

AGENDA
SELECT BOARD
October 24, 2023
7:00 p.m.
Town Building & Zoom

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

Join Zoom Meeting

<https://us06web.zoom.us/j/83577779390?pwd=THFxZi8vZDU4V0ZzeU92MXhwLzNQZz09>

Meeting ID: 835 7777 9390

Passcode: 55313397

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Discussion and Possible Vote
 - o Select Board Comprehensive Permit Policy and appointing a Task Force
 - o Setting Liquor, Common Victualer, and Class II License Fees for 2024
 - o Goals discussion
 - o Discussion of small jet expansion at Hanscom
 - o Review existing Select Board policy: Statement of Ethics (adopted 7/28/2009)
5. Meeting minutes
 - o October 10, 2023
6. Board Correspondence & Updates
7. Adjournment

Correspondence received:

10/11/23 feedback to MSA

10/12/23 Nina Schwarzschild; Elizabeth Brook Apartments (formerly Plantation Apartments)

10/11/23 from Torsten Klengel; the past weekend

10/19/23 from Kate West; National Disability Employment Awareness Month

10/19/23 from Greg Troxel; correct email for comments?

10/10/23 from Comcast; AXS TV HD

10/12/23 from Niall Connors of Verizon; German Customer Notice

Posted Friday, 10/20/2023
11 a.m.

**DISCUSSION &
POSSIBLE VOTE**

Select Board Comprehensive
Permit Policy and appointing a
Task Force



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: Comprehensive Permit Task Force

Date: October 17, 2023

The ZBA has pointed out that in 2013, a Comprehensive Permit Policy was adopted by the Select Board that indicates that the Select Board will appoint a Task Force for each Comprehensive Permit (see Appendix B). The ZBA would like to know if this is something that the Select Board is aware of and plans to proceed with as the application for Stow Acres is anticipated to be submitted in the next month. If the Select Board plans to appoint a task force, the ZBA asks they be appointed and available at the first public hearing. If the Select Board does not wish to appoint a task force, the ZBA just asks that we let them know.

After speaking with Valerie, we do not recommend the Select Board appoint a task force for this project for several reasons. First, I am not sure we would get the volunteers to participate in yet another committee/task force. Second, department heads involved in the Stow Acres project meet regularly to discuss the project. Third, this is a friendly Comprehensive Permit. Developer Mark O'Hagan has involved department heads to review concerns throughout the design process to address as many issues as possible up front. Finally, the Planning Department plans to apply for a grant for a consultant to assist with the process. Between Planning Department staff, town counsel, and a consultant, adding another committee into the mix will cause unnecessary delays, and another layer of bureaucracy.

I look forward to discussing this further at your meeting.

Appendix B

Process for Comprehensive Permit Application Review

The following summarizes key considerations and process steps. The specific detailed requirements are included in MGL Chapter 40B and the documents cited in this policy and the Stow Zoning Board of Appeals Rules & Regulations for Comprehensive Permit Application.

1. The Board of Selectmen shall appoint a Task Force to work with the Zoning Board of Appeals to constructively contribute to the review and permitting process. The Task Force shall be made up of representatives of the Stow Municipal Affordable Housing Trust, Planning Board, Conservation Commission, Board of Health and up to (2) abutters or neighbors. Depending on the size of the development and number of abutting properties, the Selectmen have the right to determine the number of abutters appointed to the Task Force.
2. Application – The Comprehensive Permit application process is defined in the Stow Zoning Board of Appeals Rules & Regulations for Comprehensive Permit Application. The Applicant must model the development in accordance with Stow’s Zoning Bylaw, and specifically enumerate the variances from the Zoning Bylaw that are sought before the Zoning Board of Appeals.

The Comprehensive Permit application shall also take into consideration the following documents:

- Zoning Bylaw
 - Subdivision Rules and Regulations
 - General Bylaw
 - Wetlands Bylaw (General Bylaw)
 - Board of Health Regulations
 - Housing Production Plan
 - Master Plan
3. Information Sharing – At a minimum, the developer’s initial application, subsequent modifications and Zoning Board of Appeals findings on the developer’s variance request, will be forwarded to the following Town entities, with a request for comment:
 - Board of Selectmen
 - Stow Municipal Affordable Housing Trust
 - Housing Authority
 - Planning Board
 - Conservation Commission
 - Board of Health
 - Fire Department



TOWN OF STOW

Comprehensive Permit Policy Update

Prepared by the Town of Stow Comprehensive Permit Policy Task Force
4/24/2013

ADOPTED BY THE BOARD OF SELECTMEN
11/12/2013

Task Force:

Laura Spear, Stow Municipal Affordable Housing Trust

William Byron, Zoning Board of Appeals

Ernest Dodd and Kathleen Sferra, Planning Board

Karen Kelleher, Town Planner

Town of Stow Comprehensive Permit Policy

The Stow Board of Selectmen adopted the following Comprehensive Permit Policy, which conveys our town's expectations for housing developed under Chapter 40B. This policy was developed jointly by representatives of the Municipal Affordable Housing Trust, the Zoning Board of Appeals and the Planning Board. The policy explains desired outcomes, sets minimum performance standards for all affordable housing developments, and describes the trade-offs that Stow is willing to explore with applicants for a comprehensive permit. The Zoning Board of Appeals shall use this policy as a guide in its review, approval or denial of all Comprehensive Permit Applications.

About Stow

Stow is a largely residential community with a distinct country character provided by numerous orchards, golf courses, forests, wetlands, and areas of open space. As a relatively old community (incorporated in 1683), Stow has a variety of housing stock, including historical dwellings, typical New England single and multiple family dwellings, and limited affordable and elderly housing communities. However, the current mix of housing stock is overwhelmingly single-family detached homes (91% of all housing units) on 1 to 2 acre lots.

Our vision is to reestablish diversity in our community by creating housing stock where young, middle-aged, and older residents of all income levels can together share the common values that existed in this community many years ago. The impact of an aging population indicates the need for housing for those on a fixed income. Workforce housing is also desired in the community so those who work here can live near where they work.

Challenges

Typically high-density affordable housing developments are served by municipal water and sewer and located nearby public transportation and places of employment. Stow relies on private water and septic, has no public transportation other than a Council on Aging van service, and relies on a small, mainly on-call fire department with no ladder truck. In addition, as only 5.5% of Stow's land is zoned for commercial or industrial uses, employment opportunities are limited. For these reasons, we encourage smaller scale developments that are located outside the commercial and industrial zoned sites that have good transportation access for industrial use and close to existing villages.

Synopsis

The Town of Stow maintains a tradition of working cooperatively and negotiating with affordable housing developers. We encourage comprehensive permit applications for developments that serve low-, moderate- and middle-income households and meet expressed community needs for rental and/or senior housing. In addition, we look favorably on developments that conform to the historic architecture of our town and, whenever possible, make use of existing structures. We also look favorably on developments that are located close to Stow's existing villages. By guiding attractive,

small-scale affordable housing development toward these areas, we want to create and sustain an inventory of low- and moderate-income housing units equal to at least 10% of all homes in our community.

Stow seeks to provide permanent affordable housing that benefits as many local residents as possible. Since our town is a small, low-density community, we look favorably on affordable housing developments of 50 units or less, with a density of 3-4 single-family dwellings per acre or 7-10 common-wall units per acre. Buildings in an affordable housing development need to meet Stow's 35' height limit. A development located outside of our established villages ought to reflect the principles of traditional village design. A village needs a focus, a social amenity to act as its defining feature, such as gathering spaces, community meeting room, and trail linkages to adjacent open space. In some instances, Stow may want to participate in a development in order to reduce density or increase the level of affordability.

Contents

1. Community housing needs and priorities
2. Relationship of policy to community planning goals
3. Development preferences
 - Types of housing
 - Location
 - Density and scale
 - Intensity of use
 - Architectural design and site plan standards
 - Other public benefits
4. Performance standards
 - Desired percentage(s) of affordability
 - Income targets
 - Term of affordability
 - Accessibility
 - Minimization of land use conflicts
5. Expectations concerning “local preference” allocation of affordable housing units
6. Conditions under which Stow may choose to invest local resources or act as a co-applicant for non-local resources to subsidize affordable housing units

Appendix A: Unprotected Parcels with Agricultural Significance

Appendix B: Process for Comprehensive Permit Application Review

Appendix C: Chapter 40B Subsidized Housing Inventory

Appendix D: Comprehensive Permit Rating Matrix

Comprehensive Permit Policy

1. Community housing needs and priorities.

Stow seeks to provide and maintain the Chapter 40B statutory threshold of at least 10% of its year-round homes that qualify as low and moderate income housing units, by providing a mix of affordable rental and home ownership units. In addition, Stow seeks to provide for middle-income housing units.

Affordable Rental Units - The shortage exists most acutely among rental units for all income groups. The town encourages development that addresses this need. If able to choose between two concurrently filed Comprehensive Permit applications, the town will give preference to the application that increases the supply of rental units affordable to low (70-80% of income limits) very low (50% of income limits), extremely low (30% of income limits) and moderate-income (81-110% of median income) households and substantially meets other local objectives outlined in this policy.

Mixed-Income Development - There is a significant gap between affordable units and the high-end units that the housing market is producing. Many in Stow were once middle-income (110-140% of income limits) housing consumers, having gotten their start in that niche. Therefore, to provide a range of housing alternatives for people in Stow, the town encourages mixed-income developments that include housing affordable to low-, moderate- and middle-income households.

2. Relationship of policy to community planning goals

The 2010 Stow Master Plan specifies several housing and residential development goals, including: (1) an increase in the supply of permanently affordable housing in a manner compatible with the town's historic architectural traditions (2) the preservation of the town's existing inventory of older, small dwelling units in order to maintain a diverse supply of homes, and (3) the promotion of renovation, use conversion and infill development in established village areas over new construction in undeveloped areas. This policy statement reflects those goals. A comprehensive permit development with the following characteristics will be deemed consistent with these goals:

- 2.1 Design - Attached housing units should be designed to blend compatibly with surrounding single-family neighborhoods. Clusters of two, three, and four to eight-unit buildings that closely approximate traditional single-family residences and farmhouses will generally be consistent with the goals of the master plan; new construction of large, three-story apartment-style buildings will generally be inconsistent. Density achieved by compatible building design will be viewed more favorably than density achieved by substantial variations from the town's height requirements for homes in the zoning district where the site is located due to public safety concerns.

The following photographs are examples of preferred building designs.



Minute Man Commons, Lincoln, MA

<http://chapa.org/pdf/minutemancommons.pdf>



Battle Farm Road, Lincoln

<http://www.designadvisor.org/gallery/battle.html>



Affordable Housing Coalition

<http://www.affordablehousing-coalition.com/Examples1.html>



Butternut Farm, Amherst

<http://www.haphousing.org/default/index.cfm/housing-creation/full-projects-listing/>



Amherst, Palley Village



Belchertown, North Main Street



Wilmington, Shawsheen River Est.

<http://app1.ocd.state.ma.us/HOP/MainMenuGrid.aspx>



Weston Affordable Housing Draft Report

<http://weston.govoffice.com/vertical/Sites/%7B264E11B6-4A4A-4EC0-B631-35FE907B479E%7D/uploads/%7B2ACB1ABE-2385-4765-BB15-8494A04AA70A%7D.PDF>



Faxon Farm, Stow, MA



Gleasondale Road, Stow, MA

- 2.2 Reuse - The many historic homes in Stow contribute to the town's historic character; therefore it is our goal to make every effort to maintain existing historic homes. The town encourages comprehensive permits that promote appropriately designed conversion and reuse of existing structures to affordable multi-family, senior housing or studio units, particularly structures with historic significance to the town.
- 2.3 Village Design - The village concept is an important part of Stow's Master Plan. Stow strongly encourages affordable housing development in established village areas. Development outside of an existing village should be sensitive to traditional village design principles, notably by providing a common focal point – services, a community resource or an attraction or amenity so that at least one aspect of the lives of the new residents can be accommodated within the village. Ideally, the village's service or resource will serve residents of both the village and the town as a whole, fostering integration of the development within the community.

3. Development preferences

The town will generally support comprehensive permits with the following characteristics:

- 3.1 Types of housing - See “Community Housing Needs and Priorities.” In addition to a preference for affordable rental units, the town wants a mix of unit sizes to accommodate individuals and families. A development that includes workforce housing, cottage housing, and studio, one- and two-bedroom apartments is preferable to one with no small units and a large number of three-bedroom units.

Stow will also look favorably on a development that includes dwelling units to be designated that will be sold to middle income buyers (with income at or below 120% of the median income).

3.2 Location

A. Stow will look favorably on comprehensive permits in the following areas:

1. Areas zoned for residential use or a mix of residential and commercial uses, or for “Active Adult Neighborhood” development.
2. Areas in or adjacent to established villages and neighborhoods.
3. Areas with direct access to main roadways.
4. Areas outside of the Water Resource Protection overlay district.

B. Stow will look unfavorably at a comprehensive permit application to develop land in the following areas:

1. Areas zoned for non-residential development. Only 5.5% of Stow’s land *is* zoned for commercial or industrial use and the tax base needs diversification. Therefore, Stow needs to reserve commercial and industrial sites that have good transportation access for commercial and industrial uses.
2. Areas defined as floodplain.
3. Areas protected as Riverfront Area according to the Massachusetts Wetlands Protection Act and its implementing regulations at 310 CMR 10.00.
4. Unprotected Parcels with Agricultural Significance. (Appendix A)

- 3.3 Density and Scale - The town recognizes that density is important to the feasibility of an affordable housing development. At the same time, the town has a public interest in promoting small-scale development. Generally, Stow will look favorably on a small-scale affordable housing development over one of a larger scale, even if its density is lower. An application for fewer than 50 units is strongly preferred, subject to the following dimensional guidelines.

- a. Units per acre - Requests to waive the density requirements of the Zoning Bylaw shall in all cases be accompanied by evidence of economic necessity.

The town may accept an overall density of 3-4 units per developable acre for single-family dwellings and 7-10 units per developable acre for common-wall units, up to a maximum of 50 units in a development.

- b. Height - Stow limits residential buildings to a height of 35'. The town's small, mainly on-call fire department has no ladder truck, which means that Stow would have to rely on mutual aid in the event of a fire in a building that exceeds 35'. In addition, Stow looks favorably on affordable housing developments that are compatible with the rural-residential character of the town. Buildings should be harmonious with and enhance the town's existing architectural traditions.
 - c. Intensity of use - Structures in a comprehensive permit development should comply in as many respects as possible with the design guidelines for residential uses in a Planned Conservation Development, including the preservation of 30% of the parcel as open land.
 - d. Architectural and site plan standards - Wherever possible, applicants should comply with the site plan standards listed under Section 9.3.11 of the Zoning Bylaw.
 - e. Distribution of affordable units within the Development – Affordable units should be designated on the plan and should be distributed throughout the development with no material difference between market rate and affordable units.
- 3.4 Other public benefits - Developments that provide public benefits in addition to the required percentage of affordable housing units are preferable to developments that provide no other public benefits. Specifically, the town encourages applicants to provide facilities that will add to the communal experience in Stow. Examples include a social amenity to act as its defining feature, such as gathering spaces, community meeting room, community garden space and trail linkages to adjacent open space. Other significant public benefits would be a higher percentage of affordable units, the inclusion of middle-income housing units and the preservation of a historically significant building.

4. Performance standards

To plan and manage growth so that essential municipal services, efficient educational services, and affordable community services will be available for all citizens, while developing affordable housing options, in general, Stow will look favorably on comprehensive permits that meet the following minimum standards:

- 4.1 Minimum percentage(s) of affordability¹ - 25-40% for rental and homeownership developments, 50% for single-room occupancy and elderly housing developments. In homeownership developments, a higher percentage of units eligible for inclusion

¹ It is understood that applicants will provide at least 25% low- and moderate-income units as required for a development's inclusion in the Chapter 40B Subsidized Housing Inventory.

in the Chapter 40B Subsidized Housing Inventory may be considered a reasonable trade-off, when necessary, for a modest increase in density.

- 4.2 Income targets - Rental developments should provide a continuum of affordability, such as units priced for households at 30%, 50%, 70%, 80% and 110% Area Median Income² (AMI). Range of affordability may be considered a reasonable trade-off, when necessary, for a modest increase in density or by support from the Town in the developer's efforts to obtain additional subsidies for the development. Stow has housing needs at several market levels. We are not interested in having a disproportionately large share of units affordable only to households with incomes at the upper end of the moderate income range. The Town desires a mix of unit pricing versus pricing all of the units in a development for households at 70-80% AMI.
- 4.3 Term of affordability - Affordable units shall be permanently affordable. All comprehensive permit decisions will be conditioned upon the perpetual affordability of the Chapter 40B units.
- 4.4 Accessibility - Affordable housing units shall be Americans with Disabilities Act (ADA) adaptable in accordance with Fair Housing Accessibility standards.
- 4.5 Stormwater Management - Affordable housing development plans shall comply with the requirements of Section 3.8.1.9 of the Zoning Bylaw. The town will presume that projects meeting the 2008 Massachusetts Stormwater Handbook, or as subsequently amended, satisfy the requirements of Section 3.8.1.9 of the Stow Zoning Bylaw and related Subdivision Rules and Regulations, Site Plan Approval Rules and Regulations and Special Permit Rules and Regulations, and therefore are presumed to also satisfy other regulatory requirements, as stated in said handbook.

5. "Local preference" allocation of affordable housing units

Comprehensive permit developments shall provide for local preference tenant or homeowner selection procedures for 70% of the units. "Local preference" tenants or homeowners include current town residents or their immediate family members (such as adult children or elderly parents), employees of the town or the regional school district, non-residents who work primarily within the Town of Stow and individuals who grew up in and wish to return to the town.

6. Community participation

- 6.1 The town may elect to invest local resources or seek additional subsidies for a comprehensive permit development. This participation could take one or more of the following forms:
 - An infusion of capital in the form of permanent, deferred-payment debt.

² Area Median Income is defined by the U.S. Department of Housing and Urban Development (HUD). Stow is part of the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area.

- Low-interest loans or financial assistance to reduce the cost of debt service for communal water supply and wastewater disposal facilities.
- Acquisition of one or more units.
- Acquisition of a portion of the site deemed significant to the town's open space goals.

6.2 The town may want to participate for the following reasons:

- To reduce the density in order to increase open space, protect natural resources or control development impacts on municipal and school services.
- To increase the percentage of low-income affordable rental units without increasing the overall density of the development.
- To provide rental housing for very-low-income or elderly households and persons with disabilities.
- To secure units for a rent-to-own program.
- To increase the number of units affordable to middle-income households.

Appendix A
Unprotected Parcels with Agricultural Significance
(Identified in the June 2008 Open Space and Recreation Plan with Fiscal 2013 parcel ID updates)

Owner	Address	Parcel ID	Acres
Barnes Hill Trust Macwilliams, Karen	58 Wedgewood Rd.	R08-0050	30.3
Cacciatore Raymond J Tr Cacciatore Realty Trust	Packard Road	R17-0290	44.3
Collings Robert F	137 Barton Road	R25-0170	23.9
The Collings Foundation	Barton Road	R25-016A	16.4
Collings Robert F Collings, Caroline	Barton Road	R24-016B	14.8
Collings Robert F Collings, Caroline	Barton Road	U02-0540	11.6
Field Faith B	Great Road	U09-0310	12.1
Field Peder O Field Faith B	Packard Road	R17-0200	2.7
Field Peder O Field Faith B	Packard Road	U09-0330	2.7
Gagnon, Beth A Harnett, Mark D	149 Whitman Street	R14-0050	10.8
Hangen Donald Hangen, Tona	102 Boon Road	R14-0210	6.9
Honey Pot Hill Orchards Inc.	138 Sudbury Road	R14-016A	84.4
Honey Pot Hill Orchards Inc.	Sudbury road	R14-0140	8.2
Honey Pot Hill Orchards Inc.	Sudbury Road	R13-0060	14.3
Honey Pot Hill Orchards Inc.	Sudbury Road	R13-0040	7.4
Honey Pot Hill Orchards Inc.	Sudbury Road	R13-0020	22
Honey Pot Hill Orchards Inc.	Boon Road	R14-0180	3.2
Honey Pot Hill Orchards Inc.	Sudbury Road	R13-004A	1.6
Honey Pot Hill Orchards Inc.	Sudbury Road	R14-0120-0020	7.8
Honey Pot Hill Orchards Inc.	Sudbury Road	R14-016B	3.5
Honey Pot Hill Orchards Inc.	Sudbury Road	R13-0010	6.8
Honey Pot Hill Orchards, Inc.	Boon Road	R14-019A-0020	4.2
Lord Charles H Lord, Jean F	66 Brookside Road	R22-002B	77.8
Lynch Jean H.	74 West Acton Road	R21-001D-1	6.8
Lynch, Margaret A	27 Boxborough Road	R21-001D-2	1.5
Martin Richard S Martin, Paula	91 Boon Road	R14-0030-0010	1.5
Martin, J Stewart	77 Boon Road	R14-0030-0020	1.5
Martin, Richard S and Paula	Boon Road	R14-020B	19.65
McDonald Robert C McDonald, Gay Gibson	387 Gleasondale Road	R12-0050	18.6

Owner	Address	Parcel ID	Acres
Merrill Christopher B Tr Hero Meadows Nominee Tr.	Wedgewood Road	R08-005A	29.3
Mong Steven R Mong, Kirsten	70 Old Bolton Road	R03-0230-0010	6.8
Moseley Philip B Tr Moseley Elizabeth A Tr	32 Maple Street	R03-023B-0010	1.7
Moseley Philip B Tr & Elizabeth A Tr – Kettell Farm Realty Trust	Maple Street	R03-023B-0030	17.5
Mahall Family Living Trust	30 Maple Street	R03-023B-0020	1.9
Perkins Edward H, Trustee Ash Trust	25 Rockbottom Road	R12-0010	93.7
Perkins Edward H, Trustee Ash Trust	Gleasondale Road	U08-0030	6.3
Perkins Edward H, Trustee Ash Trust	Gleasondale Road	U08-0030-0020	4.7
Pilot Grove Farm Inc.	South Acton Road	R21-0440	26.4
Pilot Grove Farm Inc.	Crescent Street	R17-001A	15.1
Mikoski, Linda	438 Great Road	U09-0180	16.6
Mikoski, Linda	Gleasondale Road	R16-030A	9.6
Mikoski, Linda	Red Acre Road	R30-0490	16.1
Mikoski, Linda	Pompositicut Street	R30-0770	12.4
Mikoski, Linda	Wheeler Road	R16-0460	11.7
Schwarzkopf Daniel B	331 Taylor Road	R06-1240	9.8
Schwarzkopf Daniel B Schwarzkopf, Constance G	331 Harvard Road	R05-0790	16.1
Schwarzkopf Daniel B Schwarzkopf, Constance G	Kirkland Drive	R05-067A	0.7
Shepherd T Nathanael Shepherd, Leslie E	154 Harvard Road	R04-0030	29.1
Shepherd Thomas R. Shepherd, Leslie E	Harvard Road	R09-014A	9
Shepherd, Nancy H.	Harvard Road	R04-002A	6.6
Sipler Dwight P. Sipler, Barbara P	184 Gleasondale Road	R15-0750	20.6
Town of Stow	60 Old Bolton Road	R03-0180	13.2
Tyler Allan A	772 Great Road	R03-0120-0010	1.5
Tyler, Allan A	724 Great Road	R03-0120-0020	8.1
Ward Daniel E Vicki A Dromey Tr Taylor Rd. Realty Trust	Taylor Road	R09-0990	4.9
Ward Daniel E Vicki A Dromey Tr Taylor Rd. Realty Trust	Taylor Road	R08-0100	27.3
Warren Francis Jr.		R17-0010	29.2

Appendix B

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2. Application – The Comprehensive Permit application process is defined in the Stow Zoning Board of Appeals Rules & Regulations for Comprehensive Permit Application. The Applicant must model the development in accordance with Stow’s Zoning Bylaw, and specifically enumerate the variances from the Zoning Bylaw that are sought before the Zoning Board of Appeals.

The Comprehensive Permit application shall also take into consideration the following documents:

- Zoning Bylaw
 - Subdivision Rules and Regulations
 - General Bylaw
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 - Board of Health Regulations
 - Housing Production Plan
 - Master Plan
3. Information Sharing – At a minimum, the developer’s initial application, subsequent modifications and Zoning Board of Appeals findings on the developer’s variance request, will be forwarded to the following Town entities, with a request for comment:
 - Board of Selectmen
 - Stow Municipal Affordable Housing Trust
 - Housing Authority
 - Planning Board
 - Conservation Commission
 - Board of Health
 - Fire Department

- Police Department
 - Building Commissioner
 - Highway Department
 - Historical Commission
 - School Committee
 - Town Counsel
4. Coordination With Other Towns – Efforts shall be made to prevent impacts to adjacent towns. If material impacts are likely because of a development, the affected town will be advised, and their input sought.
 5. Expert Resources – The Zoning Board of Appeals is the Permit Granting Authority as set forth in MGL Chapter 40B, but will actively seek input from other Town Boards, Departments and Agents to insure quality development design and implementation. Outside consultants will be engaged as needed to provide additional expertise, with reasonable fees borne by the developer to meet these needs.
 6. Affirmative Action – Marketing plan affirmative action provisions shall comply with the provision of applicable law.
 7. Local Preference – Local preference for selection of occupants of affordable units is supported to the maximum degree allowed by law.
 8. Fiscal Review/Audit –At the Developer’s expense, the Zoning Board of Appeals shall require that the Town conduct an audit to determine that the affordable housing development strictly complies with the limitations on profitability set forth in the General Laws, DHCD guidelines, and included in the Comprehensive Permit.

The Board of Selectmen shall appoint an auditor to audit the financial performance of the development, at the Town’s expense.

The Applicant shall deliver to the Auditor appointed by the Board of Selectmen, the financial records of the affordable housing development to allow the Auditor to determine whether the Applicant has conformed with limitations on profitability.

- A report shall at the request of the Town be delivered to the Auditor at the sale of 75% of the apartments sold.
- The information shall be provided in a form consistent with the 40B pro forma.
- All costs of retaining the Auditor, including legal fees incurred by the Board and/or the Town, shall be paid by the Developer.
- The final audit will be completed and a report delivered to the Town on the earlier of: (i) 60 days after the sale of the final apartment or (ii) 120 days of the issuance of the final occupancy certificate.

Appendix C

Chapter 40B Subsidized Housing Inventory (as of 08/01/2012)

<i>Development</i>	<i>Number of Units</i>	<i>Unit Type</i>	<i>Restriction Expires</i>	<i>Subsidizing Agency</i>
Pilot Grove Apartments	60	Rental	Perpetuity	DHCD
Plantation Apartments	50	Rental	2025	HUD
Stow Farms (Elm Ridge Rd)	7	Ownership	2034	DHCD
Villages at Stow	24 (20 certified as of 8/12)	Ownership	Perpetuity	
Arbor Glen	4	Ownership (Age Restricted)	Perpetuity	MassHousing
DDS Group Homes	4	Confidential	N/A	DDS
CONSTRUCTION PENDING				
Pilot Grove 2	38	Rental	Perpetuity	
Plantation 2	30	Rental	Perpetuity	

Appendix D

Comprehensive Permit Rating Matrix

←----- APPLICANT TO COMPLETE ----->						
REFERENCED SECTION	DESCRIPTION	TOWN OF STOW PREFERENCE	MEETS PREFERENCE (Y/N)	DETAILS	MITIGATING FACTORS	ZBA Comments
Supports Community Planning Goals						
1	Affordable Rental	Increases the supply of affordable rental units				
1, 4.2	Mixed Income	Includes a mix of housing affordable to low-, moderate- and middle-income households				
1, 4.2	Moderate Income	Includes housing for moderate-income (81-110% of median income) households				
2	Architectural Compatibility	Compatible with the town’s historic architectural traditions				
2	Preservation of Existing Housing	Preserves the town’s existing inventory of older, small dwelling units in order to maintain a diverse supply of homes				
2.1	Neighborhood Compatibility	Compatible with neighborhood form				
2.2	Reuse	Promotes renovation, use conversion and infill development in established village areas				
2.3, 3.2.a.2	Village Design	Development in established villages or be sensitive to traditional village design principals				

←----- APPLICANT TO COMPLETE ----->						
REFERENCED SECTION	DESCRIPTION	TOWN OF STOW PREFERENCE	MEETS PREFERENCE (Y/N)	DETAILS	MITIGATING FACTORS	ZBA Comments
Development Preferences						
3.1	Types of Housing	Includes a mix of workforce housing, cottage housing, and studio, one- and two-bedroom apartments				
3.2.a.1	Zoning	Zoned for residential use or a mix of residential and commercial uses, or for “Active Adult Neighborhood” development				
3.2.a.3	Access	Direct access to a main road				
3.2.a.4	Water Resource Protection	Development is outside of the water resource protection overlay district				
3.2.b.1-4	Smart Growth	Development is not in areas zoned for commercial or industrial use, defined as floodplain, protected as Riverfront Area, or with prime agricultural soils				
3.3	Number of Units	Fewer than 50 units				
3.3.a	Single Family Density	Overall density of 3-4 units per developable acre				
3.3.a	Common Wall Unit Density	7-10 units per developable acre				
3.3.b	Height	Maximum height of 35'				

←----- APPLICANT TO COMPLETE ----->						
REFERENCED SECTION	DESCRIPTION	TOWN OF STOW PREFERENCE	MEETS PREFERENCE (Y/N)	DETAILS	MITIGATING FACTORS	ZBA Comments
3.3.c	Planned Conservation Development Design	Preservation of at least 30% of the parcel as open land				
3.3.d	Site Plan Compliance	Standard compliance under 9.3.11 Stow Zoning Bylaw				
3.3.e	Distribution of Affordable Units	Distributes affordable units throughout the development with no material difference between market rate and affordable units				
3.3.e	Designation	Designates affordable units ahead of development [as part of the application?]				
3.4	Other Public Benefits	Higher percentage of affordable units, the inclusion of middle-income housing units and/or the preservation of a historically significant building				
Performance Standards						
4.1	Minimum Percentage of Affordability	Minimum 25-40% for rental and homeownership developments, Minimum 50% for single-room occupancy and elderly housing developments				
4.2	Mixed and Moderate Income	<i>See Supports Community Planning Goals section</i>				

←----- APPLICANT TO COMPLETE ----->						
REFERENCED SECTION	DESCRIPTION	TOWN OF STOW PREFERENCE	MEETS PREFERENCE (Y/N)	DETAILS	MITIGATING FACTORS	ZBA Comments
4.3	Term of Affordability	Affordable units shall be permanently affordable				
4.4	Accessibility	Provides for ADA adaptable units in accordance with Fair Housing Accessibility Standards				
4.5	Stormwater Management	Standard compliance under 3.8.1.9 of Stow Zoning Bylaw				
Other						
5	Local Preference	Local preference tenant or homeowner selection procedures for 70% of the units				

Setting Liquor, Common
Victualer, and Class II License
Fees for 2024

Town of Stow Select Board

Setting License Fees for 2024

Below is the list of license fees charged in 2023. The Select Board can decide to maintain license fees at current levels or adjust them for 2024.

Alcoholic Beverage Licenses

Restaurants – All Alcohol - \$2,200
Restaurants – Wine & Malt - \$880
Package Stores – All Alcohol - \$2,000
Package Stores – Wine & Malt - \$880

Common Victualer -\$25

Class II/Used Auto Sales -\$100

Goals Discussion

Select Board Goals discussed at the 8/22/23 meeting:

- Fiscal oversight and financial responsibility
 - Understand the Town's current and future spending
 - Be aware of the current and future tax rate on individual residents
 - cost per \$1,000
- Help more business come to Stow *
 - This will to help the Town tax income
- Investigate other income sources for the Town
 - Eg: renting commercial kitchen
- Evaluate municipal services provided to residents
 - What do they get for their tax dollars?
 - Centralize trash collection?
- Establish relations with SB appt boards and committees
 - Invite one or two orgs a month to educate the SB on what they do and how the SB can help
 - Have a volunteer appreciation event
- Can we communicate better to residents?
 - Are we doing all we can?
 - Communications specialist or social media mgr?
 - Denise's Monthly newsletter
- Encourage more residents to volunteer
 - There are many empty slots that need filling

ADDITIONAL COMMENTS:

Hector's comments submitted as part of the 8/22 packet:

- Ensure Stow is open and welcoming to all demographics and cultures
- Help more businesses come to Stow
- Expand communication to reach more residents

Additional comments from Hector:

- * For "Help more business come to Stow"
 - Get EDIC going?
 - Is it hard to start a biz in Stow?
 - How can the Board help?

Discussion of small jet expansion at Hanscom

Cortni will provide info at the meeting.

Review Existing Select Board Policy: Statement of Ethics

This policy was adopted on July 28, 2009.

The Board also adopted a Select Board Code of Conduct on September 14, 2021.

TOWN OF STOW
Statement of Ethics of the Board of Selectmen

Adopted: 7.28.09

- 1. A member of the Board of Selectmen, in relation to his or her community, should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
 - b. Realize that in creating and enforcing Town policy, the Board of Selectmen may direct the Town Administrator in setting priorities that affect policy, but that the day-to-day operations of the Town are left to appropriate department heads.
 - c. Realize that he or she is one of a team and should abide by, and carry out, all Board and Town Meeting decisions once they are made.
 - d. Be well informed concerning the duties of a Board member on both local and state levels.
 - e. Remember that he or she represents the entire community at all times.
 - f. Realize that service on the Board is service to the community and not service for personal or political benefit.
 - g. Abide by the ethics guidelines established by the Commonwealth.
 - h. Abide by the Commonwealth's Open Meeting Law, including regulations for electronic communications.

- 2. A member of the Board of Selectmen, in his or her relations with the Town Administrator, should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
 - b. Recognize and support the administrative chain of command and refer complaints to appropriate members of the administration.
 - c. Give the Town Administrator full responsibility for discharging his or her duties.
 - d. Refrain from requesting assistance from Town department heads; instead all such requests should be handled through proper administrative channels through the full Board and the Town Administrator.

- 3. A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
 - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Refrain from making statements or promises regarding the outcome of matters that will come before the Board until after having a full and fair opportunity to weigh the merits of an issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make informed decision.
 - e. Refrain from communicating the position of the Board of Selectmen to reporters or state officials without prior board approval.
 - f. Be respectful of other Board members and their opinions.

- 4. A member of the Board of Selectmen, in his or her relations with Town staff, should:**
 - a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
 - b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed to the Town Administrator, Town Counsel, Assistant Town Administrator, Administrative Assistant to the Board of Selectmen, or Department heads.
 - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator through private conversation.
 - d. Limit requests for staff support, and ensure that all requests go through the Town Administrator's office.



Town of Stow

Select Board

Code of Conduct

Adopted September 14, 2021

This Code of Conduct sets forth a standard of conduct for the Stow Select Board under the laws of the Commonwealth of Massachusetts and the Town Charter. As an elected public official, a Select Board member has taken an oath to adhere to all federal laws, the laws of the Commonwealth of Massachusetts and the bylaws of the Town of Stow.

This Code of Conduct outlines three general areas of a member's responsibility:

- (1) community responsibility;
- (2) responsibility to Town Administration; and
- (3) relationship to fellow Select Board members, and other persons appearing before the Select Board.

1. Community Responsibility: A member in their relations with the community should:

- A. Realize that their primary responsibility is to all Stow citizens.
- B. Recognize that their function is policymaking and not administrative.
- C. Remember that they are one of a team and must abide by, all Select Board decisions once they are made.
- D. Be well informed concerning the duties of a Select Board member on both a local and state level and on the municipal issues in Stow.
- E. Remember that they represent the entire community at all times.
- F. Accept the office of Select Board member as a means of unselfish public service.

2. Responsibility To Town Administration: A member in their relations with the Town Administration should:

- A. Endeavor to establish through the Board sound, clearly defined policies with which to govern and support the Administration.
- B. Recognize and support the Administrative chain of command and refuse to act on complaints as an individual outside of the Administration.
- C. Refer all complaints to the Administration for solution and only pursue satisfactory results through the frameworks of the Select Board structure if such solutions fail.
- D. Request assistance from Town staff only through the Town Administrator.

3. Relationship To Fellow Select Board Members and Other Persons: A member in their relations with fellow Select Board members and other persons shall:

- A.** Accept differences of opinion as building blocks of our democratic process.
- B.** Always treat other members, the Town Administrator, board and committee members, and employees with personal respect and act in a civil manner towards them.
- C.** Concentrate all dialogue on the issue and refrain from personal criticism.
- D.** Recognize that Board action at official meetings is binding and that they alone cannot bind the Select Board outside such meetings.
- E.** Realize that statements or promises should not be made regarding how they will vote on matters that will come before the Select Board.
- F.** Uphold the confidentiality of executive sessions and documents presented during same, and respect the privileged communications that exists in executive sessions.
- G.** Not withhold pertinent information on municipal matters or personnel problems, either from members of their own Select Board or from members of other bodies who may be seeking help and information on problems.
- H.** Not make statements or promises of how you will vote on matters that will come before the full Board until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Board.
- I.** Cooperate with the Chair of the Board in the conduct of meetings.
- J.** Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Administrator through private conversation.
- K.** Treat persons who appear before the Board with respect, and dignity and in a manner free from discrimination, abuse, and harassment.
- L.** Act in a civil and professional manner at all Board meetings.
- M.** Speak in a civil manner and not harass or bully citizens, other Board members, the Town Administrator, Town administrators, and employees.

4. Enforcement of Code of Conduct.

- A.** The Select Board shall enforce the Code of Conduct.
- B.** Any Select Board member violating the Code of Conduct may be subject to public censure by the Select Board.
- C.** During a meeting the Chair may, after an initial warning, remove a member from a meeting who acts in an inappropriate manner, is unruly or disorderly.

MINUTES

Select Board Meeting Minutes
Tuesday, October 10, 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. and noted that the meeting is not being recorded or broadcast live on Stow TV. The meeting is being recorded on Zoom and will be posted later.

Public Comment - none

Recognition

Chair Frecha acknowledged the proclamation for the Randall Library Friends.

Ms. Birch-McMichael moved to approve and sign a proclamation for National Friends of Libraries Week, October 15-21, honoring the local nonprofit service group, Randall Library Friends Association, for their work in the community.

Mr. Constantzos seconded the motion and it passed unanimously.

Board Member Comments

Mr. Constantzos acknowledged that today is Mental Health Awareness Day and if you need help please reach out and get some help.

Town Administrator (TA) Report - none

Appointment

Police Chief Michael Sallese was present in the Warren Room.

With the resignation of Brendan Fitzpatrick, the role of senior detective is open. Christopher Kusz is the junior detective and per their contract Kusz's reassignment has to be approved by the Select Board.

Ms. Birch-McMichael moved to approve the assignment of Christopher Kusz to the role of Senior Detective for the Stow Police Department through June 30, 2024.

Mr. Constantzos seconded the motion and it passed unanimously.

Special Event Permit - Fall Festival at Stow Acres

Conservation Director Kathy Sferra was present in the Warren Room.

Ms. Sferra said the fall festival is an opportunity for residents and families to explore the north course of Stow Acres. There will be pumpkin painting, face painting, games, a self-guided tour of the new trail, golf cart tours, and information tables including one for the master planning process. If it rains the event will be smaller and moved inside.

Ms. Birch-McMichael moved to grant a special event permit to the Stow Conservation and Recreation Departments for a Fall Festival on Sunday, October 29 from 1-4 PM (12-5 PM including set up and clean

up) at Stow Acres North Course, pending Town Administrator approval that all necessary documents have been received.

Mr. Constantzos seconded the motion and it passed unanimously.

Special Event Permit – Stow Gobbler

Event Managers Adrienne Hoey and Kaitlyn Smith were present via Zoom.

This is the 16th annual Stow Gobbler, and the second year that the Stow Community Chest has organized the event. Last year they raised \$21,000 for the community. Ms. Hoey and Ms. Smith gave an overview of their application, and Chief Sallese said there is an operational plan that is shared with the fire department that has been used for years. Roads will be blocked and the Police Department will post information on social media.

Ms. Birch-McMichael moved to grant a special event permit for the Stow Gobbler 5K Run/Walk sponsored by the Stow Community Chest on Thanksgiving Day, Thursday, November 23, 2023 from 6:30-11 AM, pending Town Administrator approval that all necessary documents have been received.

Mr. Constantzos seconded the motion and it passed unanimously.

Common Road

Fire Chief JP Benoit, chair of the Traffic Safety Advisory Committee (TSAC), was present in the Warren Room and said the TSAC held a public forum on October 3 to discuss the concept of Common Road becoming one-way. The TSAC decided that a recommendation should be made to the Select Board for a possible change. Chief Sallese, a member of TSAC, said the goal is to make Common Road a safe right of way for all types of road users, including pedestrians and cyclists. The proposed alternative would make Common Road one-way westbound, with two-way traffic allowed in and out of the First Parish Church parking lot at the east end.

Mr. Constantzos asked why a decision needs to be made now if this is not going to be implemented for a few years. Ms. Demboski said the 1,165-page library bid has been published and is based on Common Road being one-way to incorporate a patio, sidewalks, raised crosswalks, and parking. The road will be closed during construction and the goal would be to reopen it as a one-way.

Morgan Hillman, 64 Crescent Street, a member of the Library Building Committee, spoke as a resident and asked if there will be a dedicated left turn lane from 117 east onto Common Road. TSAC will be looking at improvements that can be made there.

Ms. Demboski spoke about the taking of some land from the common to make defined parking on the south side of Common Road. This would not impact existing trees or the water spigot.

Discussion ensued about receiving public input on the taking of this land. However, drivers already park on this land, it has been a known issue for many years, and it is on tonight's agenda if a resident wanted to comment on this. Most members wanted to move this forward with a more specific motion.

Chief Sallese said that defined spaces with parking in one direction will alleviate potential problems.

Kat Copeland, a member of the building committee, spoke as a resident and asked if the cost for the parking is included in the library bid. Defined parking and curbing in front of the library was included.

Ms. Birch-McMichael moved to accept and approve the Traffic Safety Advisory Committee's recommendation to make Common Road a one-way street westbound, west of the intersection with

route 117 westbound to Library Hill Road and still allowing two-way traffic at the easternmost entrance to the First Parish Church parking area.

Mr. Constantzos seconded the motion and it passed unanimously.

Ms. Birch-McMichael moved to take 2-5 feet from the Town Common to add defined and marked parking on Common Road up to the proposed side parking with a smooth transition to Common Road.

Mr. Constantzos seconded the motion.

Discussion ensued about revising the wording of the motion.

Ms. Birch-McMichael moved to take up to 2-5 feet from the Town Common to add defined and marked parking on Common Road from Library Hill Road for a distance of approximately 100 feet with a smooth transition to Common Road, ensuring that all legislative requirements are met.

Mr. Constantzos seconded the motion and it passed 4-1 with Mr. Constantzos opposed.

Police Department 9.05 Wellness Program

Chief Sallèse and Lt. Kellie Barhight were present in the Warren Room.

In January, the Board accepted and approved a wellness program that allowed a 30-minute workout time for police personnel. The program has been successful and participants have requested an increase to 60 minutes to include time to change before and after a workout. Lt. Barhight said that 60 minutes is the industry standard, and it is good for mental and physical health. Policing with adequate coverage comes first, and no police services have been affected by this program in the past 10 months.

Ms. Birch-McMichael moved to approve a change to the 9.05 Wellness Program for the Police Department, as requested by Police Chief Michael Sallèse.

Mr. Constantzos seconded the motion and it passed unanimously.

Donation to the Police Department

A resident has offered to donate a workout exercise cage with an estimated value of \$250-\$400. The wellness officer inspected it and said it is in good condition.

Ms. Birch-McMichael moved to accept the donated Workout Exercise Cage from Robert Webster for the Stow Police Department. Mr. Constantzos seconded the motion and it passed unanimously.

Town Administrator's Performance Evaluation

The Board discussed their differences of opinion on certain sections of the review. Ms. Hegemann said the positive really shines through and it was an incredibly good review. Ms. Demboski said she is very pleased with the 4.9 out of 5 rating but she does not agree with everything. She is disappointed that the score on personal development and understanding the role was one of the lower scores. She is a member of multiple state associations and has continued with her personal development. She appreciated the feedback and the effort put forth by the Board in writing the reviews.

Ms. Birch-McMichael moved to approve the Town Administrator Performance Evaluation as presented at this meeting.

Mr. Constantzos seconded the motion and it passed unanimously.

Green Communities Competitive Grant for the Library Project

The state puts forward an annual decarbonization grant for up to \$500k. Because the library will be a fully sustainable building and the town has adopted many of the state green initiatives and codes, there is a good chance that the town will receive something in this grant. The goal is to receive the full amount. It is a lengthy grant process and two of the requirements are the Chair signing and authorizing the grant application and signing a document stating that the town has the required 25% match.

Ms. Birch-McMichael moved to authorize the Chair to execute an application for up to a \$500,000 Green Communities Competitive Grant for the library project.

Mr. Constantzos seconded the motion and it passed unanimously.

MA Select Board Association (MSA) Seeking Feedback

The Healy-Driscoll Administration has reached out for feedback from the 351 municipalities via different state associations, such as the Select Board Association and the Small Town Administrators of MA (STAM), to see what needs to be changed, streamlined, or updated. They will then conduct a listening tour this fall. The deadline for feedback to the MSA is Friday.

Discussion ensued and the items to be submitted to the MSA on behalf of the Board are, in summary:

- Chapter 32 Section 15 needs better accountability for the taxpayers;
- Better access to MEMA (MA Emergency Management Agency) funds;
- MSBA (MA School Building Authority) funding should be more accessible and equitable;
- Municipal Building Authority to offer support for non-historical municipal buildings;
- Address prevailing wage and the inequities of rural communities.

Ms. Birch-McMichael moved that Denise submit our feedback bullet points to the Massachusetts Select Board Association.

Mr. Constantzos seconded the motion and it passed unanimously.

Residential Tax Exemption

Principal Assessor Kristen Fox was present via Zoom.

Ms. Fox said that the residential exemption has been around since 1979 and she does discuss it at the yearly tax classification hearing. This exemption is typically granted by two types of communities, those that are seasonal and those with very large apartment or rental bases. It creates a higher tax rate for only the residential class and everybody pays the higher rate, however, properties that fall below a break-even point can have a portion of their residential value exempted from taxation. This is why the rate goes up, you are using a lower residential value to calculate the tax rate.

Granting a residential exemption is something that the Select Board would need to decide. Ms. Fox stressed that every time the assessors grant an exemption, a discount, or an abatement that somebody else pays for it.

If the goal is to provide tax relief to seniors, there are several things that can be done. Harvard and Lancaster have an Elderly and Disabled Taxation Fund, and taxpayers can donate money to this fund. There is also a Means Tested Elderly Exemption which requires special legislation as it is not a statute that can be adopted locally.

There are several exemptions adopted in Stow for veterans, the legally blind, surviving spouses, surviving minors, and two for seniors. The base amounts for these state exemptions have not changed since the 1980s. All of these options are on the town's website.

"Trish C" was present via Zoom and made several comments, and asked about Stow forming an Elderly & Disabled Taxation Aid Committee similar to the one in Harvard.

Ms. Dembkoski said that if the Board's goal is to focus on the senior population then she and Ms. Fox could research the means exemption and see what type of legislation has been implemented in other communities. It would address the concern that Stow's seniors are being priced out of the community. However, this would still shift the burden to other taxpayers in town. The Board will discuss this further at a future meeting which will include the Board of Assessors.

Meeting Minutes

Ms. Birch-McMichael moved to accept the meeting minutes of the September 26, 2023 meeting as drafted. Mr. Constantzos seconded the motion and it passed unanimously.

Board Correspondence & Updates

Mr. Constantzos asked about the Board of Appeals decisions that are often included in the Board's correspondence. These decisions are informational only and do not require any action by the Board.

Adjournment

At 9:16 p.m. Ms. Birch-McMichael moved to adjourn.

Mr. Constantzos seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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