

AGENDA
SELECT BOARD
January 9, 2024
7:00 p.m.
Town Building & Zoom

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

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

Meeting ID: 844 3187 0752
Passcode: 25964081

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Introduction
 - o Incoming Assistant Town Administrator/HR Director Erin Mulcahy
5. Discussion and Possible Vote
 - o Discuss dates for Annual Town Meeting and Annual Town Election and open the warrant for 2024 Annual Town Meeting
 - o Authorize and Sign Bond Anticipation Note Renewal (PFAS)
 - o Accept a donation from Anne Robitaille and Lynne Jacques for the Fire Department
 - o Accept a donation from ET&L Construction for a 20' Conex Box for the Fire Department
 - o Proposed Town Hall Building Reuse Committee
 - Discuss draft committee charge
6. Meeting minutes
 - o December 12, 2023
7. Board Correspondence & Updates
8. Adjournment

Correspondence received:

Comprehensive Plan Committee Community Open House flyer

12/19/23 from Jonathan Mascia; Runoff from Wedgewood Pines and Harvard Road Flooding

12/28/23 from Mary Schofield; Road at 252 West Acton Road

Board of Appeals Public Hearing Notice – January 8 at 7:30 p.m. – 58 Randall Road

Board of Appeals Request for Comments – The Residences at Stow Acres Comprehensive Permit

12/11/23 from Comcast; Programming Advisory

12/21/23 from Niall Connors of Verizon; LFA Notice: HD NET and ASX TV

Posted Friday, 1/5/2024
10 a.m.

**DISCUSSION &
POSSIBLE VOTE**

Discuss Dates for Annual Town Meeting and Annual Town Election

Open the Warrant for 2024
Annual Town Meeting

Proposed 2024 Annual Town Meeting Dates

Warrant Closes – Monday, April 1, 2024

Presentations Due to Town Administrator – Monday, April 29, 2024

STOWS Meeting – Thursday, May 2, 2024

ATM – Saturday, May 11, 2024

Annual Town Election – Saturday, May 18, 2024

Authorize & Sign Bond
Anticipation Note Renewal
(PFAS)



UNIBANK FISCAL ADVISORY SERVICES, INC.
A SUBSIDIARY OF UNIBANK

MUNICIPAL NOTE SALE INFORMATION

Issuer: Town of Stow, MA
Amount: \$505,000.00
Dated: 1/19/2024
Due: 1/17/2025
Contact Name: Brad Brightman
Title: Treasurer
Phone: (978) 897-2834

Sale Information

Day: Thursday
Date: January 04, 2024
Time: 11:00 AM

Type:
BAN

Bank Qualified:
Yes 2021,2022,2024

NEW: \$300,000.00
RENEWAL: \$205,000.00

Tax Status:
TAX-EXEMPT

Paying Agent:
Town of Stow

Disclosure:
No

Project Description:
PFAS Remediation

Certification:
Bureau

Award Basis:
Lowest NIC

Legal Opinion:
No

Right to Prepay:
No

Interest Basis:
30/360
No. Of Days: 358

CUSIP:
Optional

Rating:
Note: No
Current Bond: AAA

Bid Basis:
Par/Premium X
Minimum Premium:

Bid Limits:
All or none X Split ____
Minimum Amount:

Additional Info:

Bid Specifics:
Registered or DTC Book-Entry

RESULTS

BIDDER	AMOUNT	RATE	DATE/TIME	PREMIUM	NIC	AWARD	REOFFER
Oppenheimer & Co.*	ALL	4.250%	1/4/2024 09:52 AM	\$825.00	4.085000	\$505,000.00	3.250%
Piper Sandler & Co.*	ALL	4.250%	1/4/2024 10:55 AM	\$55.55	4.238000		
Newburyport Five Cents Savings Bank	ALL	4.800%	1/4/2024 08:36 AM		4.800000		
UniBank For Savings	ALL	4.900%	1/4/2024 10:08 AM		4.900000		

*=Underwriter

UniBank Fiscal Advisory Services, Inc. (UFASI) is a subsidiary of UniBank for Savings (UniBank) and any bid submitted by UniBank is in keeping with its own investment goals and is not submitted by or on behalf of UFASI.

If a bidder on the Notes intends to reoffer the Notes to the public, such bidder agrees, by submitting a bid, to abide by the so-called "hold the price" rule under the United States Treasury Department's Issue Price Regulations that became effective on June 7, 2017.

To the best of the Issuer's knowledge and belief, interest on the Notes is excluded from gross income for Federal income tax purposes, and interest on the notes is also exempt from Massachusetts personal income taxes. The Issuer expects to designate the notes as "qualified tax-exempt obligations" for Federal income tax purposes. It should be noted, however, that the Issuer has not engaged the services of bond counsel or any other counsel to render a legal opinion with respect to the treatment for Federal or Massachusetts income tax purposes of interest on the Notes.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF STOW
ANTICIPATION SERIAL LOAN
PFAS Remediation**

No. 655-1
CUSIP: 862378 KQ8

COPY

\$505,000.00
Date of Issue: January 19, 2024

For Value Received, the inhabitants of the Town of Stow by their Treasurer hereto duly authorized by votes of said Town passed on July 11, 2020, May 22, 2021, and May 13, 2023 and Chapter 44, Section 7(1) of the General Laws promise to pay to Cede & Co. or order upon presentation and surrender thereof at Town of Stow, 380 Great Road, Stow, MA 01775, the sum of

FIVE HUNDRED FIVE THOUSAND DOLLARS (\$505,000.00)

on January 17, 2025, with interest at the rate of 4.250 percent per annum, payable at maturity calculated on the basis of a numerator using 30 days and a denominator using a 360 day year (30/360).

Countersigned and Approved

Signed

Majority of _____

the Town of _____

Select Board _____

Town Seal
To be affixed here

I certify that this note was countersigned and approved by the Select Board in my presence.

Date

Town Clerk

The Commonwealth of Massachusetts
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws per the attached Director of Accounts Approval Letter.

COPY

Municipal Purpose Loan

Town of Stow

This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program.
(A municipal purpose loan is one which combines two or more authorizations for different purposes in one loan.)

Date	Date 2	Article #	Purpose	Amount Authorized	Previous New Issues	Paydowns This Issue	This Issue New	This Issue Renewal	Unissued Balance
7/11/2020		60	PFAS Remediation	\$250,000.00	\$250,000.00	\$150,000.00	\$0.00	\$100,000.00	\$0.00
5/22/2021		57	PFAS Remediation	\$175,000.00	\$175,000.00	\$70,000.00	\$0.00	\$105,000.00	\$0.00
5/13/2023		45	PFAS Remediation	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00
Totals				\$725,000.00	\$425,000.00	\$220,000.00	\$300,000.00	\$205,000.00	\$0.00
Carry these figures over to the Clerk/Secretary's Certificate				Must Equal Line 3	Must Equal Line 4	Must Equal Line 5	Total of these columns must equal line 6		Must equal Line 7

Note: Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued Balance.

(Revised: May 1997)

The Commonwealth of Massachusetts Certificate of Town Clerk

Note Number(s): 655-1

Town Treasurer's Record

Town of Stow

1. Date of Town Meeting Authorizing Loan July 11, 2020, May 22, 2021, and May 13, 2023

2. Purpose of Loan BAN - PFAS Remediation

Note: Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.

3. Total Amount of Loan Authorized \$725,000.00

4. Amount of Previous New Issues of this Loan \$425,000.00

5. Paydowns on this Issue (if required) \$220,000.00

6. Amount of this Issue \$505,000.00

7. Balance of this Loan Unissued \$0.00

Note: Amount Authorized minus Previous New Issues minus This Issue (New Money) equals Unissued Balance.

8. Issue Date January 19, 2024 Date Due January 17, 2025

9. Payable to Cede & Co.

10. Payable at Town of Stow

11. Rate of Interest 4.250% Payable At Maturity (Annually, semi-annually or at maturity)

12. Signed by _____, Town Treasurer

TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.

COUNTERSIGNED AND APPROVED BY:

Select Board
and a
majority
thereof

In the presence of: _____, Town Clerk



(complete right side)

(Revised: December 2003)

The Commonwealth of Massachusetts

Certificate of Town Clerk

Only one Certificate is needed to cover all notes issued on the same date for the same purpose. The Town Clerk will furnish below an exact copy of the vote authorizing the loan, as appearing in the Clerk's records, showing how the vote was passed including a copy of the article in the warrant upon which the vote was based. The completed certificate is to be signed by the Clerk and given to the Treasurer, who must transmit the same, with the note or notes, to the Director of Accounts, Department of Revenue, Boston. General Laws Chapter 44, Sections 23-27.

Copy of Vote Authorizing Loan

(Attach a certified copy of the vote and warrant article for each authorization included in this borrowing.)

(Upload 5/13/2023/Article#45 -\$300,000 Vote to Gateway)



Seal

I CERTIFY that this is a true copy of the Town Treasurer's Record of the issue of notes and a true copy of the vote passed at a meeting of the voters of the Town of Stow, duly warned as required by law, which authorized borrowing as stated, as appears on the records of the town; that said vote is in full force and effect and has not been repealed or modified in any way by subsequent vote of the town. I FURTHER CERTIFY that the person whose signature appears on the note as treasurer of the Town of Stow was the duly authorized treasurer on the date when said signature was made; and that the persons whose signatures appear upon the note as those of a majority of the select board were duly qualified officials on the date when such signatures were made. I ALSO CERTIFY that the copy of the warrant article is a true copy of the same; that it was duly served and certified by the constable as required by the General Laws and by-laws or vote of the town or both.

Date _____

_____, Town Clerk

(Revised: December 2003)

UniBank
Copy

Town of Stow
Massachusetts

\$505,000.00

Bond Anticipation Note
PFAS Remediation

Dated: January 19, 2024

Due: January 17, 2025

Certificate and Covenant as to Tax-exempt Status of Notes

We, the Treasurer and Select Board of the Town of Stow, Massachusetts (the "Issuer"), certify and covenant on behalf of the Issuer as follows in connection with the issuance of its Notes described above and the exclusion of interest thereon from gross income for federal income tax purposes under the Internal Revenue Code of 1986 as amended (the "Code"):

1. The Issuer will take all lawful action necessary to comply with requirements of the Code that must be satisfied subsequent to the issuance of the Notes in order that interest on the Notes be or continue to be excluded from gross income for federal income tax purposes.

2. The Notes are hereby designated as "qualified tax-exempt obligations" for the purposes of Section 265(b) of the Code. We certify that the reasonably anticipated amount of tax-exempt obligations, including the Notes, that will be issued by the Issuer and all subordinate entities during the current calendar will not exceed \$10,000,000.

Dated: January 19, 2024

I, the undersigned Treasurer hereby certify that, as required by the Code, I have this day filed Form 8038G, a copy of which is attached, with the Internal Revenue Service.

Treasurer

Select Board

Information Return for Tax-Exempt Governmental Bonds

▶ Under Internal Revenue Code section 149(e)
▶ See separate instructions.

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Caution: If the issue price is under \$100,000, use Form 8038-GC.
▶ Go to www.irs.gov/F8038G for instructions and the latest information.

Part I Reporting Authority		Check box if Amended Return <input type="checkbox"/>
1 Issuer's name Town of Stow, Massachusetts		2 Issuer's employer identification number (EIN) 04-6001313
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) Lynne A. Foster-Welsh		3b Telephone number of other person shown on 3a (508) 849-4223
4 Number and street (or P.O. box if mail is not delivered to street address) 380 Great Road	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Stow, MA 01775		7 Date of issue 01/19/2024
8 Name of issue \$505,000.00 Bond Anticipation Note		9 CUSIP number 862378 KQ8
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information Brad Brightman, Treasurer		10b Telephone number of officer or other employee shown on 10a (978) 897-2834

Part II Type of Issue (Enter the issue price.) See the instructions and attach schedule.		
11 Education		11
12 Health and hospital		12
13 Transportation		13
14 Public safety		14
15 Environment (including sewage bonds)		15
16 Housing		16
17 Utilities		17
18 Other. Describe ▶ PFAS Remediation		18 \$509,863.15
19a If bonds are TANs or RANs, check only box 19a	<input type="checkbox"/>	
b If bonds are BANs, check only box 19b	<input checked="" type="checkbox"/>	
20 If bonds are in the form of a lease or installment sale, check box	<input type="checkbox"/>	

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	01/17/2025	\$ 509,863.15	\$ 505,000.00	0.994 years	3.2246138 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)		
22 Proceeds used for accrued interest		22
23 Issue price of entire issue (enter amount from line 21, column (b))		23 \$509,863.15
24 Proceeds used for bond issuance costs (including underwriters' discount)	\$4,038.15	
25 Proceeds used for credit enhancement		
26 Proceeds allocated to reasonably required reserve or replacement fund		
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	\$505,000.00	
28 Proceeds used to refund prior taxable bonds. Complete Part V		
29 Total (add lines 24 through 28)		29 \$509,038.15
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30 \$825.00

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.		
31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	▶	N/A years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	▶	N/A years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	▶	01/19/2024
34 Enter the date(s) the refunded bonds were issued ▶ (MM/DD/YYYY)		01/21/2021, 01/21/2022, 01/20/2023

Part VI Miscellaneous

- | | | | |
|------------|--|------------|-------------------------------------|
| 35 | Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) | 35 | |
| 36a | Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions | 36a | |
| b | Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____ | | |
| c | Enter the name of the GIC provider ▶ _____ | | |
| 37 | Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units | 37 | |
| 38a | If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information: | | |
| b | Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____ | | |
| c | Enter the EIN of the issuer of the master pool bond ▶ _____ | | |
| d | Enter the name of the issuer of the master pool bond ▶ _____ | | |
| 39 | If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box | | <input checked="" type="checkbox"/> |
| 40 | If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box | | <input type="checkbox"/> |
| 41a | If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information: | | |
| b | Name of hedge provider ▶ _____ | | |
| c | Type of hedge ▶ _____ | | |
| d | Term of hedge ▶ _____ | | |
| 42 | If the issuer has superintegrated the hedge, check box | | <input type="checkbox"/> |
| 43 | If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box | | <input type="checkbox"/> |
| 44 | If the issuer has established written procedures to monitor the requirements of section 148, check box | | <input type="checkbox"/> |
| 45a | If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement ▶ _____ | | |
| b | Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____ | | |

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	 Signature of issuer's authorized representative	01/05/2024 Date	Brad Brightman, Treasurer Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	Lynne A. Foster-Welsh			
	Firm's name ▶ UniBank Fiscal Advisory Services, Inc.	Firm's EIN ▶ 04-3477364		
Firm's address ▶ 49 Church Street, Whitinsville, MA 01588	Phone no. (508) 234-8112			

Town
Copy

Town of Stow
Massachusetts

\$505,000.00

Bond Anticipation Note
PFAS Remediation

Dated: January 19, 2024

Due: January 17, 2025

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OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

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3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) Lynne A. Foster-Welsh	3b Telephone number of other person shown on 3a (508) 849-4223	
4 Number and street (or P.O. box if mail is not delivered to street address) Room/suite 380 Great Road	5 Report number (For IRS Use Only) 3	
6 City, town, or post office, state, and ZIP code Stow, MA 01775	7 Date of issue 01/19/2024	
8 Name of issue \$505,000.00 Bond Anticipation Note	9 CUSIP number 862378 KQ8	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information Brad Brightman, Treasurer	10b Telephone number of officer or other employee shown on 10a (978) 897-2834	

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18 Other. Describe ► PFAS Remediation	18 \$509,863.15
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25 Proceeds used for credit enhancement	25
26 Proceeds allocated to reasonably required reserve or replacement fund	26
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27 \$505,000.00
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32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	N/A years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	01/19/2024
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	01/21/2021, 01/21/2022, 01/20/2023

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions **36a**
 - b** Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____
 - c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box and enter the following information:
 - b** Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____
 - c** Enter the EIN of the issuer of the master pool bond ▶ _____
 - d** Enter the name of the issuer of the master pool bond ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box
- 41a** If the issuer has identified a hedge, check here and enter the following information:
 - b** Name of hedge provider ▶ _____
 - c** Type of hedge ▶ _____
 - d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here and enter the amount of reimbursement ▶ _____
 - b** Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	 Signature of issuer's authorized representative	01/05/2024 Date	Brad Brightman, Treasurer Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	Lynne A. Foster-Welsh			PTIN
	Firm's name ▶ UniBank Fiscal Advisory Services, Inc.	Firm's EIN ▶ 04-3477364		Phone no. (508) 234-8112
Firm's address ▶ 49 Church Street, Whitinsville, MA 01588				

Accept a Donation from
Anne Robitaille and Lynne Jacques
for the Fire Department

LYNNE M JACQUES

11-28-2023

Date

CHECK AGAIN FOR PROTECTION

Pay to the Order of

Stow Fire Department

\$ 100.⁰⁰/₁₀₀

One Hundred Dollars

Dollars

Photo Safe Deposit Details on back

Metals Check



ESSEX SAVINGS BANK

FROM For

Anne Robitaille
Lynne Jacques

Lynne M Jacques

⑆ 211170376⑆

Accept a donation from ET&L
Construction for a 20' Conex Box.



STOW FIRE DEPARTMENT

511 Great Road
Stow, Massachusetts 01775

Phone (978) 897-4537

Fax (978) 461-1400

Firechief@stow-ma.gov

John P Benoit
Fire Chief

January 3, 2024

Ms. Cortni Frecha
Chair Stow Selectboard

The Stow Fire Department is requesting that the Stow Selectboard excepts a donation from ET & L Construction of a 20' Conex Box.

If excepted this Conex box will be placed at the Stow Highway Garage for the purpose of firefighter training. Following NFPA guidelines, the training would consist of small fires within the Conex box for the purpose of hose advancement, extinguishment and ventilation training.

We have met with Highway Superintendent Brian Hatch to determine a suitable location that would not interfere with their operations. We have also met with Conservation Director Kathy Sferra to ensure proper distance from all wet land and to discuss any concern of environmental impact. Both Departments did not have any concerns with the location or use of the Conex box for firefighter training.

Sincerely,

John P Benoit

Life Safety ~ First Priority

The Stow Fire Department is founded upon the core values of mutual trust, pride in service, integrity and diversity.

Proposed Town Hall Building Reuse Committee

- Discuss draft committee charge



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

Proposed Town Hall Building Reuse Committee

Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Non-Voting Ex-Officio:	Town Administrator or designee
Non-Voting Associates:	No more than three (3)
Term:	Through June 30, 2025

Voting Composition:

One (1) Member of the Select Board
One (1) Member of the Finance Committee
Residents At-Large (5)

Purpose:

The purpose of this committee is to consider a comprehensive analysis of potential re-uses for the historic Town Hall at 375 Great Road. The analysis should include future uses by the municipality, including possible rental opportunities, as well as the potential benefits of disposing of the property. The Committee will provide a comprehensive recommendation to the Select Board for its consideration.

Charge:

The Committee shall conduct a municipal needs assessment and develop a conceptual plan for reuse of the building. The committee shall also conduct a market- analysis of the property.

The Committee shall actively seek the input and advice of various Stow Boards, Committees and Department Heads as it considers proposing future uses for these facilities.

The Committee shall evaluate and consider adaptive reuse plans by peer communities as templates as it considers proposing future uses for the facility.

The Committee shall engage the public and solicit public input. Public participation could be in the form of an electronic public survey, stakeholder interviews, and public forums.

Working through the Town Administrator's Office, the Committee may engage the advice and counsel of professional advisors as needed.

The committee shall issue a written report to the Select Board by December 1, 2024, if practicable.

MINUTES

Select Board Meeting Minutes
Tuesday, December 12, 2023
Stow Town Building & Zoom

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

Absent: John Toole

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

Public Comment - none

Appointment – Gabriel Lopez to Dispatch Supervisor

Police Chief Michael Sallese, Gabriel Lopez, and members of the police department were present in the Warren Room.

A recent promotion in the department created an opening for a Dispatch Supervisor. After the interview process, Gabriel Lopez is being recommended for the position. Mr. Lopez has been a dispatcher in Hudson and now Stow for a total of six years. He took it upon himself to take dispatch supervisor and communication center supervisor training and took the initiative to join the statewide telecommunication and response team.

Mr. Constantzos moved to approve the assignment of Gabriel “Gabe” Lopez to the position of Dispatch Supervisor through June 30, 2024.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

One Day Liquor License – St. Isidore Church – January 6, 2024

Event Manager Bridgett Sadler was present in the Warren Room.

St. Isidore is having a potluck on Saturday, January 6, 2024 and submitted an application for a license to sell beer and wine. The bartender is TIPS certified and there are crowd control managers.

Mr. Constantzos moved to approve a one day liquor license for St. Isidore’s Church, 429 Great Road, for Saturday, January 6, 2024 from 6 to 8 PM, provided all necessary permits and documents have been received.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Common Victualler License Renewal – Stow House of Pizza

The Board discussed renewing the common victualler (CV) license for only three months as the business is not in compliance with its special permit issued by the Planning Board.

Rich Harrington, representing the applicants, said he recently submitted an updated plan to the Town Administrator and Town Planner (Valerie Oorthuys).

Ms. Dembkoski said great strides have been made in the past week and she recommended a three month license with the expectation that in three months it will be renewed for the remainder of the calendar year. If the conditions are not met, then in three months there will be a public hearing about the status of the CV license.

Mr. Constantzos moved to renew the Town's Common Victualler License for Delta Epsilon, Inc., d/b/a Stow House of Pizza, 156 Great Road through March 31, 2024, pending compliance with the Planning Board Special Permit or a Public Hearing to discuss further renewal of the license.
Ms. Birch-McMichael seconded the motion and it passed unanimously.

Liquor License Renewal – Stowaway Golf Course

Before renewing the liquor license for Stowaway, the Board had questions about the plans for the golf course. The owners said they have kept the liquor license current since shutting down in 2014, and in 2016 they began to clean up the golf course which resulted in some conservation issues. The family has owned the golf course since 1960 and this third generation of owners intends to reopen soon. Ms. Hegemann, a member of the Conservation Commission, said that they have been wonderful and she supports their efforts.

Mr. Constantzos moved to renew the Town's 2024 Liquor License for J. Melone & Sons d/b/a Stowaway Golf, 121 White Pond Road – On Premises – Wine & Malt provided all taxes have been paid and all necessary documents have been received, an occupancy permit has been issued, and an inspection by the Fire Department/Building Commissioner has been completed and signed.
Ms. Birch-McMichael seconded the motion and it passed unanimously.

Public Hearing – Renewal Cable Television License for Verizon New England, Inc

Chair Frecha read the public hearing notice:

The Select Board, as the Cable Television License Issuing Authority, will consider and vote on a proposed Renewal Cable Television License for Verizon New England, Inc. on Tuesday, December 12, 2023 at 7:15 PM at the Stow Town Building, Warren Room, 380 Great Road, Stow, MA, pursuant to Section 626(h) of the Cable Act (47 USC Section 546(h)). The public is invited to attend and provide comment, if any. Any applications, reports, statements and/or amendments, including a copy of the Renewal License as proposed and/or agreed upon by the parties at that time will be available for review, download and/or reproduction at a reasonable fee from the Office of the Select Board.

Mr. Constantzos moved to enter into a public hearing on a proposed Renewal Cable Television License for Verizon New England, Inc.
Ms. Birch-McMichael seconded the motion and it passed unanimously by roll call vote.

Jonathan Daisy, Stow TV Director, was present in the Warren Room.

Mr. Daisy said that there had been a delay by Verizon's corporate office, and the attorneys for both parties have now agreed that this is a good five-year contract. As stated in the contract, once it is signed the Select Board will send a letter to Verizon to request an HD channel, and this is required to be fulfilled within 270 days. Mr. Daisy is hoping it will be sooner as the contract is already 6 months past the renewal deadline.

There were no comments from the public.

Mr. Constantzos moved that the public hearing on a proposed Renewal Cable Television License for Verizon New England, Inc. be closed.
Ms. Birch-McMichael seconded the motion and it passed unanimously by roll call vote.

Mr. Constantzos hereby moved that the Board, as Cable Television License Issuing Authority, vote as follows:

To grant the subject Cable Television Renewal License with an effective date of December 12, 2023 to Verizon New England Inc. ("Verizon"). All terms and conditions contained in the Renewal License have been agreed to by Verizon. Verizon, by and through its authorized representative, will execute this Renewal License (Agreement) as set out on the Signature Page.

Further, Mr. Constantzos moved to authorize the Chair to sign a letter to Verizon requesting that Verizon provide an HD PEG access channel pursuant to section 5 of the contract.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Town Administrator (TA) Report

- The clothing bin at Pompo collected 1,710 pounds of clothing in November. The bin is full every week. The town received \$102.60 and this will be deposited into the general fund.
- The TA has been selected to serve on the Minuteman High School Superintendent Search Committee as the town administrator representative for the nine communities. They have begun to meet and have many meetings scheduled in the coming months.
- MART (Montachusett Regional Transit Authority) has received a grant and will be providing shuttle service in town beginning in mid-January. There will be shuttles from the old fire station to the South Acton train station, and from different complexes in town (specifically Pilot Grove, Elizabeth Brook Apartments, and Meeting House) for scheduled shopping routes. The goal is not to take the place of the Council on Aging shuttle vans, and this service will not be age restricted. Rides will be at no cost for the first three months then a minimal cost of \$1-\$2 per ride. There will be information on the town website and social media and possibly a townwide call. This will be reassessed after the pilot program.
- Town Building has had some mechanical issues recently, including water filtration repairs, which closed the building early on two different days.
- Beginning January 1, 2024, the Town Building will be closed at noon on Fridays to foot traffic. This will not alter employee schedules but will allow employees to finish their work for the week.

2024 Common Victualler License Renewals

Ms. Dembkoski said that all the paperwork is in order for these renewals.

Mr. Constantzos moved to renew the Town's Common Victualler Licenses for the following businesses through December 31, 2024:

*Honey Pot Hill Orchards, LLC, 138 Sudbury Road
Stow Café, 118 Great Road*

Ms. Birch-McMichael seconded the motion and it passed unanimously.

2024 Class II License Renewal

Ms. Dembkoski said that all the paperwork is in order for this renewal.

Mr. Constantzos moved to renew the Town's Class II License for Great Road Fuels, 368 Great Road through December 31, 2024.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

2024 Liquor License Renewals

Ms. Dembkoski said that the motion is contingent upon inspections by the fire department and the building department. All inspections have been completed but there are a few issues with some businesses and they will get their license once the requirements have been met.

Mr. Constantzos moved to renew the Town's 2024 Liquor Licenses for the following businesses, provided all taxes have been paid and all necessary documents have been received, and for all on-premises licensees, an inspection by the Fire Department/Building Commissioner has been completed and signed:

1. 29 Culinary LLC, d/b/a Nan's Market, 271 Great Road – Package Store – Wine & Malt
2. AL & BC Inc., 8 Hudson Road – Package Store – All Alcohol
3. Fourth & Field, 302 Boxboro Road – On-Premises – All Alcohol
4. Honey Pot Hill Orchard, LLC, 138 Sudbury Road – Farmer Winery Pouring Permit
5. J. Salamone Enterprises, Inc. d/b/a Russell's Convenience Store of Stow, 390 Great Road – Package Store – Wine & Malt
6. Nickrosz Spirits, Inc. d/b/a Colonial Spirits of Stow, 117 Great Road – Package Store – All Alcohol
7. Red River Rock, Inc. d/b/a Red Ginger Restaurant, 117 Great Road - On-Premises – All Alcohol
8. Robert Page III LLC d/b/a Butternut Farm Golf Club, 115 Wheeler Road – On-Premises – All Alcohol
9. Stow Food & Beverage LLC d/b/a Stow Acres Country Club, 58 Randall Road – On-Premises – All Alcohol
10. Wedgewood Country Club of Stow Inc. d/b/a Wedgewood Pines Country Club, 215 Harvard Road - On-Premises – All Alcohol

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Flag Policy

Ms. Dembkoski explained that even though Stow does not have an official municipal flagpole at the Town Building, this policy sets the groundwork for any requests.

Mr. Constantzos moved to approve the Flag Policy as drafted at this meeting.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Request for Menorah Lighting

Len Golder was present in the Warren Room.

Mr. Golder requested that a menorah be lit in Stow for Hannukah. He invited Rabbi Polter from the Acton-Concord Chabad Center to the meeting. Rabbi Polter has a 6-foot electric menorah that he will bring to Stow on Thursday night. For the event at 5:30 p.m. the menorah is lit with fire, per the precept, and will be replaced with bulbs when they leave. Rabbi Polter will remove the menorah on Friday, the last day of Hanukkah.

Mr. Golder had hoped to have the menorah lighting with the tree lighting on Lower Common but the Lions Club did not proceed with the tree lighting this year.

Mr. Constantzos moved to approve the lighting of a menorah at the Lower Village Common on December 14, 2023, as requested by Leonard Golder.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

MIIA Health Benefits Trust Agreement

This is a standard health insurance trust agreement. The unions have all signed off and are supportive of the change. The Minuteman Nashoba Health Group is taking a vote later this week to dissolve as of June 30, 2024, then the towns will find out how they will apportion their deficit.

Mr. Constantzos moved to authorize and sign the MIIA Health Benefits Trust Agreement.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Meeting Minutes

Mr. Constantzos moved to accept the meeting minutes of the November 14, 2023 meeting as drafted.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Mr. Constantzos moved to accept the meeting minutes of the November 28, 2023 meeting as drafted.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Board Correspondence & Updates

Mr. Constantzos commented on the Recording of Meetings Policy memo from the Planning Board. The Board discussed the ability for anyone to search for a recorded meeting on YouTube, versus the use of a specific channel that offers more privacy, or for people having to ask for the link to the meeting recording. The Board discussed putting a policy forward as an article at town meeting to see what level of transparency the residents want and if they are comfortable with being recorded at a meeting. Chair Frecha commented on soliciting input from other boards on policies and being collaborative.

Mr. Constantzos asked about the town water system. Ms. Dembkoski said the system is in and being tested but DEP still has to give the "okay." The letter received was regarding PFAS at the Firefighting Academy.

Adjournment

At 8:18 p.m. Mr. Constantzos moved to adjourn.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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