crew: Evan Daisy and AJ Tuck for filming the meeting; Alyson Toole and Dave Ashman from the Council On Aging for driving the shuttle van and coordinating pick-ups; Town Clerk Linda Hathway and her entire crew for the efficient and successful check-in of 750 people; Rob Frieswick, Nick and the Center School facilities team for help with set-up and break-down; members of the town’s facility department: Frank Ramsbottom, Shawn Crowley, and Jamie Higgins for their help with the break-down; Doug Hyde for organizing the chair rental; Jackie Spataro and those who organized Kid Town Meeting. The TA thanked the town of Sterling for allowing us to borrow 450 clickers; all the residents who attended and participated; and Moderator Jim Salvie for a well-planned and efficient meeting.
- Last week the court closed the case of the town’s former Treasurer/Collector Pamela Landry. The TA said she was frustrated and disappointed by the verdict, and told the court in her victims’ impact statement that the residents and taxpayers of Stow deserve better.
- We are officially planning for the closure of the Randall Library and will move the staff and all library contents to get ready for the renovation project. The last day in the existing library will be Friday, October 6 and moving should take 3-4 weeks. The staff will be located in the lower level of the Town Building and programs will be held in the meeting rooms and at Town Hall.

Appointments

Zoning Board of Appeals (ZBA)

Ruth Sudduth was present via Zoom. Ms. Sudduth has been an associate member of the ZBA for over a decade, and her primary interest in joining the ZBA has been to contribute to the process for large

comprehensive permits. Her background is in complex real estate. Ms. Sudduth previously served on the Planning Board for 12 years.

Leonard Golder was present in the Warren Room and said he has been an alternate on the ZBA for five years, and added that he would like to be a full member to be able to vote consistently.

Ms. Birch-McMichael moved to appoint Ruth Sudduth to the Zoning Board of Appeals as a full member for the remainder of a five-year term ending June 30, 2028.

Mr. Toole seconded the motion and it passed unanimously.

Complete Streets Committee

These are standard appointments, as a member of each of these departments needs to be on the Complete Streets Committee.

Ms. Birch-McMichael moved to appoint Lieutenant Kellie Barhight to the Complete Streets Committee, representing the Police Department, for the remainder of a three-year term ending June 30, 2025.

Mr. Toole seconded the motion and it passed unanimously.

Ms. Birch-McMichael moved to appoint Captain Barry Evers to the Complete Streets Committee, representing the Fire Department, for the remainder of a three-year term ending June 30, 2025.

Mr. Toole seconded the motion and it passed unanimously.

Highway Department Disposal Request

The Highway Department would like to dispose of an unused dumpster.

Ms. Birch-McMichael moved to approve the Highway Department request to declare as surplus, a metal roll-off dumpster, valued at less than \$10,000 and belonging to the Town, and to authorize the disposal of this surplus item.

Mr. Toole seconded the motion and it passed unanimously.

Modification of Shelburne Farm One Day Liquor License Hours

Edward Painter, owner of Shelburne Farm, was present via Zoom. Mr. Painter said this has gone exceptionally well. People still want to enter the cider tent after 4 p.m. and the brewer from Pony Shack has asked to come in and talk to people on one of the weekends in the late afternoon. Mr. Painter requested an extension of the hours to 5:30 p.m. for the remaining weekends. Mr. Constantzos suggested, and the Board discussed, an extension to 6:30 p.m. to allow for a buffer.

Ms. Birch-McMichael moved to approve a modification of the Special Liquor Licenses approved at the September 12 meeting for Shelburne Farm, to extend until 6:30 PM the hours in which cider can be served, for each of the days that a license has been granted.

Mr. Toole seconded the motion and it passed unanimously.

Adoption of MGL Chapter 32B, Sections 21-23

Mr. Toole recused himself from this discussion as his spouse works for the town.

This is a continuation of what was discussed at the September 12 meeting. The town is in the process of obtaining quotes for health insurance to see if there is a better and less expensive cost option for

employees. Ms. Demboski said the town's four unions and the state retirement board were notified that the Board would be discussing and voting on this tonight. The vote tonight allows a meeting to occur with the unions to discuss health insurance.

Ms. Birch-McMichael moved to adopt MGL Ch. 32B, §§ 21-23 to allow negotiation of health insurance changes. Mr. Constantzos seconded the motion and it passed unanimously 4-0.

Mr. Toole returned to the meeting.

Review Code of Conduct Policy

The Board continued their discussion from the August 22 meeting about a Code of Conduct for boards and committees. The Board made amendments to the language in the fourth bullet point in section C of the draft. This policy cannot be enforced with boards or committees that the Select Board does not appoint. It was suggested that a bylaw be written to encompass all boards and committees, both appointed and elected. Although there are state ethics and a conflict of interest law, this policy discusses how board members should treat each other, members of the staff, and members of the public, which is something that the law doesn't govern. The Board discussed what steps would be taken if someone refuses to sign the policy. The Board discussed the next steps and decided that the policy will be distributed to board and committee members by the office with a 30-day turnaround time. If necessary, the Board will meet with those who refuse to sign the policy.

Ms. Birch-McMichael moved to adopt the Code of Conduct Policy as amended at tonight's meeting in section C, bullet 4.

Mr. Toole seconded the motion and it passed unanimously.

Anti-Racism Statement with Resident Feedback

The Board began a discussion on issuing an anti-racism statement a few months ago and made the decision to request feedback from residents. The Board spoke of why it is important to issue this statement and noted that there have been incidents of racism in town. The Board gave consideration to and incorporated some of the resident feedback. In response to one comment, the Board said that they can denounce racism and also do the work of the town. The Board made a few modifications to the draft statement. The final statement will be posted on the Select Board webpage.

Ms. Birch-McMichael moved to approve the Anti-Racism Statement as amended at this meeting.

Mr. Toole seconded the motion and it passed unanimously.

Discussion of a Potential Policy on the Recording and Broadcasting of Meetings

Chair Frecha asked for information from other towns for this meeting. From the responses received by the office, two towns have bylaws but most have informal votes and decisions. Most boards and committees ("committees") in Stow are meeting fully on zoom and those meetings, as well as hybrid meetings, can be recorded and submitted to Stow TV to be uploaded to YouTube. If the Board proceeds with a policy, committees that meet the Board's criteria and meet fully in person would have to add a zoom component or meet in the Warren Room. Many committees are recording their meetings for the purpose of creating minutes, but not uploading them for people to be able to see the meeting. Discussion ensued about transparency and which committees should be recorded, while encouraging all committees to record their meetings. Discussion ensued about creating a bylaw for this

purpose so as to include elected boards and committees. The Board will pursue this as a policy then as a bylaw. Ms. Dembkoski offered to draft a policy for the Board.

Ms. Birch-McMichael moved to further pursue a potential policy for all Stow Board and Committee meetings, but specifically all major land use boards and financial boards to be recorded and broadcast/uploaded to YouTube, and to authorize the Town Administrator to seek out examples of other policies on recording meetings for the Board's consideration.

Mr. Toole seconded the motion.

Discussion ensued about having Ms. Dembkoski provide multiple policies or submit a recommended draft policy to the Board, and about clarification of what they consider to be the land use and financial boards or if they should specifically identify which boards at a later time.

Ms. Birch-McMichael moved to further pursue a potential policy for all Stow Board and Committee meetings to be recorded and broadcast/uploaded to YouTube, and to authorize the Town Administrator to provide us with a draft policy.

Mr. Toole seconded the motion and it passed unanimously.

Meeting Minutes

Ms. Birch-McMichael moved to accept the meeting minutes of the September 12, 2023 meeting as drafted. Mr. Toole seconded the motion and it passed unanimously.

Board Correspondence & Updates

Ms. Hegemann asked if there were any new surprises in the PFAS data. The correspondence was specific to testing near and at the firefighting academy.

Adjournment

At 8:53 p.m. Ms. Birch-McMichael moved to adjourn. Mr. Toole 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 Office in the meeting folder.