

AGENDA  
SELECT BOARD  
February 27, 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/83577779390?pwd=THFxZi8vZDU4V0ZzeU92MXhwLzNQZz09>

Meeting ID: 835 7777 9390

Passcode: 55313397

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments:
  - Stephen Laaper to the position of Call Lieutenant for the Fire Department
5. Discussion and Possible Vote
  - Town Center Streetscape Presentation & Public Input
  - Special Event Permit – Stow Town Clean Up – Saturday, April 27, 2024 – Jennifer Henderson
  - Chief Sallese for the following:
    - Policy Update - 5.07 Traffic Enforcement
    - CEMLEC Mutual Aid Agreement
    - POST Attestation for Police Chief
    - Accept donation from Bose
  - Dispose of surplus tires
6. Meeting minutes
  - February 13, 2024
7. Board Correspondence & Updates
8. Adjournment

Correspondence Received:

2/18/24 from Allan Fierce; Concerns about Library project

2/20/24 from Kathy Sferra; Library building project

2/20/24 from Joy Reo; MA Audubon campaign against rodenticide

2/18/24 from Greg Troxel; inaccessible announcement

2/14/24 from Janice Rosenblum; Invitation to Ribbon Cutting for Fourth and Field

2/12/24 from ZBA; Notice of Decision – 110 Adams Drive

2/11/24 from Niall Connors of Verizon; LFA Notice – Zee News

Posted Friday, 2/23/2024  
2 p.m.

# **APPOINTMENT**

**Stephen Laaper**  
to the position of Call Lieutenant  
for the Fire Department



# 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*

February 22, 2024

Denise M. Dembkoski  
Stow Town Administrator  
380 Great Rd  
Stow, MA 01775

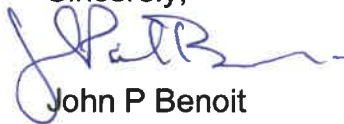
Dear Denise,

I respectfully recommend your consideration of Stephen Laaper for appointment to Call Lieutenant for the Stow Fire Department. Stephen along with three other members have completed the promotional process which included a written exam, fire scenario oral board, administration written exam and general interview.

Stephen Laaper has been an active call firefighter-Paramedic, in Duxbury for several years before moving to Stow and joining the Stow Fire Department since November 2021. He brings with him a wealth of institutional knowledge, customer service, communication skills as well as a passion for leadership. I recognize Stephen as a leader of the organization and recognize great potential for him and those he will guide with this promotion.

I appreciate your consideration of Stephen Laaper for Call Lieutenant, please feel free to contact me if you would like any further information.

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.*



# **DISCUSSION & POSSIBLE VOTE**

# Town Center Streetscape Presentation & Public Input

Planning Board  
380 Great Road  
Stow, MA 01775  
Tel: 978-897-5098  
Fax: 978-897-2321

**Town of Stow  
Planning Department**

# Memo

**To:** Select Board  
**From:** Valerie Oorthuys, AICP | Planning Director  
**Date:** February 22, 20224  
**Re:** Town Center Streetscape Improvement Project

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Consultants from BETA Group, Inc. will join the Select Board and Planning Board on February 27<sup>th</sup> at 7pm to present progress made to date on the Town Center Streetscape Improvement Project. The presentation will include project goals, an overview of existing conditions including vehicle volumes and turning movement counts, a review of tools for pedestrian and bicycle infrastructure, and preliminary concepts.

The purpose of this meeting is to gather feedback from both the public and members of the Boards in order to guide further development of conceptual planning. As such, this meeting has been advertised as a public forum in order to solicit any comments or concerns at this phase of the planning process. Staff will be available to facilitate the conversation and our consultants are prepared to answer any questions and respond to feedback at the meeting.

Please let me know if there are any questions or concerns. Thank you.



# PUBLIC FORUM: Town Center Transportation Improvement Plan

The **Town of Stow** has partnered with **BETA Group, Inc.**, to develop concept plans for improving the transportation network in Stow Town Center. The plans aim to create a *safe, accessible, efficient, & attractive* transportation network **for all transport users** from pedestrians to cyclists to vehicles.

Join the **Select Board** and the **Planning Board** as BETA Group provides an overview of their initial findings, preliminary concepts, and more! At the forum, you will have the opportunity to **learn** more about the project, **ask** questions about the planning process, and **engage** with the plan.

## How to Attend:

This forum will be held during the Select Board's Meeting on February 27, 2024, at 7:00pm. There are two options for attending.

**In Person:** Stow Town Building, 380 Great Road, Stow, MA 01775

**Zoom:** go to <https://zoom.us/join>, type in the Meeting ID: 835 7777 9390 and then type in the passcode: 55313397



## Streets Included in this Plan:

Great Road from Packard Road to Bradley Lane ■ Crescent Street  
Gleasondale Road from Brookside Ave to Great Road ■ Common Road  
Library Hill Road ■ Hartley Road



# STOW TOWN CENTER IMPROVEMENT PLAN

*Existing Conditions and Early Concept Ideas  
Select Board Meeting 2/28/2024*

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# Agenda

- Project Goals
  - Existing Conditions Overview
- Bike / Pedestrian Planning Toolbox
  - Preliminary Concept Ideas

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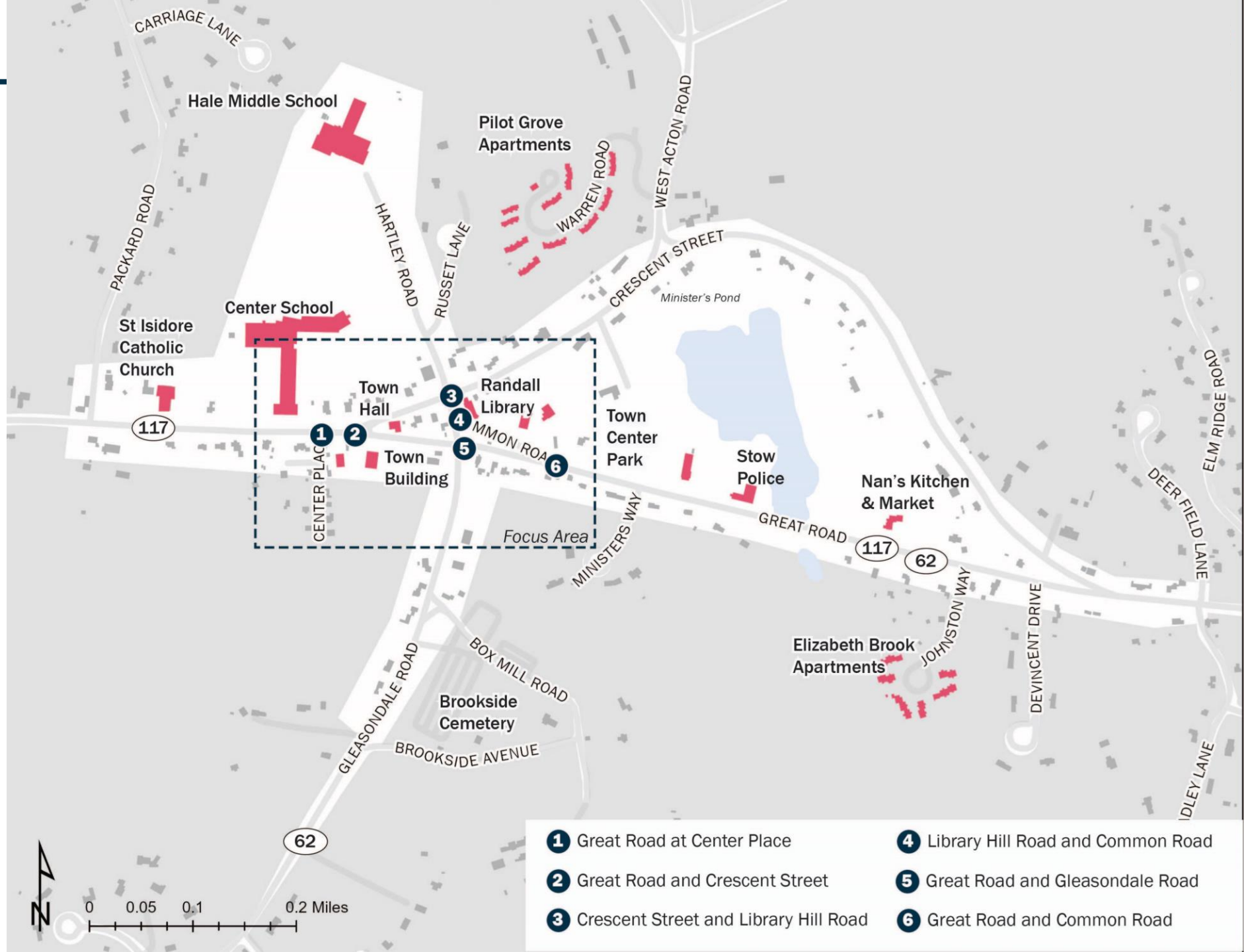
# Project Goals

- Enhance the experience for people walking and biking within and to Stow's Town Center.
- Improve connectivity between locations in and around the Town Center.
- Prioritize safety for all road users with future investments.
- Design for all ages and abilities.





# STUDY AREA



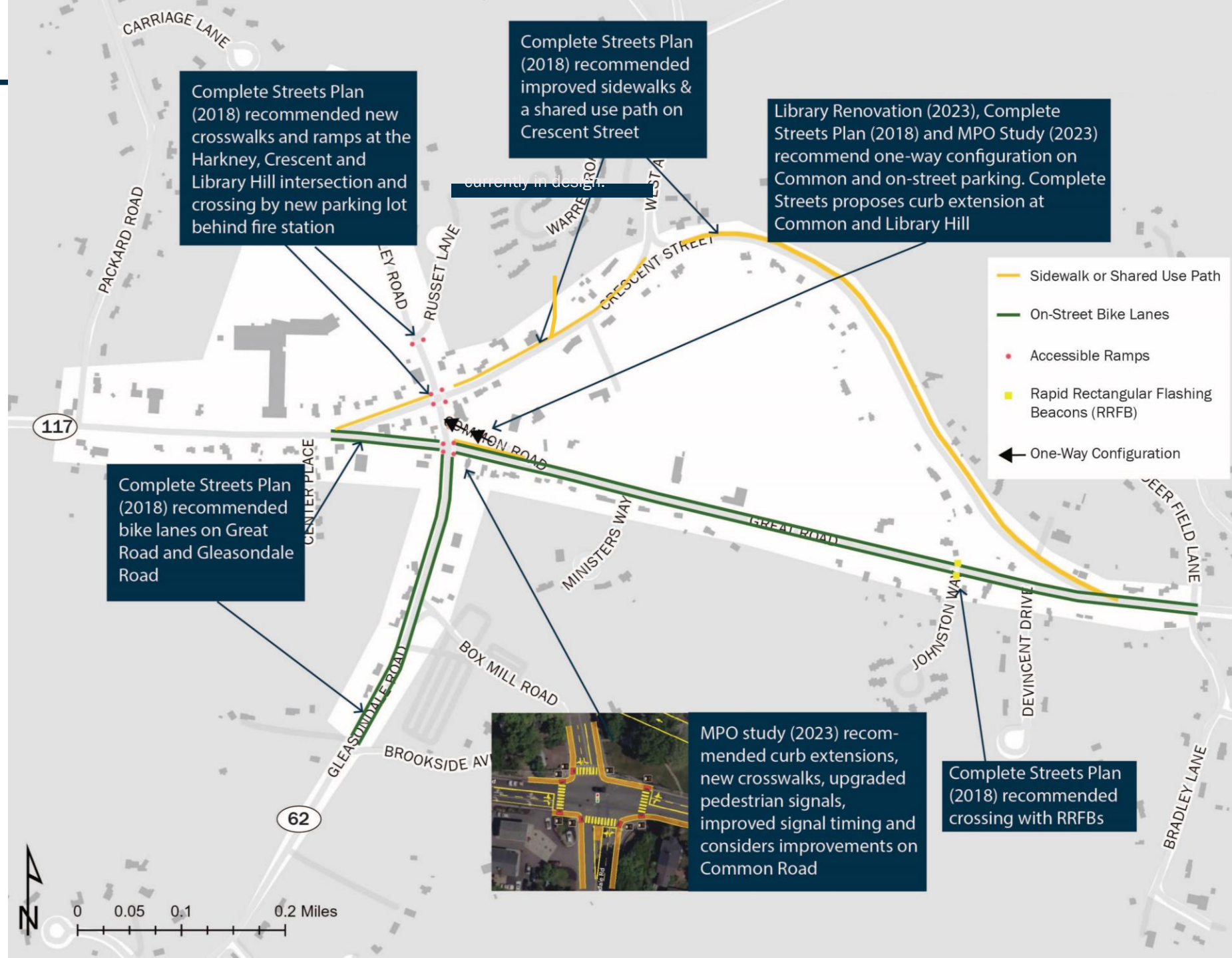


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Getting a sense of previous  
work that has occurred...

# RECENT WORK

*Several projects and planning efforts have taken place in the past few years.*

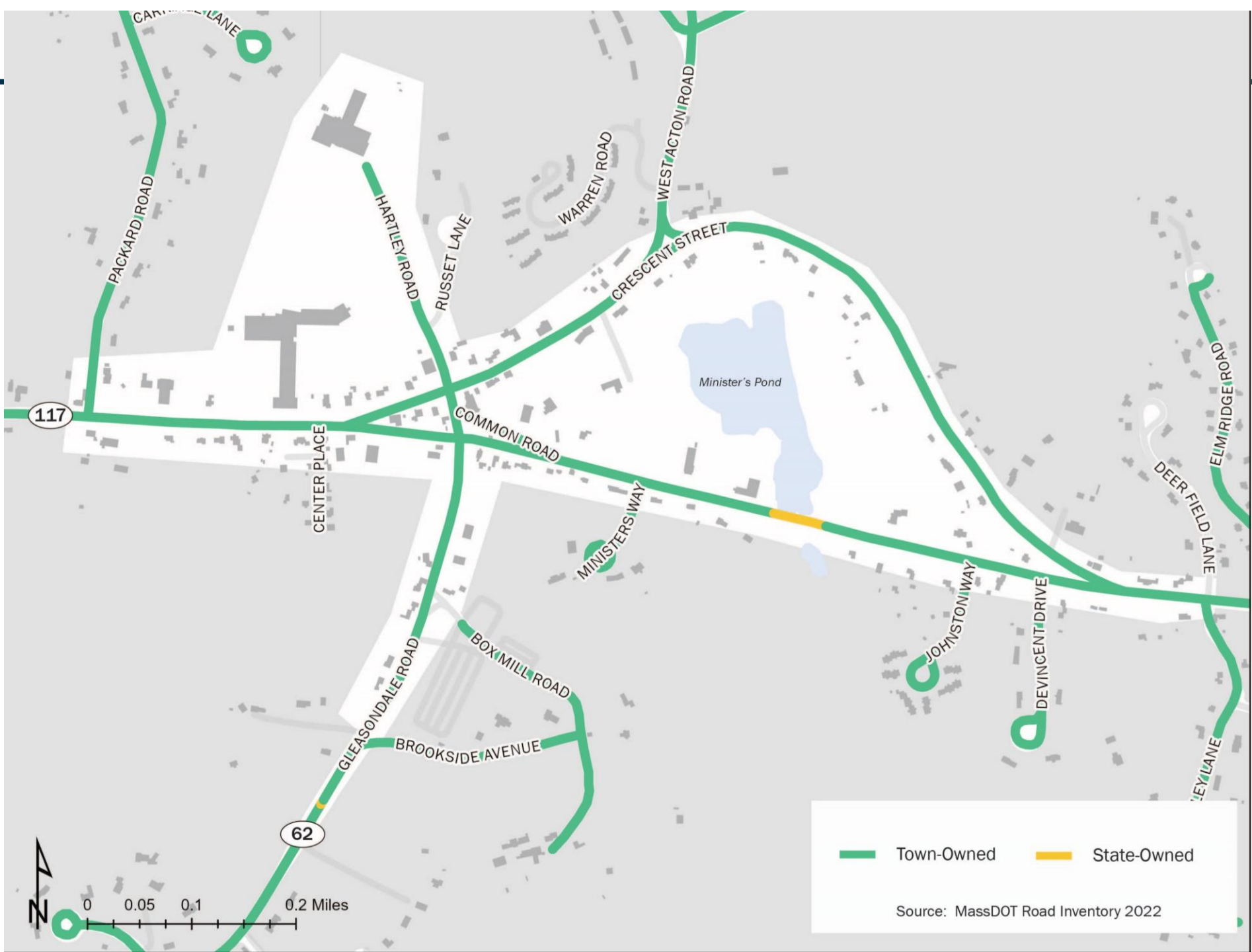


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What exists in the  
study area now?

# ROADWAY JURISDICTION

*All study area roads are under Town jurisdiction, except for the bridge over Minister's pond, under State jurisdiction.*



# SIDEWALKS, PATHS, AND CROSSWALKS

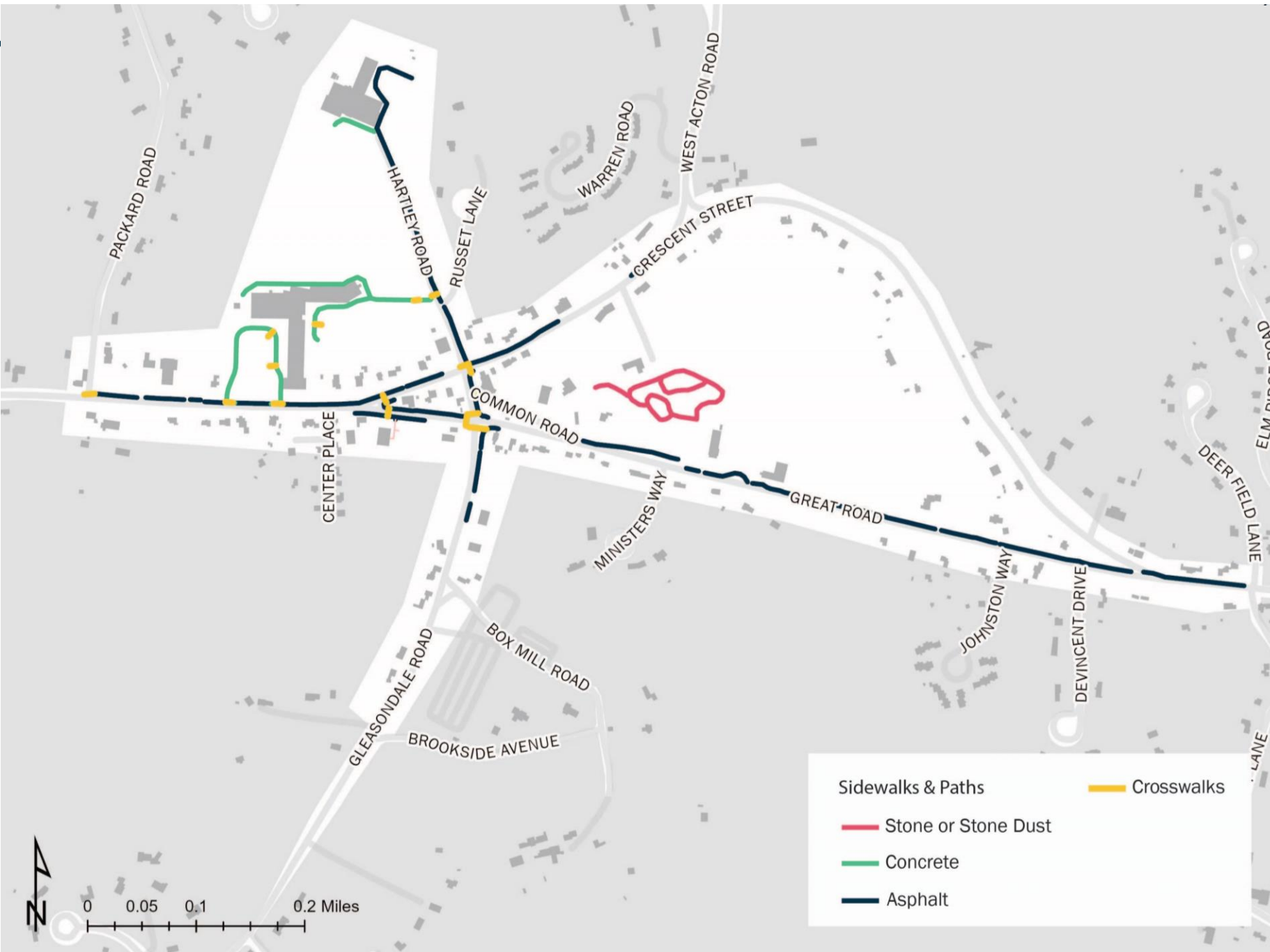
*Most sidewalks are asphalt, with the exception of the sidewalks within school property.*

*No dedicated bicycle facilities exist in the area.*

*There are currently just two opportunities for people to cross Great Road from Crescent to Common.*

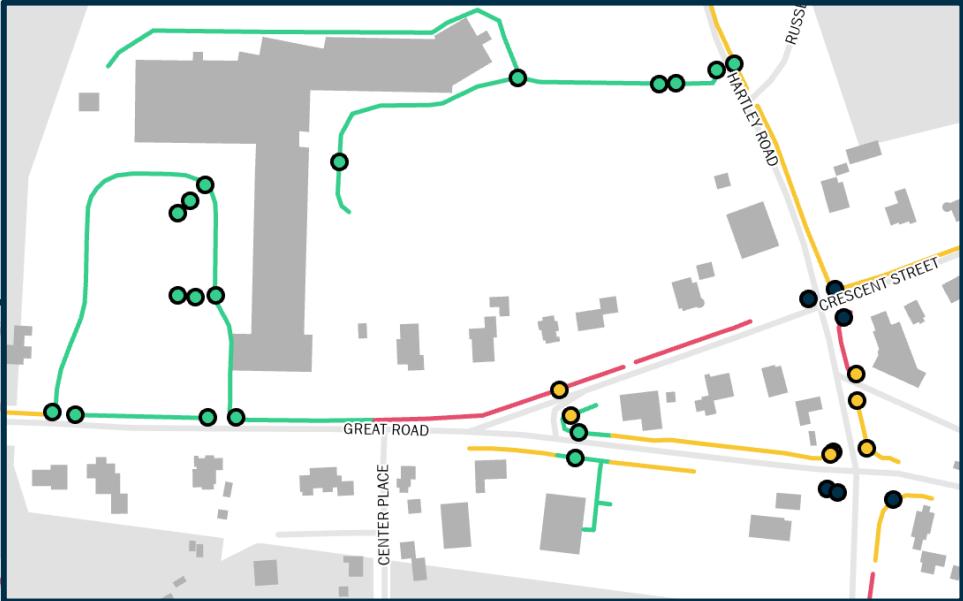
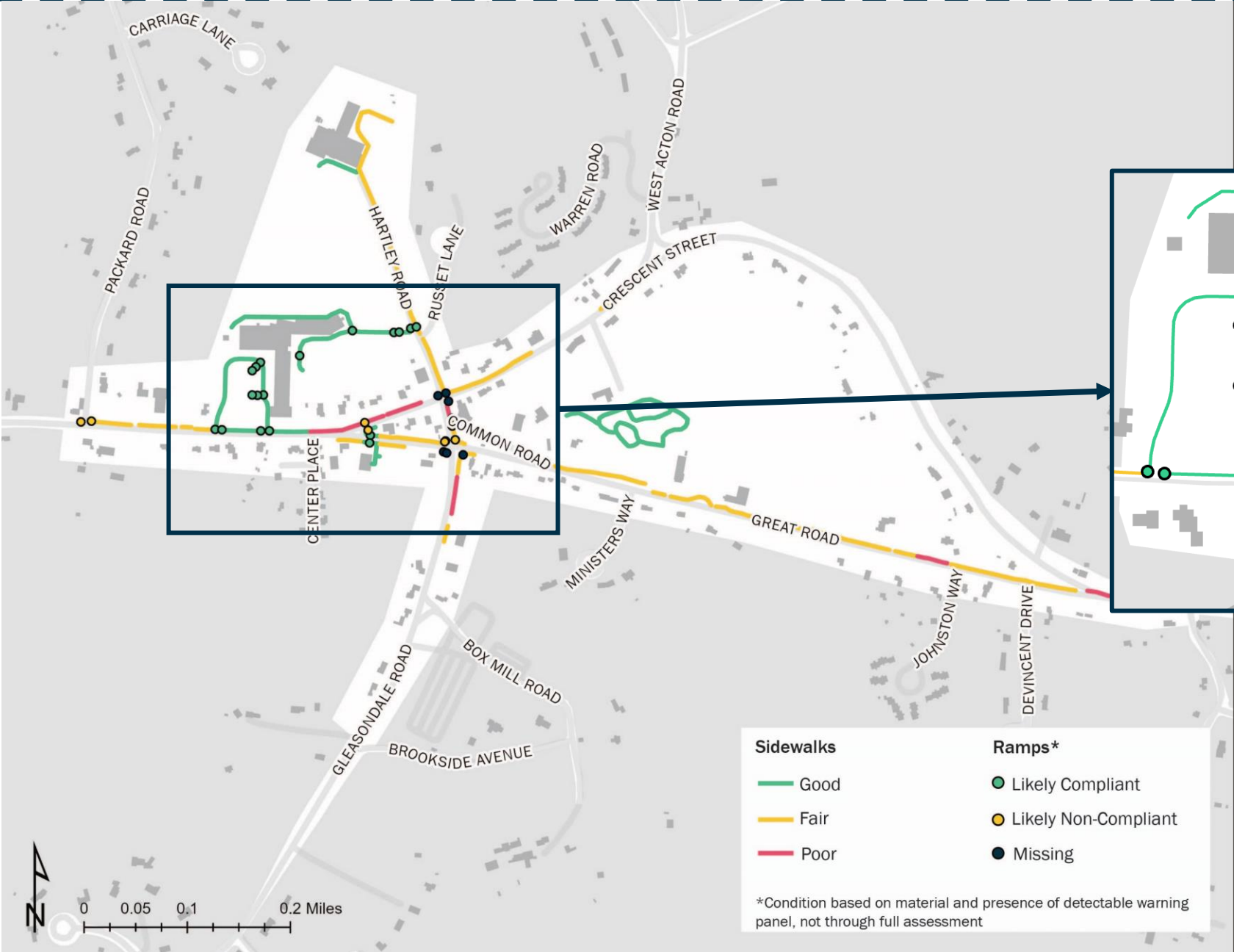
*Some gaps exist:*

- Through the common.*
- From the town center to the Town Center Park.*
- On the south side of Great Road, by Center Elementary School, on Crescent Street in multiple locations.*
- On Gleasondale Road to Box Mill Road.*





# SIDEWALK AND RAMP CONDITION



Sidewalks	Ramps*
<span style="color: green;">—</span> Good	<span style="color: green;">●</span> Likely Compliant
<span style="color: yellow;">—</span> Fair	<span style="color: yellow;">●</span> Likely Non-Compliant
<span style="color: red;">—</span> Poor	<span style="color: black;">●</span> Missing

\*Condition based on material and presence of detectable warning panel, not through full assessment

*Apart from on school grounds, most sidewalks are in fair to poor condition.*

*Several ramps are either missing or likely non-compliant.*

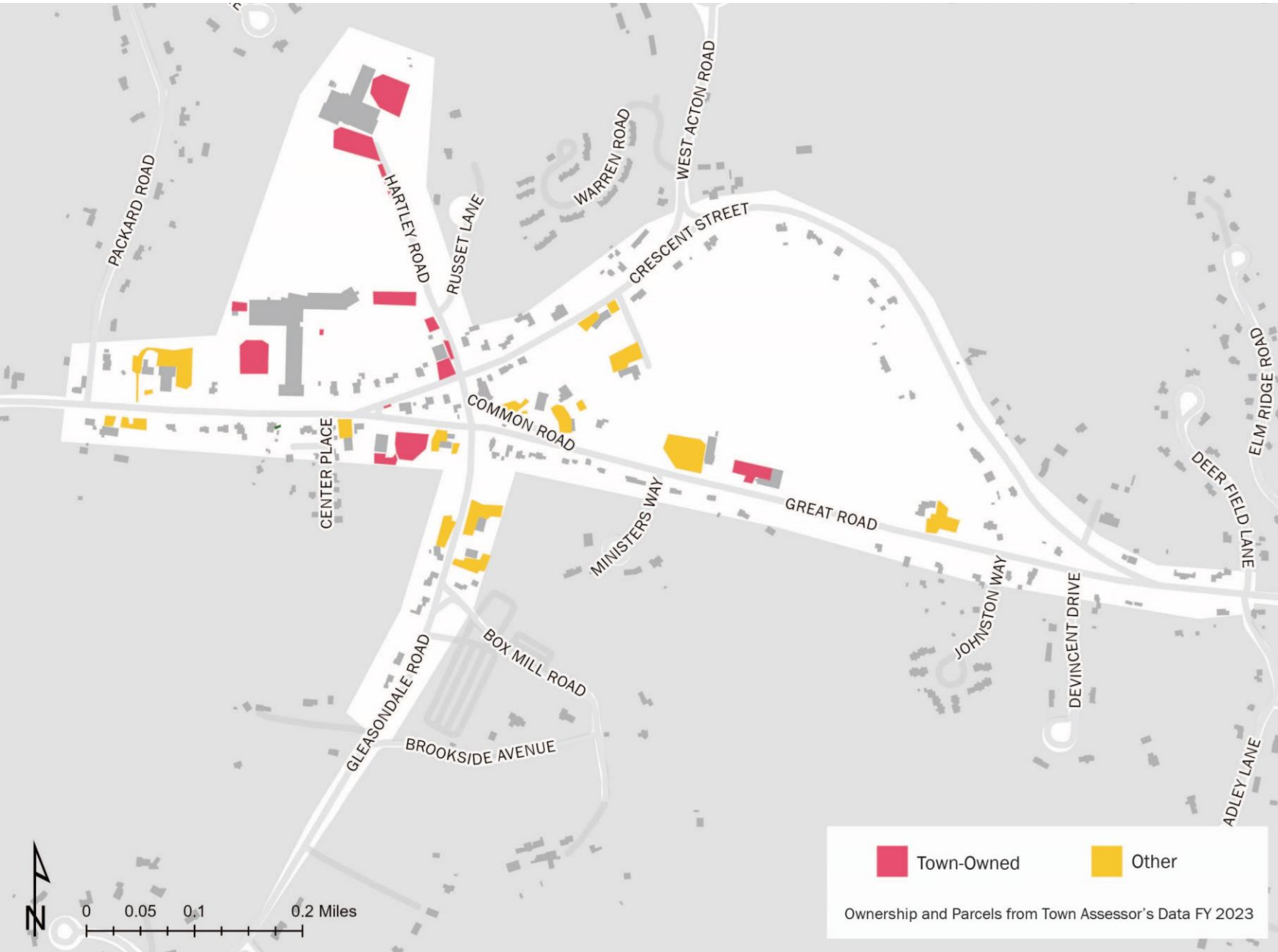
# PARKING AREAS

*Most parking in the area is off street on surface lots.*

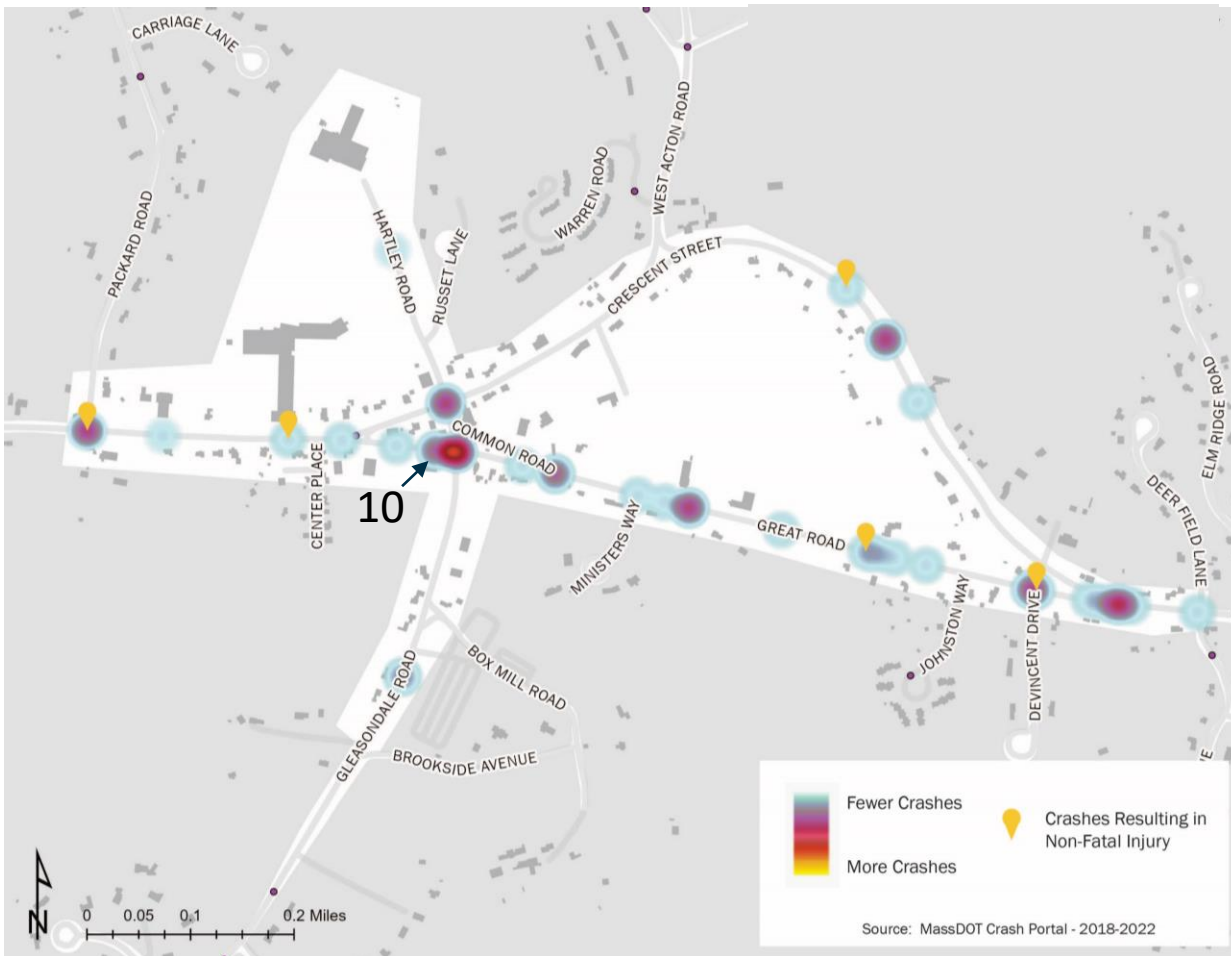
*Several of the lots to the west by the schools and old fire station are town owned.*

*There is no dedicated parking area for the library, so pedestrian connectivity to other town lots is important.*

*There is little on-street parking except two spaces on Crescent Street by the old town hall, and informal on-street parking on Common Road.*



# ROADWAY CRASHES 2018-2022



*Few crashes (just 9%) in the area resulted in injury.*

*No crashes involved people walking or biking, but this is likely due to few people walking or biking in the area.*

## Crashes by Time of Day



**58**

Total Crashes

**4-6 PM**

Time Period with most crashes

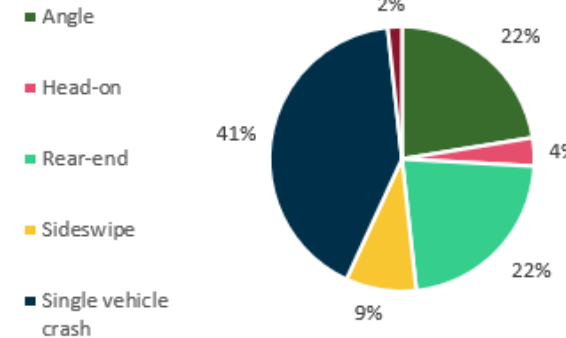
**41%**

Single Vehicle Crashes

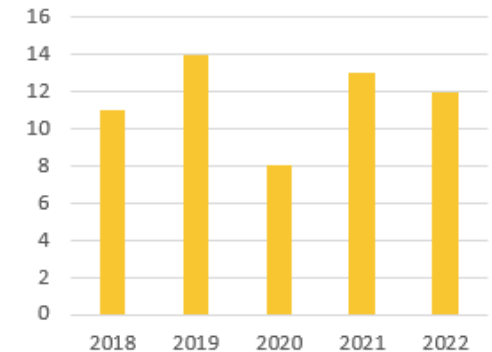
**9%**

Crashes resulting in injury

## Crash Type



## Crash Year



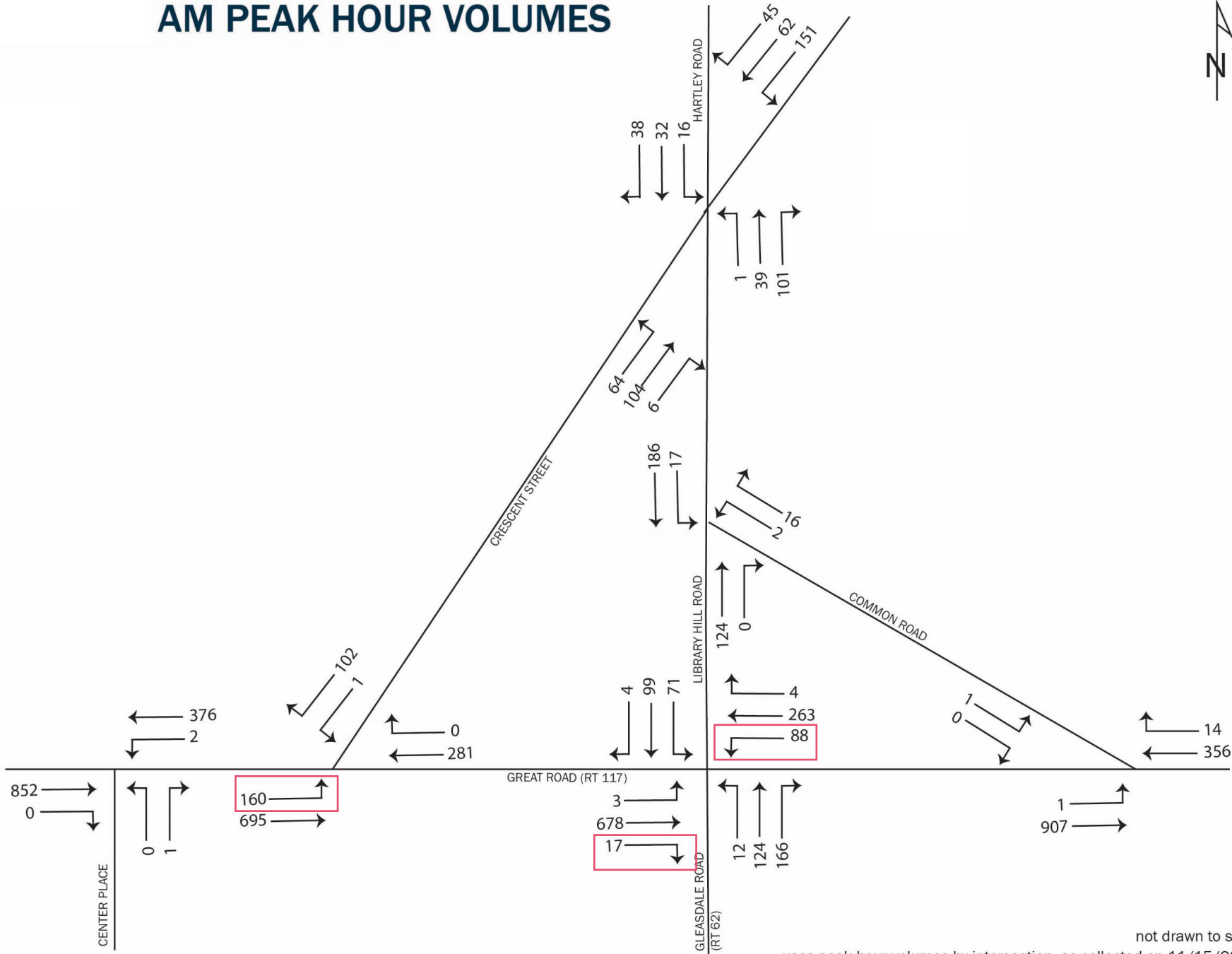
*Most crashes occur during the PM peak period.*

*Almost half of crashes involved a single vehicle.*



# AM PEAK HOUR VOLUMES

# VEHICLE VOLUMES

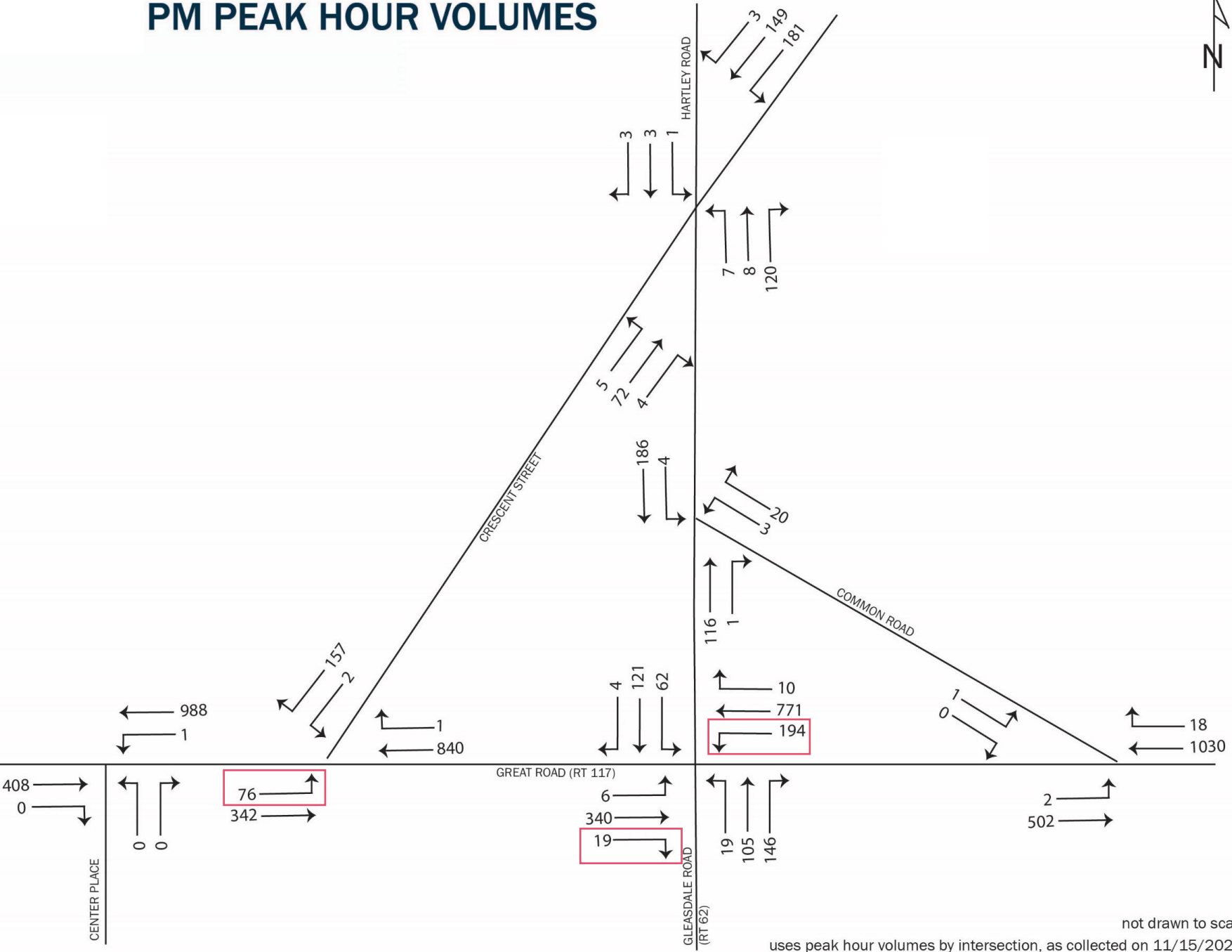


not drawn to scale

uses peak hour volumes by intersection, as collected on 11/15/2023

# PM PEAK HOUR VOLUMES

# VEHICLE VOLUMES



not drawn to scale

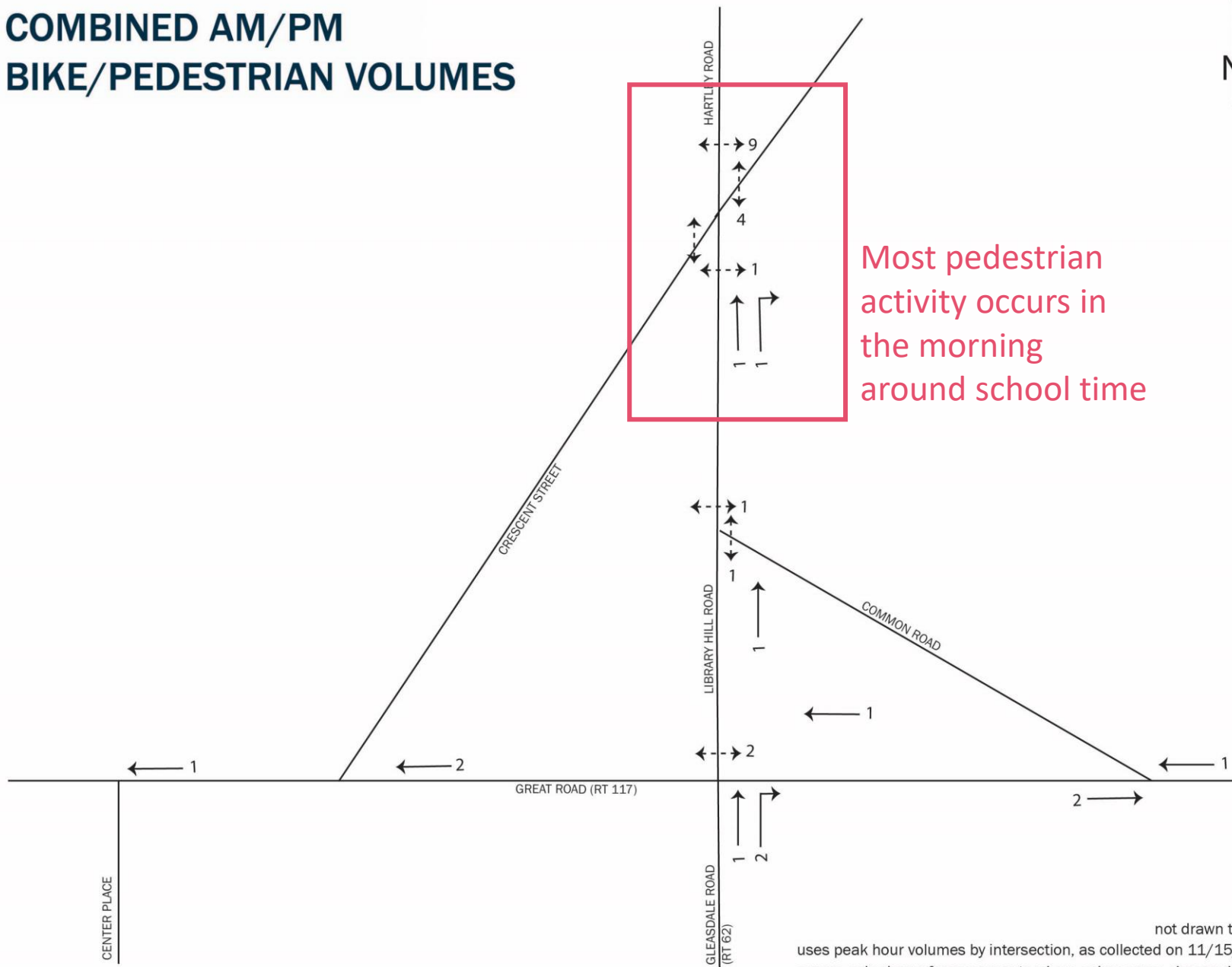
uses peak hour volumes by intersection, as collected on 11/15/2023

# EXISTING OPERATIONS ANALYSIS

Intersection	AM Peak				PM Peak			
	LOS	Delay (s/veh)	v/c	95% Q (feet)	LOS	Delay (s/veh)	v/c	95% Q (feet)
<i>Great and Center – Northbound Stop-Controlled</i>								
Center - NB	C	15.4	0.011	0	A	0	-	-
Great – WBL	A	9.6	0.003	0	A	8.2	0.001	0
<i>Great and Crescent – Southbound Stop-Controlled</i>								
Great - EBL	A	8.3	0.135	12.5	B	10.3	0.105	10
Crescent - SB	B	11.5	0.206	20	D	32.8	0.625	100
<i>Hartley, Library Hill and Crescent – All-Way Stop-Controlled</i>								
Library Hill – NBL	B	10.8	0.303	32.5	A	8.6	0.2	17.5
Crescent - EBL	B	12.3	0.388	45	A	8.5	0.136	12.5
Crescent - WBL	B	13.5	0.467	62.5	B	11.1	0.439	55
Hartley -SBL	B	11.9	0.358	40	A	8.1	0.022	2.5
<i>Library Hill and Common – Westbound Stop-Controlled</i>								
Common - WB	A	9.5	0.039	2.5	A	9.3	0.037	2.5
Library Hill - SBL	A	7.5	0.017	2.5	A	7.5	0.003	0
<i>Great, Gleasondale and Library Hill – Signalized</i>								
Great - EBT	E	68.4	1.04	#460	B	17.3	0.58	170
Great - EBR	A	0.1	0.02	0	A	0.1	0.03	0
Great - WBL	C	33.3	0.49	#82	F	106.5	1.04	#186
Great - WBT	A	6.9	0.28	86	B	16.4	0.78	#414
Gleasondale - NBT	B	17.6	0.37	71	B	17.0	0.32	67
Gleasondale - NBR	A	7.6	0.27	51	A	2.3	0.20	22
Library Hill - SBT	C	23.1	0.58	93	C	21.6	0.55	98
Overall	D	38.0	-	-	C	25.3	-	-
<i>Great and Common – Eastbound/Westbound Stop-Contolled</i>								
Great - EBL	A	8.1	0.025	2.5	B	10.7	0.003	0
Common - SB	D	28.1	0.001	0	A	38.3	0.036	2.5

Most delay during peak times

# COMBINED AM/PM BIKE/PEDESTRIAN VOLUMES



not drawn to scale  
uses peak hour volumes by intersection, as collected on 11/15/2023  
arrows only shown for movements where volume was observed

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# Strengths, Assets, and Issues



# Existing Assets and Strengths



Town Center Park is a beautiful new addition to the community.



Town recently installed a new high visibility crosswalk across Great Road.



The town common has existing seating areas.

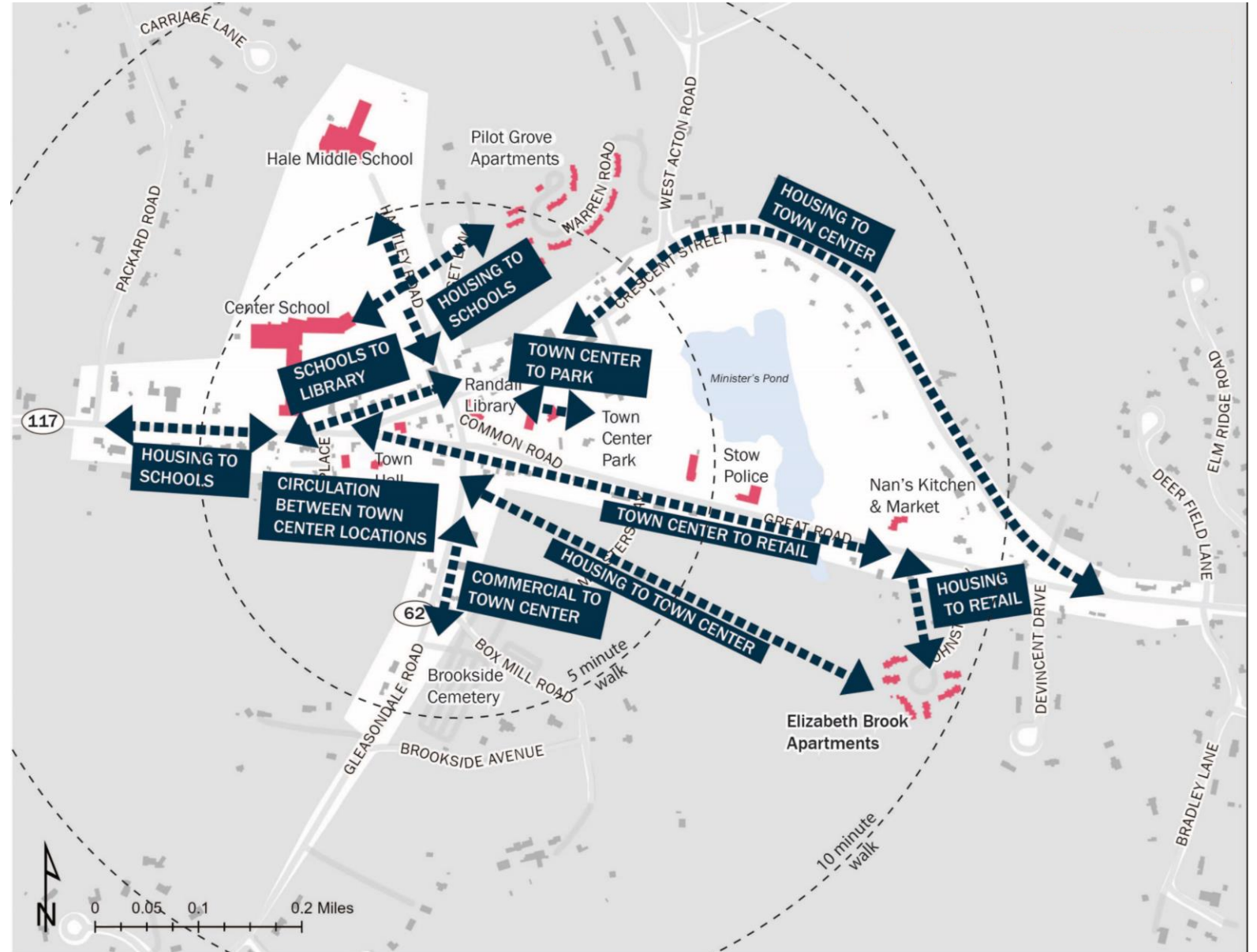


Existing sidewalks within the school facilities are in great condition with new ramps. The sidewalk network is built out to connect to the schools in areas.



# Existing Assets and Strengths

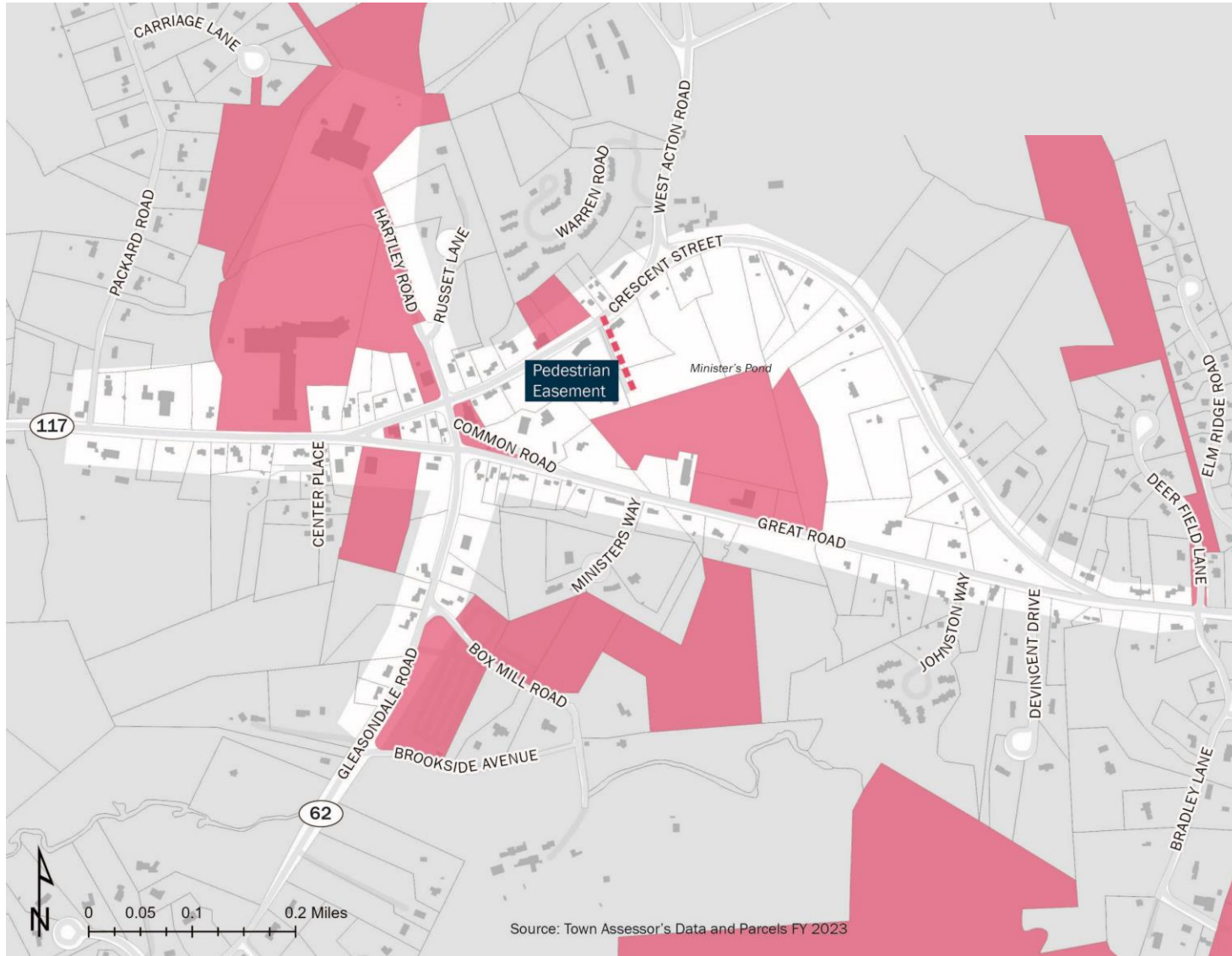
Many destinations are within walking or biking distance of one another.



Stow Town Center Improvement Plan

# Existing Assets and Strengths

Several parcels in the area are town-owned.





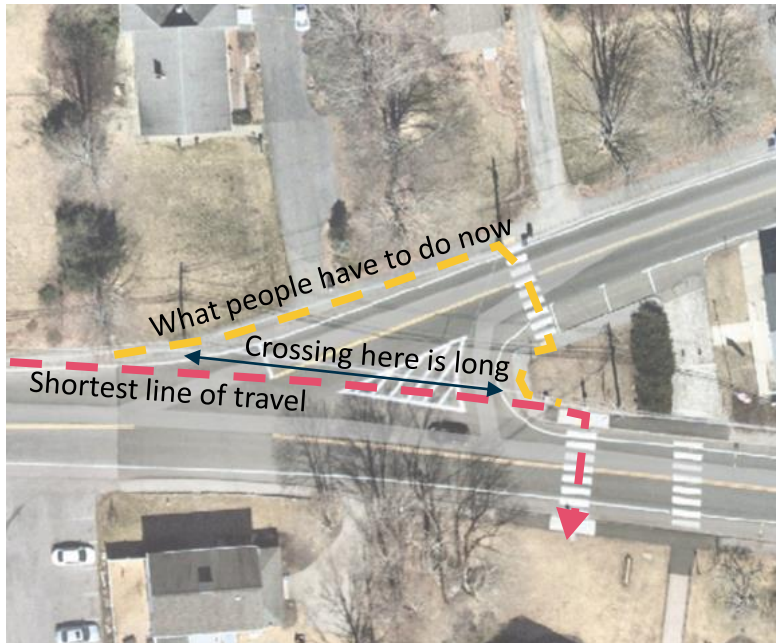
# Existing Barriers to Walking and Biking



No pedestrian signals exist at Gleasondale Road and Great Road intersection, crossings are long, and ramps are missing.



Narrow sidewalks are interrupted by poles.



Crescent and Great Road intersection is wide and encourages high travel speeds.



No dedicated bicycle facilities exist that are comfortable for all ages and abilities. Mostly confident cyclists currently ride in the street.

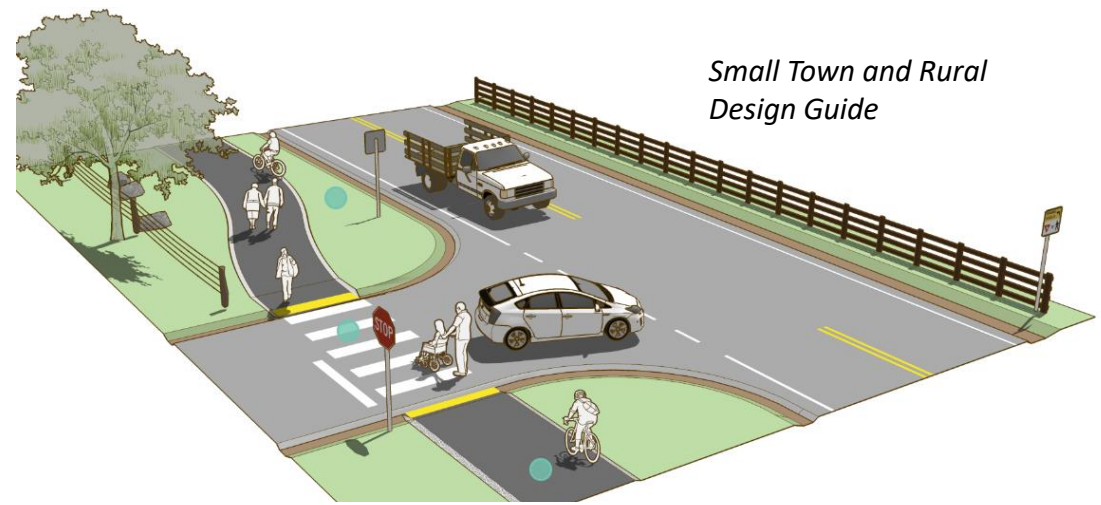
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What tools can we use to better connect the area for people walking and biking?



# Bike Design Guidance

*Small Town and Rural Design Guide*



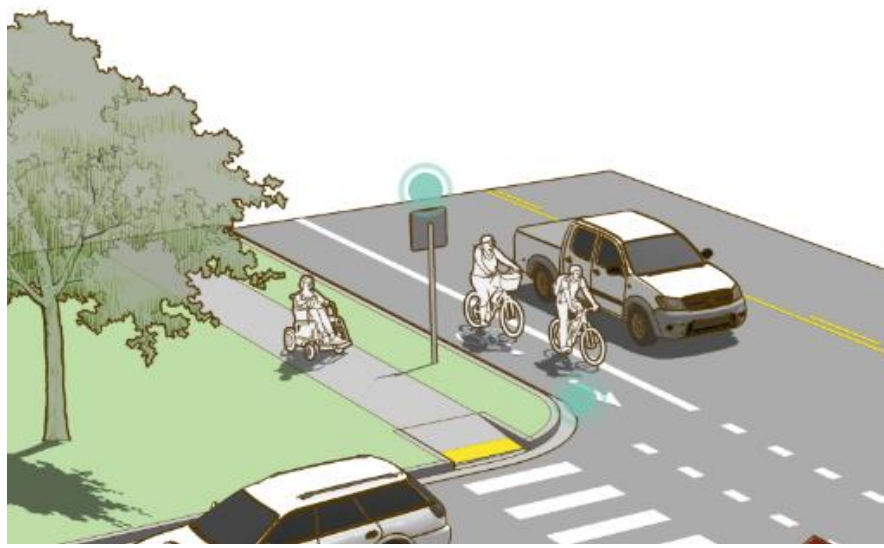
SHARED-USE PATH ("SIDE PATH")

*MassDOT Separated Bike Lane Planning & Design Guide*



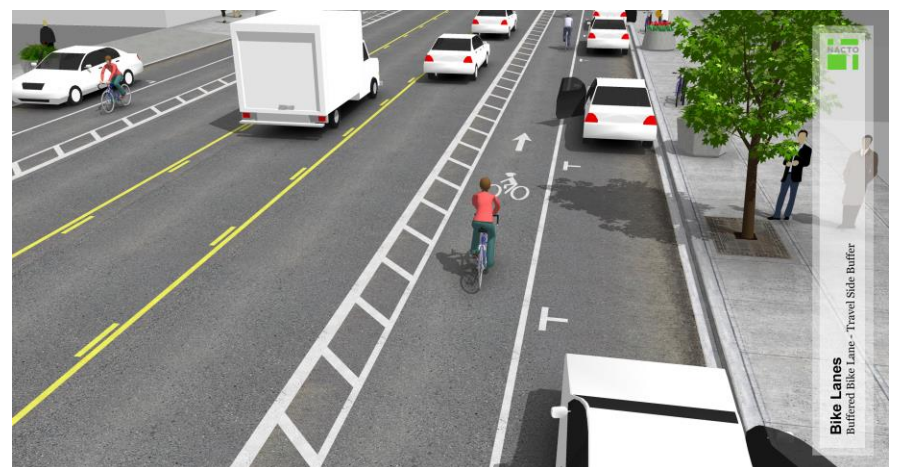
SIDEWALK SEPARATED BIKE LANE

*Small Town and Rural Design Guide*



CONVENTIONAL BIKE LANE

NACTO



BUFFERED BIKE LANE



# Bike Toolbox



SHARED USE PATH,  
NANTUCKET, MA



SHARED USE PATH,  
FRANKLIN, MA



SHARED USE SIDE PATH,  
SUDBURY, MA



CONVENTIONAL BIKE LANE,  
NATICK, MA



RAIL TRAIL, NATICK, MA



SIDEWALK LEVEL BIKE LANES  
CAMBRIDGE, MA



# Pedestrian Toolbox



CURB EXTENSION, *NEWTON, MA*



RECTANGULAR RAPID FLASHING  
BEACON, *STOW, MA*



RAISED CROSSWALK, *LENOX, MA*



PEDESTRIAN SCALE  
LIGHTING AND STREET  
TREES, *RANDOLPH, VT*



COUNTDOWN PEDESTRIAN  
SIGNAL, *BOSTON, MA*



RAISED INTERSECTION,  
*NEWTON, MA*

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Let's consider the future bicycle and pedestrian network in the area...

*Preliminary Concepts* 



# Focus Area Preliminary Concepts





# Town Common - Existing

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# Path and Landscaping

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# Great Road by Town Hall

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Stow Town Center Improvement Plan



# Path and Gathering areas



Stow Town Center Improvement Plan



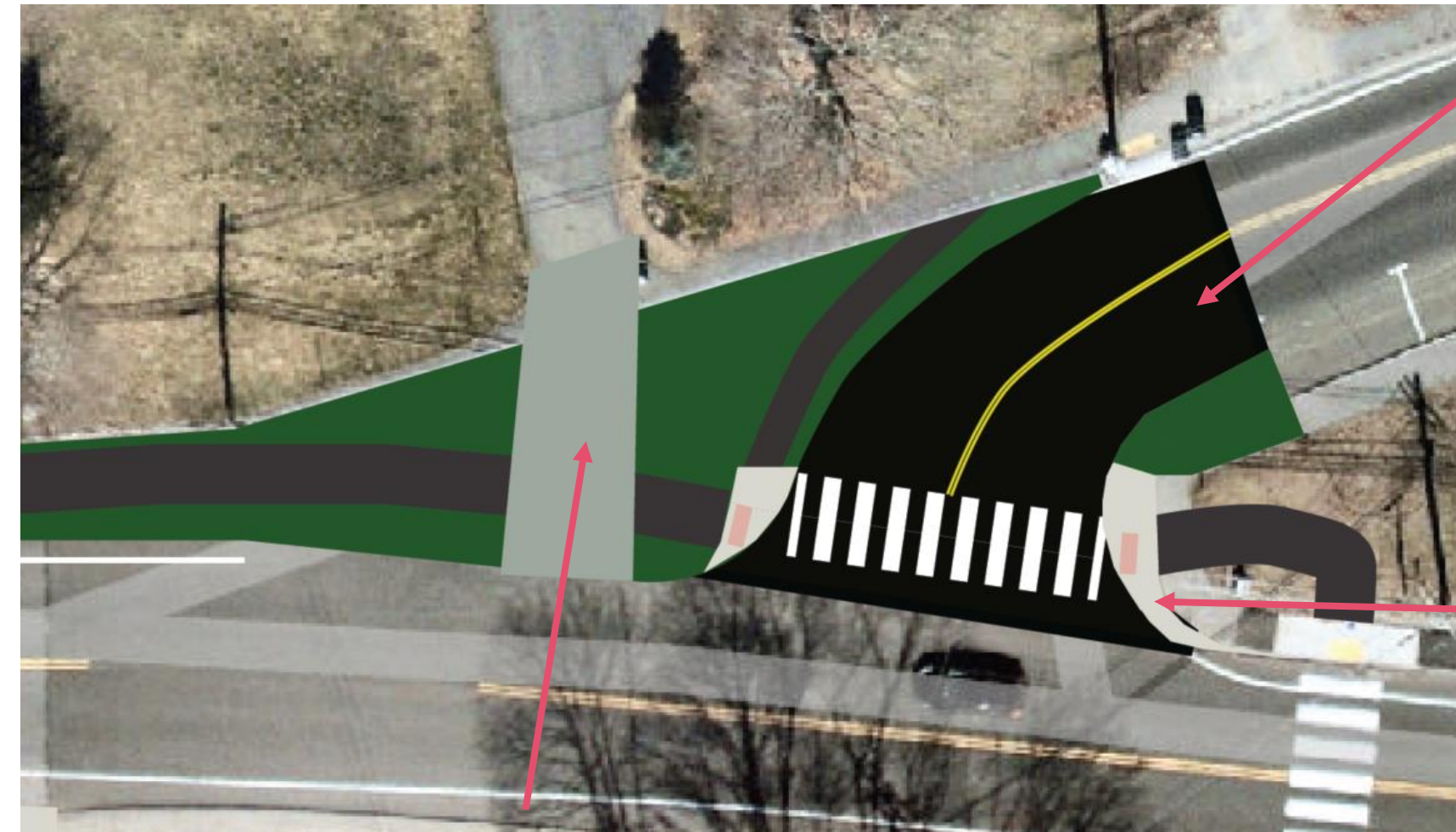








# Great Road and Crescent Street Realignment



Remove existing crossing

Potential to tighten or remove ability to take right from east

Need to consider existing driveway and consider design vehicle turning radius with design.



# Great Road and Crescent Street - Existing



Stow Town Center Improvement Plan

# Realignment

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Stow Town Center Improvement Plan



# Great Road/ Gleasondale Road/ Library Hill Road

*Add pedestrian signal equipment with countdown beacons on all legs.*

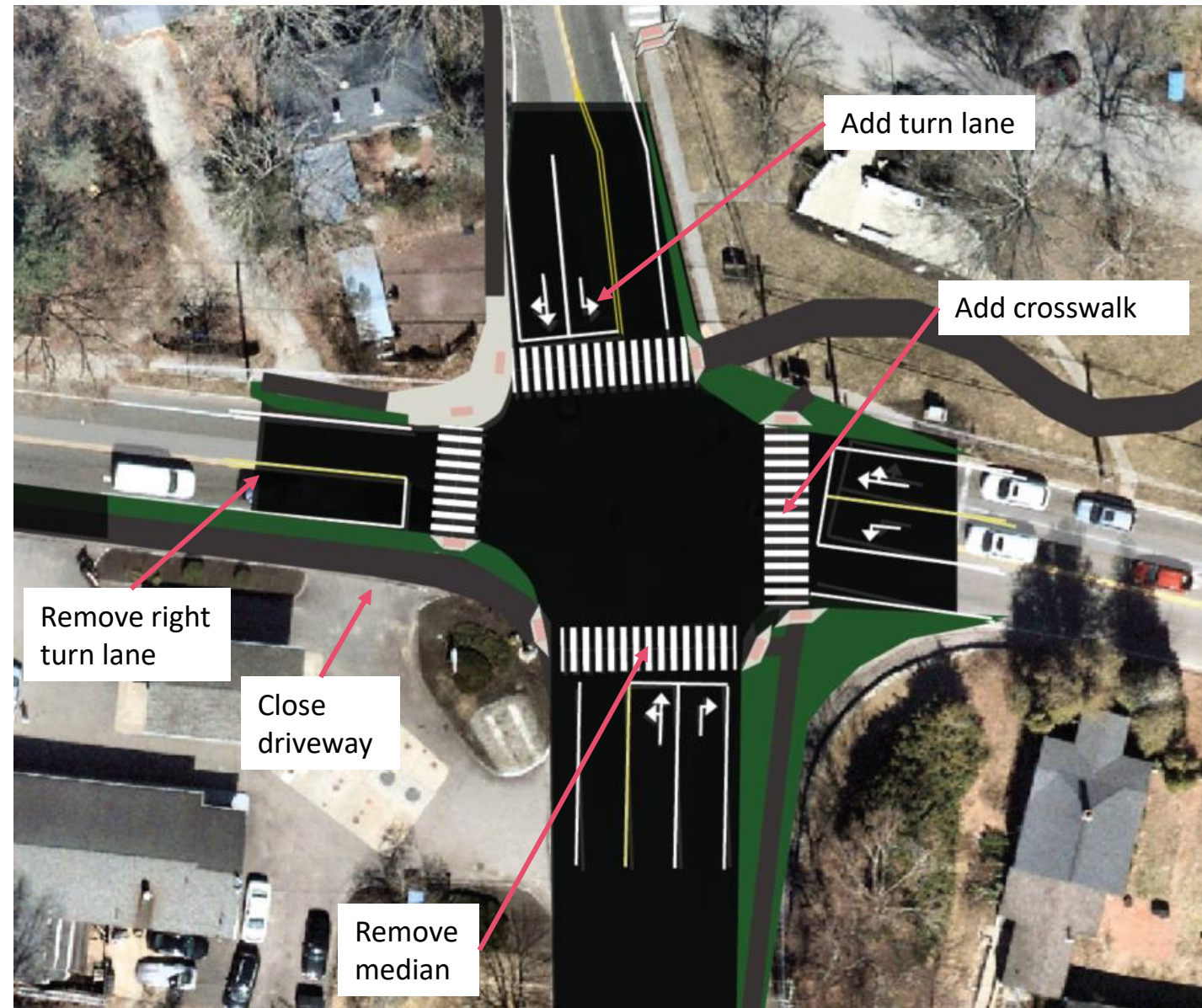
*Introduce an exclusive pedestrian phase.*

*Change to video detection.*

*Install mast arms.*

*Better alignment of Library Hill Road across intersection*

*Improved ramps*



Stow Town Center Improvement Plan



# Path from School to Library, and Upgraded Crossings

Shared use path on town land connecting from the school down to the library



Add raised crosswalk and construct missing ramps



# Cantilever Shared Use Path over the River on Great Road

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Widen path to 6'-8' feet, depending on the section, and have some signs saying that you can bike on it.

Cantilever over the river to extend the bridge to accommodate a path

*Example in Woodbury, CT*





# Great Road over Minister's Pond - Existing





# Path with Cantilever





# Path using shoulder





# Other conceptual ideas

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Consider working with the church to allow people to walk through property to the town center park, and add wayfinding



Consider coordinating with Advanced Mechanical Systems Inc to allow access to the park through their property



# Other conceptual ideas

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Consider working with private land owner to create a path through the woods from the Pilot Grove Apartments to Russett Lane. Consider traffic calming, like humps, on Russett Lane.

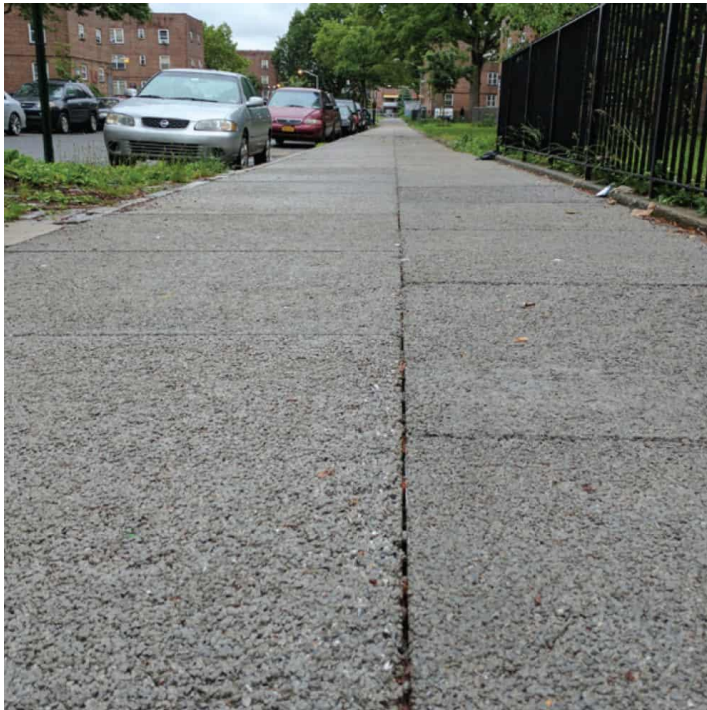


Consider traffic calming ideas on Crescent Street between Great Road and Hartley Road to improve bike safety.

# Permeable Paving Options

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- Benefits – potential to help meet MS4 requirements



Stormcrete



Stone Dust



Pavers





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# STOW TOWN CENTER IMPROVEMENT PLAN

Existing Conditions Technical Report

2/22/2024



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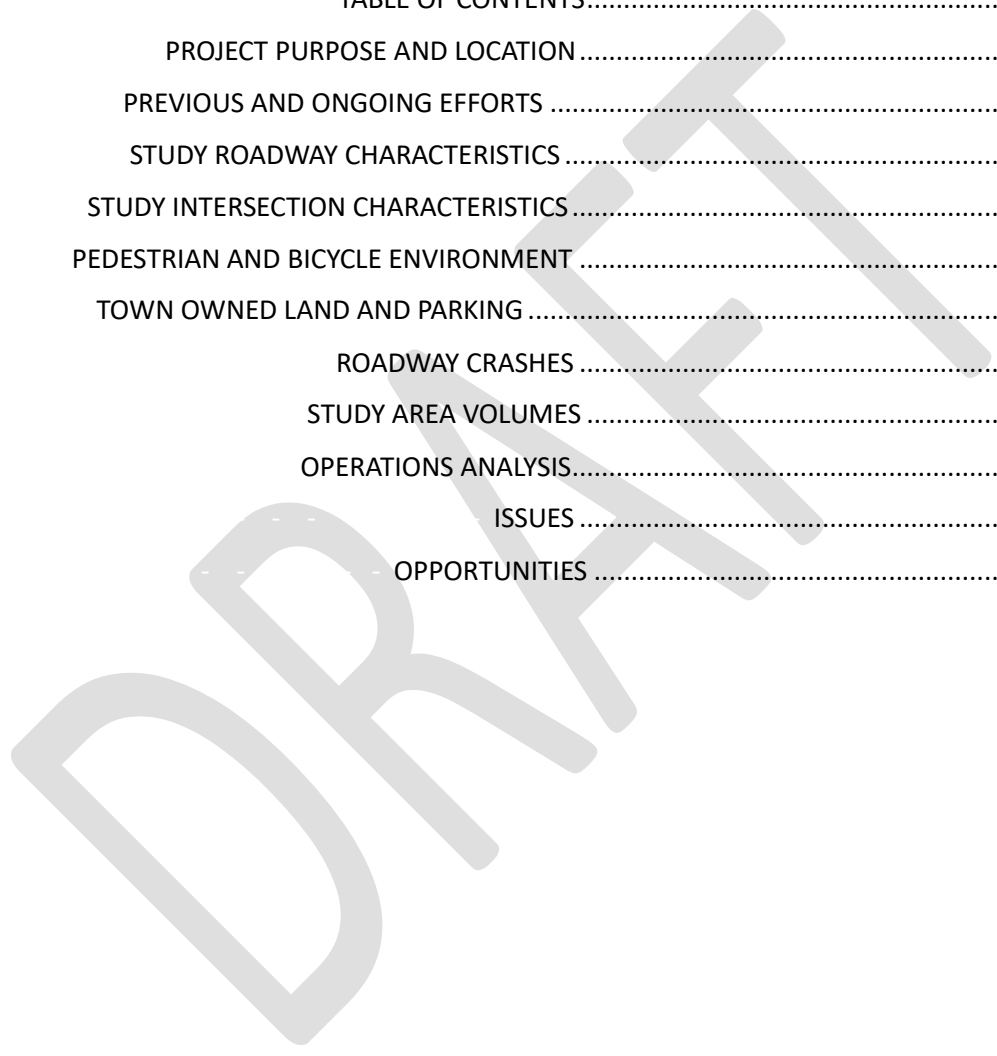
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## - - - - - PROJECT PURPOSE AND LOCATION

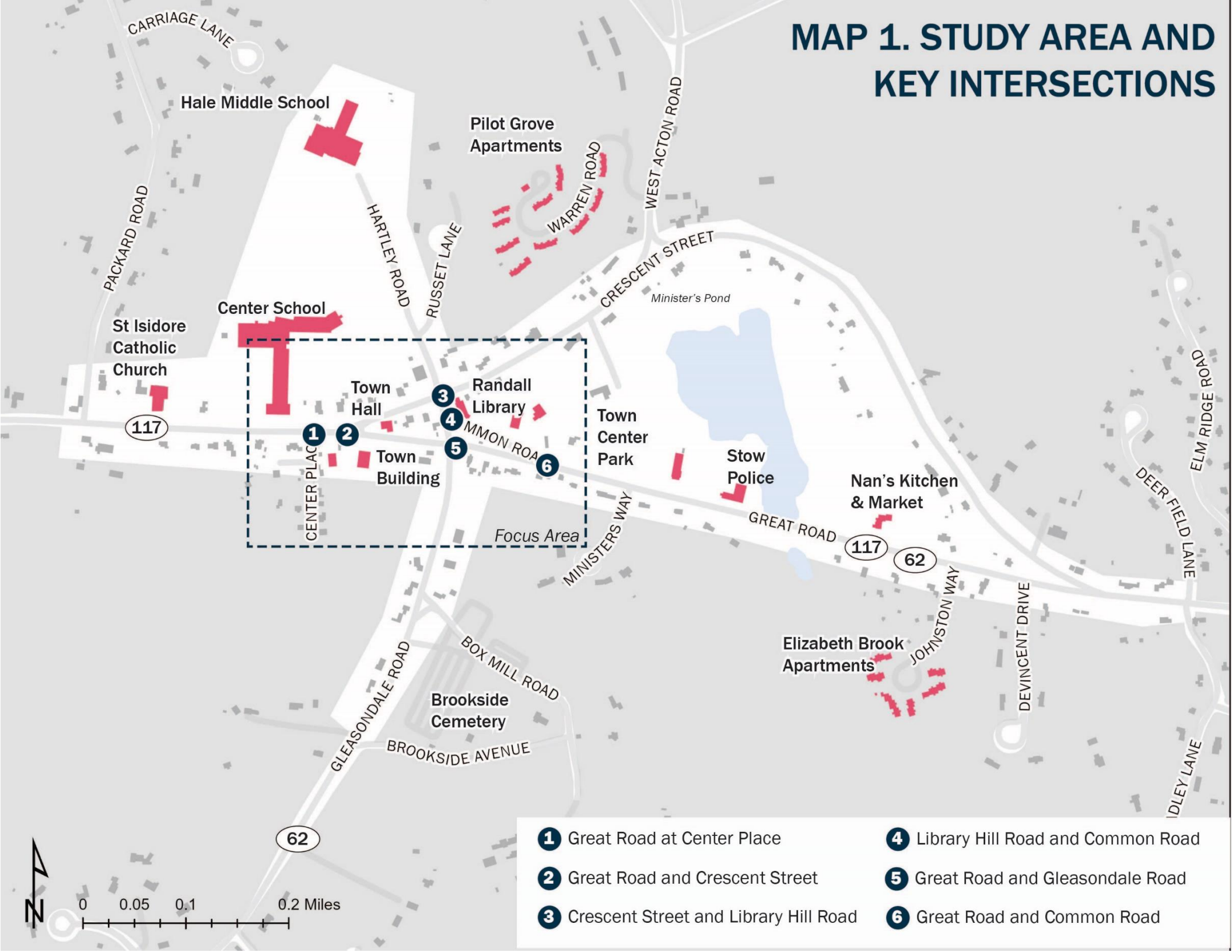
The purpose of this study is to provide recommendations and concept alternatives in Stow Town Center, aimed at improving the walkability and bikeability of the area for people of all ages and abilities. Stow Town Center is located at the crossroads of Massachusetts state routes 62 and 117. The area is home to several town destinations including the Randall Library, the Town Building and offices, the town common, two schools – the Center Elementary School and Hale Middle School, the newly constructed Town Center Park, and a few commercial buildings and retailers. The area has a rich history as a farming community center dating back to the 1600s when it was first colonized by the English. The apple orchards of Stow continue to attract people from across the state of Massachusetts during the autumn picking season, generating what some locals refer to as “apple traffic.” After World War II, the town experienced growth through primarily suburban homes, which still attract residents and families to the area.

According to U.S. Census estimates in 2022, Stow has a population of approximately 7,000 people, of whom around 27 percent are under the age of 18 and 16 percent are over the age of 65. Around 84 percent of the town population identifies as White, 3 percent as Black or African American, 6 percent as Asian and 1 percent as Hispanic or Latino. Around 11 percent of residents speak a language other than English at home. The town is highly educated with 75 percent of residents having at least a Bachelor’s degree, and the median household income is close to \$150,000 per year, which is higher than the rest of Middlesex county where the median household income is around \$110,000 per year.<sup>1</sup>

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<sup>1</sup> U.S. Census QuickFacts. (2022). Stow, Massachusetts and Middlesex County, Massachusetts.

# MAP 1. STUDY AREA AND KEY INTERSECTIONS



- |  |  |
|--|--|
| <b>1</b> Great Road at Center Place            | <b>4</b> Library Hill Road and Common Road |
| <b>2</b> Great Road and Crescent Street        | <b>5</b> Great Road and Gleasondale Road   |
| <b>3</b> Crescent Street and Library Hill Road | <b>6</b> Great Road and Common Road        |



0 0.05 0.1 0.2 Miles



## - - - - - PREVIOUS AND ONGOING EFFORTS

### STOW INTERSECTION IMPROVEMENT STUDY

In 2023, the Boston Region Metropolitan Planning Organization (MPO) worked with the Town of Stow to analyze and provide short-term, low-cost improvement strategies at the intersection of Gleasondale Road (Route 62) and Great Road (Route 117), with the goal of improving safety and operations at the intersection. The study recommended the following short-term improvements:

- optimizing the signal timing
- introducing a permissive left turn lane to Library Hill Road
- narrowing all travel lanes to 11 feet and repurposing the additional space
- repainting all existing crosswalks
- adding a crosswalk to the eastern leg
- adding temporary curb extensions using paint and flex posts to shorten pedestrian crossing distances (few heavy vehicles take right turns)
- adding bollard protected bike lanes, and better defining the pedestrian refuge island

Longer-term investments include constructing sidewalks on all sidewalk legs, adding compliant curb ramps and installing accessible pedestrian signals (APS) with countdown displays.

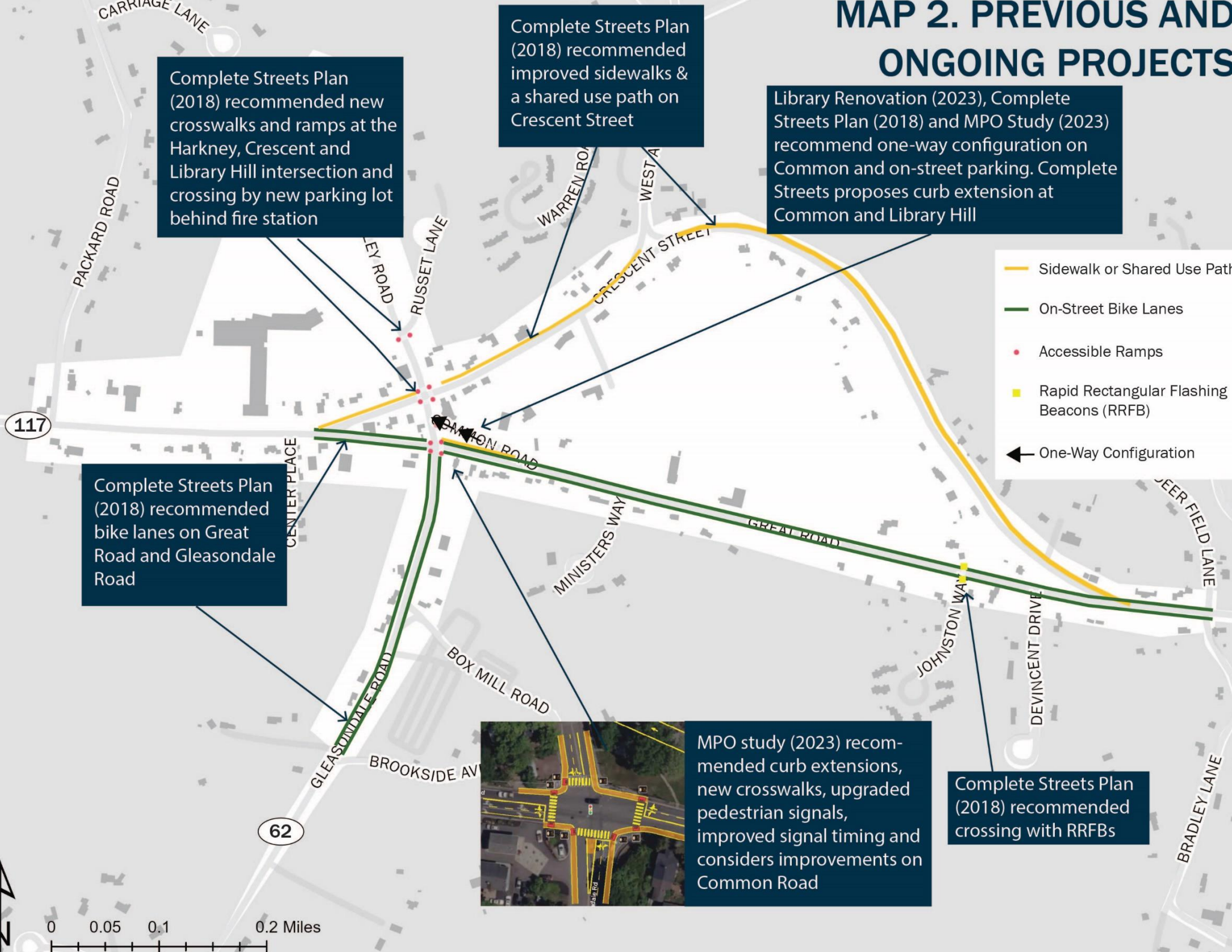
### RANDALL LIBRARY RENOVATION AND ADDITION

The Town is working on reconstructing the Randall Library complex. As part of this project, the Town is planning to convert Common Road to one-way westbound from the church driveway to Library Hill Road, adding parking along Common Road, formalizing dedicated parking spaces off Crescent Street, and reconstructing the sidewalk on Library Hill Road and Crescent Street next to the library.

### COMPLETE STREETS PLAN AND AWARDS

The Town of Stow created a MassDOT Complete Streets Tier 2 Prioritization Plan in 2018. Several of the projects are within Stow's Town Center Area. These include a shared use path, sidewalks, and ramps on Crescent Street, a sidewalk on Great Road between Gleasondale Road and Common Road, pedestrian signals, crosswalk, extended pedestrian refuge, and compliant ramps at the Great Road/Gleasondale Road intersection, bike lanes on Great Road, a crosswalk across Gleasondale Road at Box Mill Road and across Great Road at Johnston Way, crosswalks and upgraded ramps at all four points of the intersection of Hartley Road, Library Hill Road and Crescent Street, crosswalk across Hartley Road at future parking lot behind old fire station, bike lanes on Gleasondale Road, extend curb and add compliant ramps on Common Road at Library Hill road to shorten crossing, and add parallel parking on Common Road. The Town was awarded funding for bike lanes along Great Road in 2018 but unfortunately could not complete the project due to right-of-way constraints. In 2023, the Town applied and received funding and developed engineering plans to construct/reconstruct sidewalks along Crescent Street from just west of Hartley Road to Warren Road.

# MAP 2. PREVIOUS AND ONGOING PROJECTS



Complete Streets Plan (2018) recommended new crosswalks and ramps at the Harkney, Crescent and Library Hill intersection and crossing by new parking lot behind fire station

Complete Streets Plan (2018) recommended improved sidewalks & a shared use path on Crescent Street

Library Renovation (2023), Complete Streets Plan (2018) and MPO Study (2023) recommend one-way configuration on Common and on-street parking. Complete Streets proposes curb extension at Common and Library Hill

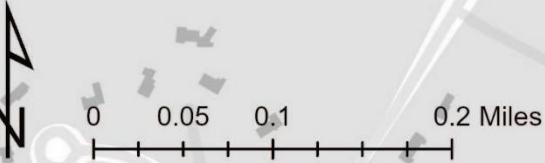
- Sidewalk or Shared Use Path
- On-Street Bike Lanes
- Accessible Ramps
- Rapid Rectangular Flashing Beacons (RRFB)
- ← One-Way Configuration

Complete Streets Plan (2018) recommended bike lanes on Great Road and Gleasondale Road



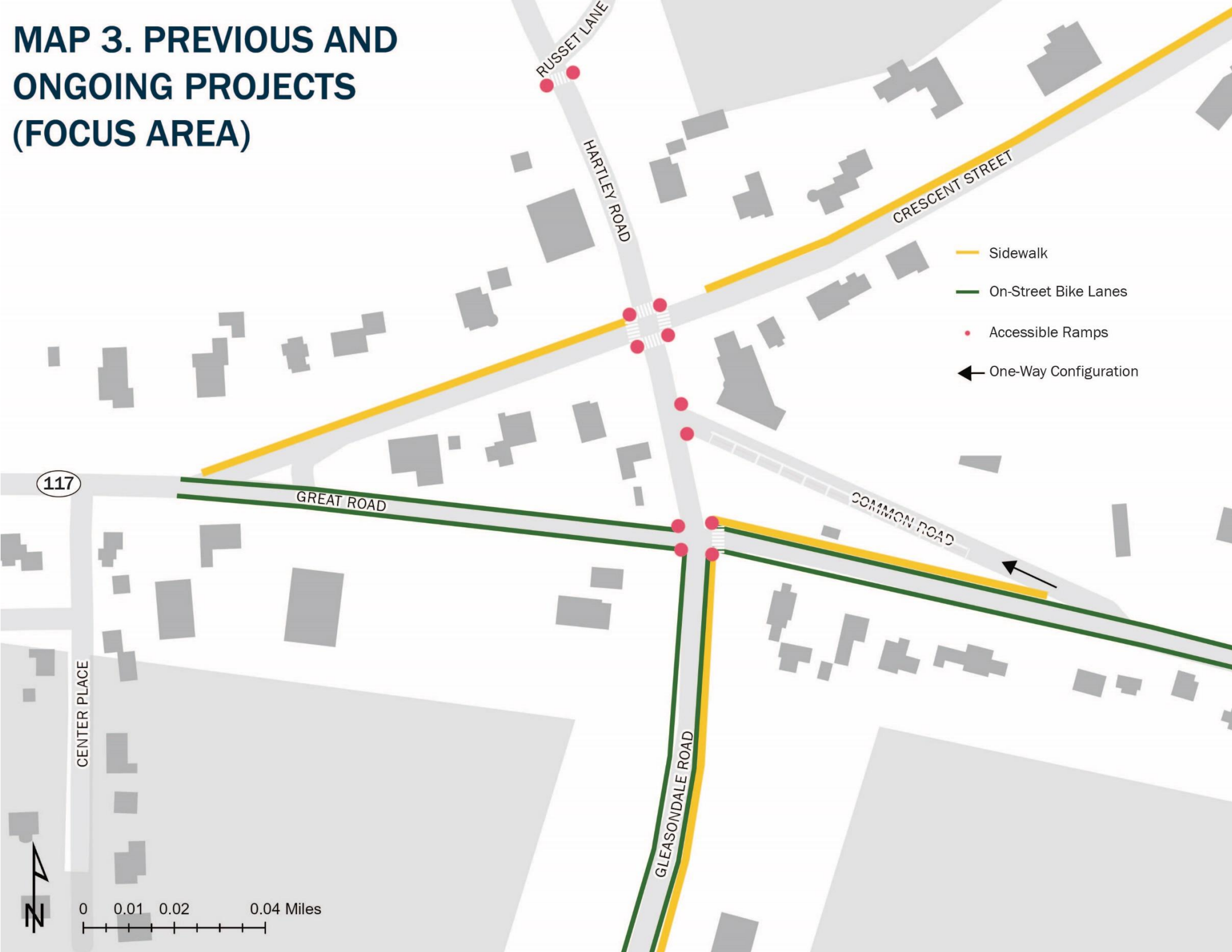
MPO study (2023) recommended curb extensions, new crosswalks, upgraded pedestrian signals, improved signal timing and considers improvements on Common Road

Complete Streets Plan (2018) recommended crossing with RRFBs





# MAP 3. PREVIOUS AND ONGOING PROJECTS (FOCUS AREA)



- Sidewalk
- On-Street Bike Lanes
- Accessible Ramps
- ← One-Way Configuration

117

CENTER PLACE

RUSSET LANE

HARTLEY ROAD

CRESCENT STREET

GREAT ROAD

COMMON ROAD

GLEASONDALE ROAD



0 0.01 0.02 0.04 Miles

## STUDY ROADWAY CHARACTERISTICS

The key roadways evaluated as part of this plan are Great Road, Gleasondale Road, Library Hill Road, Crescent Street, Hartley Road and Common Road. These key roadways are those that either provide access to key town center destinations, or carry people to the town center from other parts of town. Important to note, other roadways in the town center also exist connecting people to the town center from homes and other destinations, including Box Hill Road, Brookside Avenue, Center Place, and Minister’s Way. These roads were considered as part of plan, but were not examined in the same amount of detail as the key roadways listed below.

### GREAT ROAD (MA-117/62)

Great Road is classified as a Principal Arterial. Throughout the study area in Stow, the road is under Town jurisdiction, except for the State-owned bridge carrying Great Road over the Minister’s Pond. Along Great Road, there are four study intersections: Great Road at Center Place (unsignalized), Great Road at Crescent Street (unsignalized), Great Road at Gleasondale Road (signalized), and Great Road at Common Road (unsignalized). In the study area, Great Road is typically one lane in each direction with a shoulder, and does not accommodate on-street parking. A sidewalk is typically provided on one side of the road, except by the Town Hall and Town Building where sidewalk is on both sides. Great Road is characterized by a rural roadway aesthetic with trees on both sides. In the Town Center Area, the Town Hall, Town Building, Town Common, Center School and some commercial uses characterize the roadway. For most of the road, Great Road is designated as State Route 117, but for a short stretch west of Gleasondale Road, Great Road is also designated as Route 62. Route 117, which extends from Leominster to Waltham, connects Stow’s Town Center west to Bolton and Interstate 495, and east to Maynard.

#### Types of Roadways

**Arterial:** High-capacity road with the primary purpose of moving vehicles from collector roadways to expressways and freeways, and people between town and city centers.

**Collector:** Low to moderate capacity road with primary purpose of moving traffic from local streets to arterial roads. Typically, collectors are designed to provide access to local roadways.

**Local:** Low capacity road with primary purpose of providing high level of access to places on the street, generally homes but also schools and other destination.

### GLEASONDALE ROAD (MA-62)

Gleasondale Road is classified as a Principal Arterial. Throughout the study area in Stow, the road is under Town jurisdiction. Gleasondale Road is typically one lane in each direction with a shoulder, with no on-street parking. Close to Great Road and Stow Town Center, sidewalks are provided for a short stretch on one side, and the road is characterized by professional buildings with relatively large parking lots. After Box Mill Road, Gleasondale Road has a more low-density suburban feel with single family homes lining the roadway.

### LIBRARY HILL ROAD

Library Hill Road is classified as a Minor Arterial and is under Town jurisdiction. Library Hill Road is just 250 feet long and provides a connection between other arterial roadways - Gleasondale Road, Great Road, and Crescent Street. Library Hill Road is one lane in each direction, and does not provide formal



turn lanes at the intersection with Great Road. A sidewalk is provided on one side and there is no on-street parking. The road is characterized by the Town Common and Randall Library on the east side.

### CRESCENT STREET

Crescent Street is classified as a Minor Arterial from Library Hill Road/Hartley Road to West Acton Road, and as a Collector roadway from West Acton Road to Great Road (to the east). Throughout the study area in Stow, the road is under Town jurisdiction. Crescent Street is typically one lane in each direction with a shoulder and no on-street parking. Close to Stow Town Center, sidewalks are provided on one side. The road is characterized primarily by homes and wooded areas.

### HARTLEY ROAD

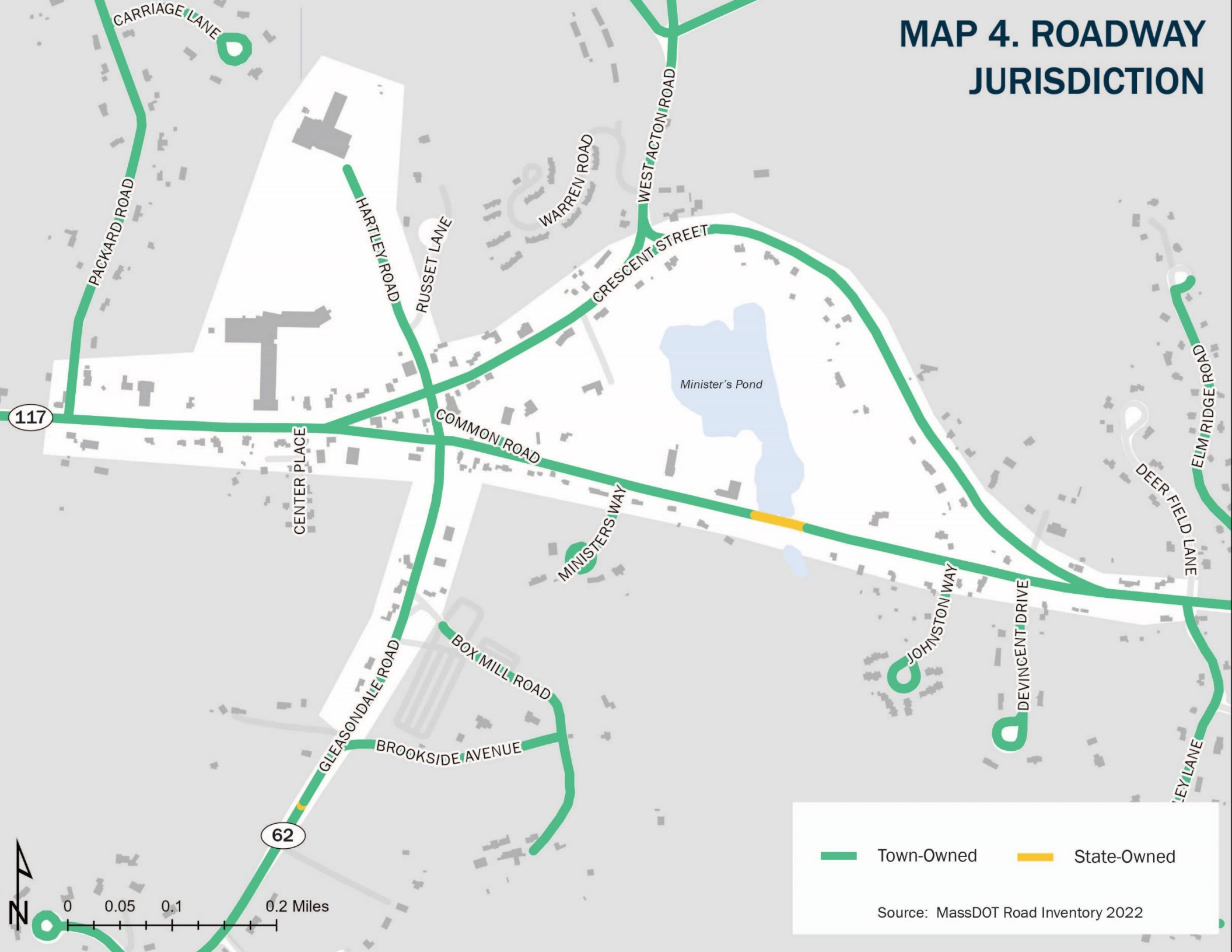
Hartley Road is classified as a local roadway and is under Town jurisdiction. The road is typically one lane in each direction with no center line, and does not provide on-street parking. The primary role of Hartley Road is providing access to Center School and Hale Middle School.

### COMMON ROAD

Common Road is classified as a local roadway and is under Town jurisdiction. The road is typically one lane in each direction with no center line. The primary role of Common Road is providing access to Randall Library and First Parish Church on the north side.

DRAFT

# MAP 4. ROADWAY JURISDICTION

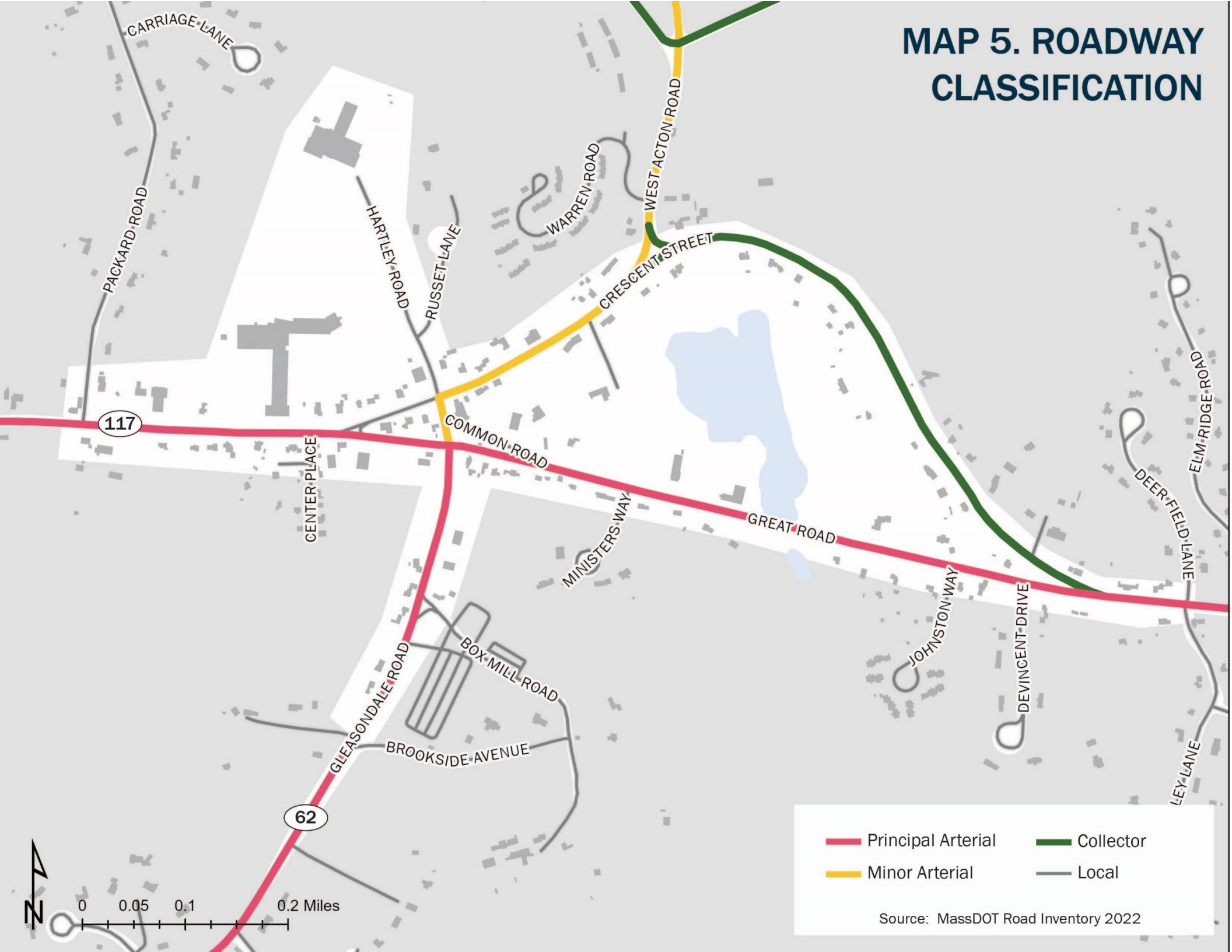


Legend:  
Green line: Town-Owned  
Yellow line: State-Owned

Source: MassDOT Road Inventory 2022



# MAP 5. ROADWAY CLASSIFICATION



	Principal Arterial		Collector
	Minor Arterial		Local

Source: MassDOT Road Inventory 2022

## - - - - - STUDY INTERSECTION CHARACTERISTICS

### GREAT ROAD & GLEASONDALE ROAD, SIGNALIZED

Great Road (Route 62/117) and Gleasondale Road (Route 62) is a four-way signalized intersection under Town of Stow jurisdiction. The Gleasondale Road northbound approach has an exclusive right turn lane, a shared through-left lane, and one departure lane. The Library Hill Road southbound approach has one shared left-through-right lane and one departure lane. The Great Road eastbound approach has an exclusive right turn lane, and a shared through-left lane, and one departure lane. The Great Road westbound approach has an exclusive left turn lane, a shared through-right lane and one departure lane. There are crosswalks across the west, north, and south legs. No pedestrian signals or pedestrian phase is provided.

### GREAT ROAD AND CRESCENT STREET, UNSIGNALIZED

Great Road and Crescent Street is an unsignalized T-intersection with Crescent Street forming the stem of the T at an acute angle to meet Great Road from the northeast. The alignment of the intersection encourages high speed vehicle left turn movements from eastbound Great Road to Crescent Street. The Crescent Street westbound approach is stop controlled. A slip lane allows westbound right turning vehicles to turn onto Crescent Street, and a painted island separates the slip lane from the other lanes on Crescent Street. There are crosswalks across the east and north legs of the intersection.

### GREAT ROAD AND CENTER PLACE, UNSIGNALIZED

Great Road and Center Place is an unsignalized T-intersection with Center Place forming the stem of the T. Center Place is stop controlled. There are no crosswalks at the intersection.

### GREAT ROAD AND COMMON ROAD, UNSIGNALIZED

Great Road and Common Road is an unsignalized T-intersection with Common Road forming the stem of the T, coming at an angle to meet Great Road from the northwest. Common Road is stop controlled.

### COMMON ROAD & LIBRARY HILL ROAD, UNSIGNALIZED

Common Road and Library Hill Road is an unsignalized T-intersection with Common Road forming the stem of the T on the east side. Common Road is stop controlled. A crosswalk exists across Common Road on the east leg of the intersection.

### LIBRARY HILL ROAD, HARTLEY ROAD, & CRESCENT STREET, UNSIGNALIZED

Library Hill Road, Hartley Road, and Crescent Street is an unsignalized four-way stop controlled intersection. There are crosswalks across the north and east legs of the intersection.



## PEDESTRIAN AND BICYCLE ENVIRONMENT

Stow Town Center has several key town destinations, including Center Elementary School, Hale Middle School, the Town Building, Randall Library, Town Center Park, a few churches, and several businesses including Nan's and Russell's convenience store, within easy walking distance of each other. Along with these destinations, the area also has several dense residential areas nearby including the Pilot Grove Apartments on Warren Road to the north and the Plantation Apartments complex on Johnston Way to the east. As such, the area has the potential to generate more walking and biking activity through improved pedestrian and bicycle facilities and comfortable placemaking options connecting the places people live, go to school and visit in town. Currently, not many people walk in the town center, and most people biking in the area are very confident cyclists who are comfortable with more stressful roadway conditions.

### EXISTING BIKING AND WALKING ACTIVITY

Based on counts collected on Wednesday, November 15, 2023 from 7 AM to 9 AM and 4 PM to 6 PM, the only crossings that saw much pedestrian activity were the northern and eastern crosswalks at the intersection of Hartley Road, Library Hill Road and Crescent Street. There were 13 crossings at these two crosswalks at around 8 AM, likely students and families walking to school. All other crossings experienced 0-2 crossings during the collection period. Notably, two crossings occurred at the northern crosswalk at the intersection of Library Hill Road, Great Road and Gleasondale Road between 8 and 9 AM despite no pedestrian signal existing at this location. A few bikes were counted as well, including one going westbound on Great Road at 4:30, one taking a right from Gleasondale Road to Great Road eastbound at 7:30 AM and another at 4:00 PM, and one travelling straight from Gleasondale Road to Library Hill Road at 7:15 AM.

### SIDEWALKS

Stow Town Center has a relatively connected sidewalk network, however there are gaps, including on parts of Crescent Street, Great Road east of the Town Building driveway, and through the town common. Apart from the sidewalks within the middle school and elementary school grounds, most sidewalks are in fair to poor condition – based on pavement quality and presence of cracking, are narrow, lack a buffer to the roadway and are interrupted by utility poles and other street furniture. The paths within the Town



Sidewalk in front of Town Hall ends on Great Road before reaching the intersection with Gleasondale Road



Sidewalk in poor condition in front of Randall library. Source: Google Maps.

Center Park provide a comfortable recreational walking experience, and residents of the community come to walk dogs and enjoy the outdoors.

## CROSSWALKS

For people to feel comfortable walking, safe crosswalks placed where people want to use them are necessary. Along Great Road between the Center School and Crescent Street (eastern intersection), there are just two opportunities to cross the street – one by the Town Hall at Crescent Street and one on the west side of Gleasondale Road. The crossing at Crescent Street has high visibility crossing treatments (Rectangular Rapid Flashing Beacon) and is around 30 feet long.



High visibility crossing by Town Hall at Crescent Street, with Rectangular Rapid Flashing Beacons (RRFBs) and new accessible ramps.

There are eight crosswalks in the area (excluding the crosswalks on school grounds). Most crosswalk pavement markings are in good condition and the zebra pattern is consistently used across all crosswalks, except for the crosswalk across Hartley Road to Center School which is faded. A major crossing barrier for people walking in the project area is the lack of pedestrian signals at the Gleasondale Road and Great Road intersection. Pedestrian signals let people walking know when they can safely cross the street with little to no conflict with vehicles. While the Great Road and Gleasondale Road intersection does provide crosswalks on three legs, the lack of pedestrian signals likely deters people from crossing. In addition, the existing crossing across Great Road on the east side of the intersection does not connect to a sidewalk on the



Crosswalk across Great Road on the east side does not have pedestrian signals and does not connect to a sidewalk on the south side.



southwest side, while the sidewalks located on the northwest and southwest sides are not connected by a crosswalk.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

To ensure all members of the community can benefit from walking, sidewalks should be outfitted with amenities for people with disabilities, including ramps with detectable warning panels for people with limited vision and proper clearance for people in wheelchairs. Most of the ramps within the study area, apart from those on school grounds, are not accessible<sup>2</sup>, and several crosswalks lack ramps or connections to a sidewalk. Several of the sidewalks have utility poles and other barriers along the way, and some sidewalk surface condition does not provide a smooth surface. The Town Center Park does provide accessible stone dust paths, providing a comfortable place for people of all abilities. The one exception is the stone path connecting the park to the back of First Parish Church parking lot.



Narrow sidewalk on Great Road is interrupted by a utility pole and signage. Source: Google Maps.

## BICYCLE FACILITIES

The level of stress people feel while biking influences their decision to choose to bike or not. Low stress biking environments are typically either low volume, low speed residential roadways or separated paths and trails on busier roadways. While people may bike on the sidewalk outside business districts in the State of Massachusetts, sidewalks may not provide a sufficient space and design for people to bike safely.<sup>3</sup> Within Stow's Town Center, there are currently no dedicated bicycle facilities providing a low-stress environment for people biking on Great Road, Gleasondale Road, Library Hill Road and Crescent Street. The local roads of Center Place, Common



Great Road is suitable for more confident cyclists.

<sup>2</sup> Accessible ramps are typically made from concrete and have a detectable warning panel. The likelihood of ramps that are not compliant was based on a desktop assessment of materials and presence of a detectable warning panel – not a full field assessment.

<sup>3</sup> MGL c.85, § 11B. No town bylaw prohibits sidewalk riding.

Road and Hartley Road provide a lower stress environment for biking but do not connect. For highly confident cyclists, the level of stress matters less, but most people will only bike in a lower stress environment. In Stow Town Center, where there are many school children, a lower stress environment is particularly important. Currently youth who bike appear to choose the sidewalk. Bike parking does exist by the Town Hall building.<sup>4</sup>

### Types of Cyclists by Percentage of the Population

**Strong and Fearless (1%):** Feel comfortable and will bike on most any road.

**Enthusied and Confident (7%):** Feel confident biking on busy roads with bike lanes, but prefer more separated facilities.

**Interested but Concerned (60%):** Interested in biking, but only feel comfortable biking on trails and lower volume roadways.

**No Way, No How (32%):** People who perhaps never learned to bike, do not enjoy biking, or have a disability that impedes biking.

### STREETSCAPE AMENITIES

Street amenities like trees, benches, public art, lighting and other elements improve the walking environment. Stow's Town Center Park and Town Common both offer trees and seating. Otherwise, the area does not provide abundant streetscape amenities.



Benches in the Town Common.

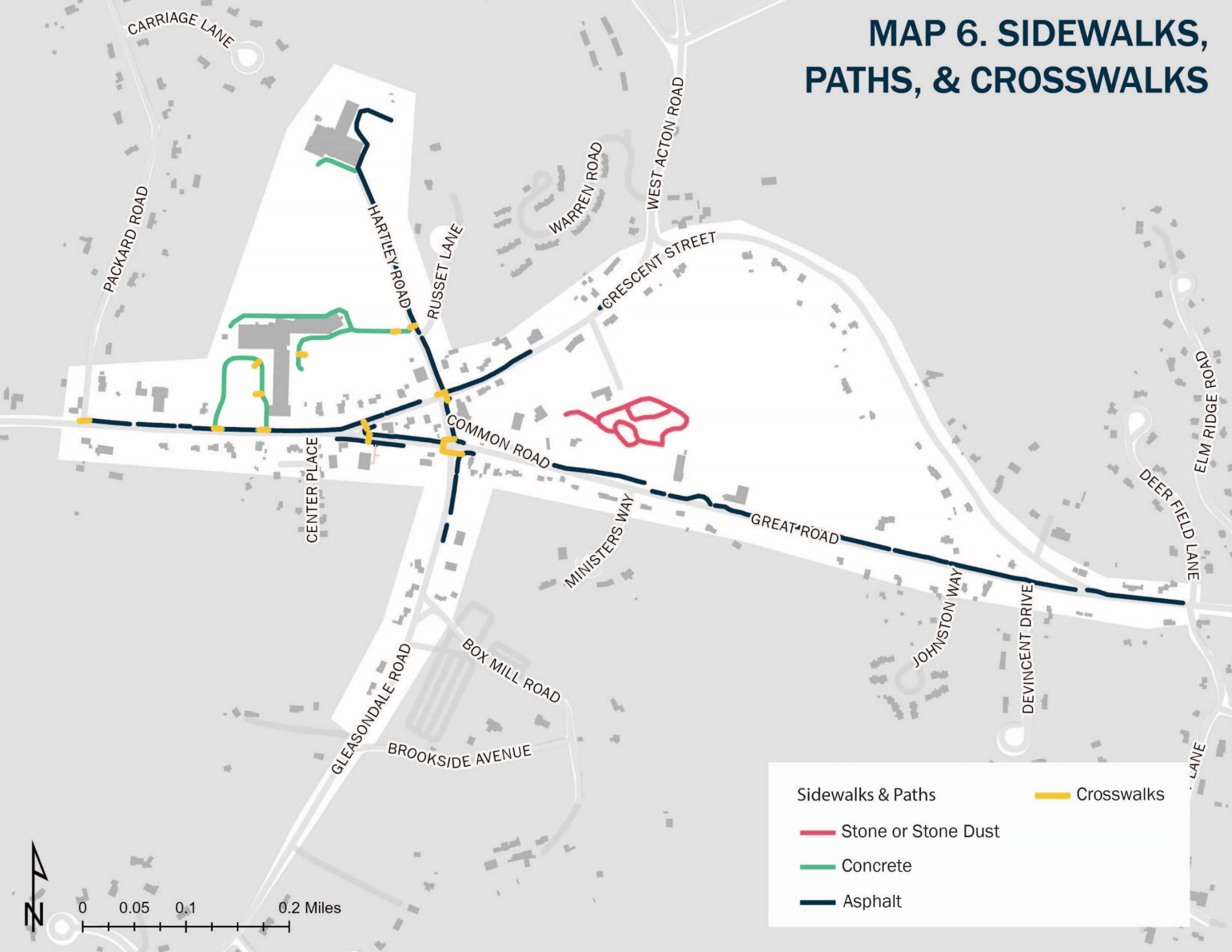


Play area in the Town Center Park.

<sup>4</sup> Types of Cyclists was originally developed by Roger Geller as the City of Portland, OR?. The concept was tested through a survey by Jennifer Dill, Ph. D. of Portland State University to validate the percentage of the population who identify as each type. Source: Dill, Jennifer. (N.D.). *Types of Cyclists*. <https://jenniferdill.net/types-of-cyclists/>.



# MAP 6. SIDEWALKS, PATHS, & CROSSWALKS



Sidewalks & Paths

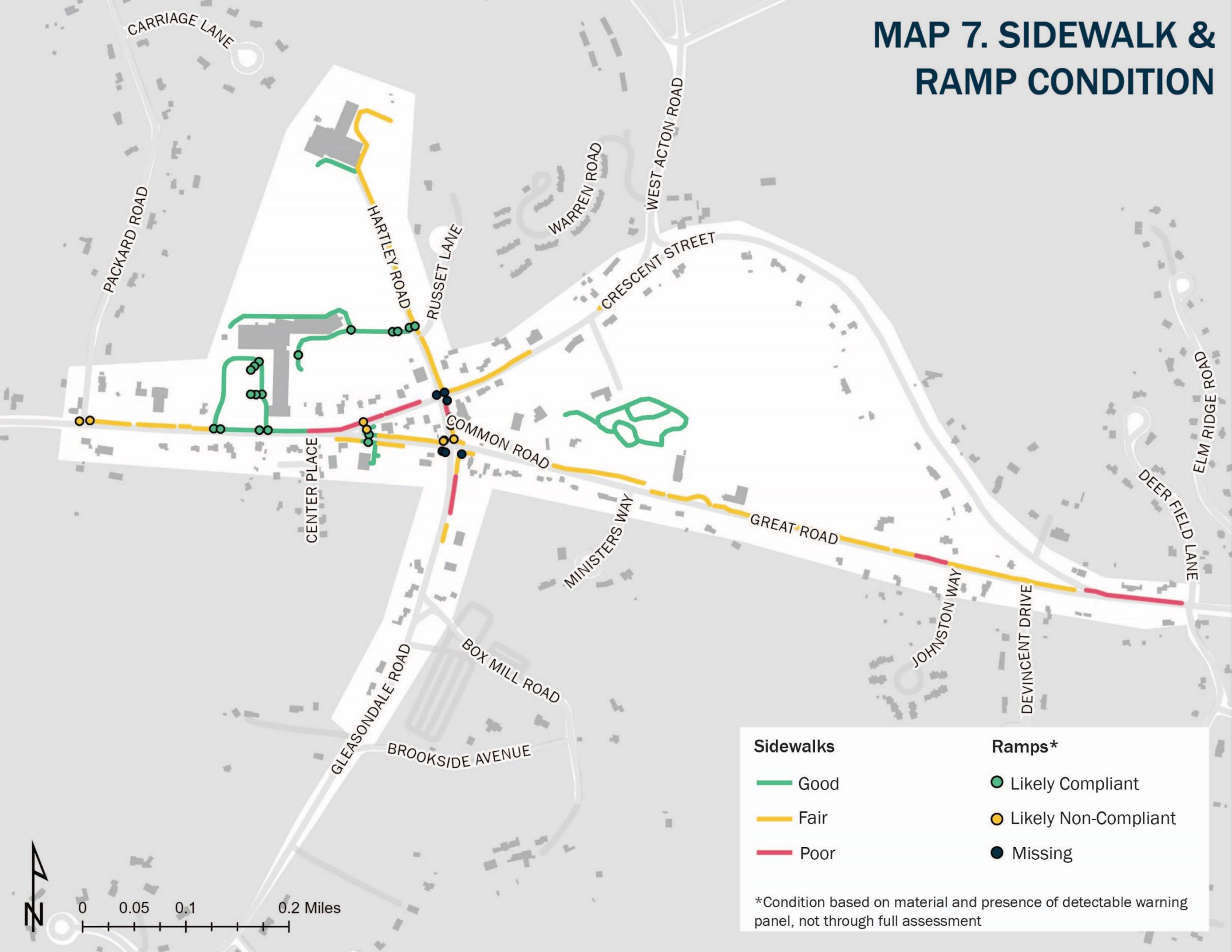
Crosswalks

Stone or Stone Dust

Concrete

Asphalt

# MAP 7. SIDEWALK & RAMP CONDITION



0 0.05 0.1 0.2 Miles

Sidewalks	Ramps*
<span style="color: green;">—</span> Good	<span style="color: green;">●</span> Likely Compliant
<span style="color: yellow;">—</span> Fair	<span style="color: yellow;">●</span> Likely Non-Compliant
<span style="color: red;">—</span> Poor	<span style="color: black;">●</span> Missing

\*Condition based on material and presence of detectable warning panel, not through full assessment



### LAND USE CONNECTIVITY

A mix of land uses exist in Stow’s town center, and a walking and biking network should encourage people to move between nearby destinations. Students may walk from Center Elementary or Hale Middle to the library or convenience store after school. People living in the Plantation Apartments might walk to Nan’s Kitchen or to Town Center Park in the evening or weekend. Children living in the Pilot Grove Apartments may walk to the school or library. Town Building employees might walk to Town Center Park or the town common on lunch.

### TOWN-OWNED LAND

Stow’s Town Center includes around 83 acres of land in the project area, including the two schools, the Town Hall and Town Building land, the Town Center Park, Randall Library, the old fire house, the Town Common, the land south of Great Road including Brookside Cemetery, and the Hillside Cemetery.

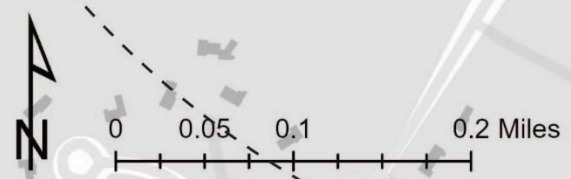
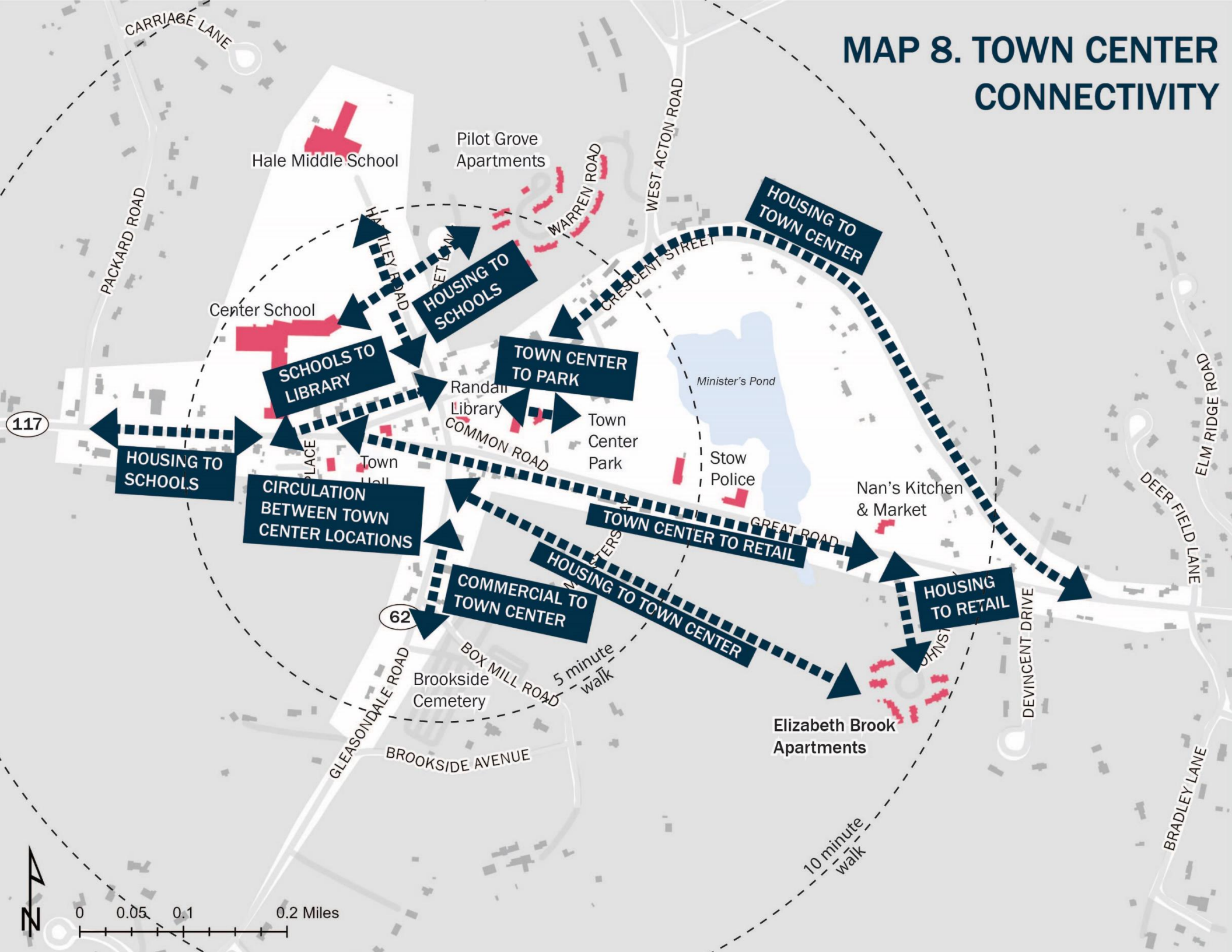
### PARKING

In the Town Center project area, all parking is provided in off-street parking lots, with the exception of two spaces on the south side Crescent Street by the old Town Hall. Some people also park on-street on Common Road during church time periods, but this parking is not formalized. In the off-street lots, there are approximately 850 parking spaces<sup>5</sup>. Of these, around 300 are provided in publicly owned parking lots. Public parking includes the lot by the Town Building, by the old fire station, at the school facilities, and by the police station.

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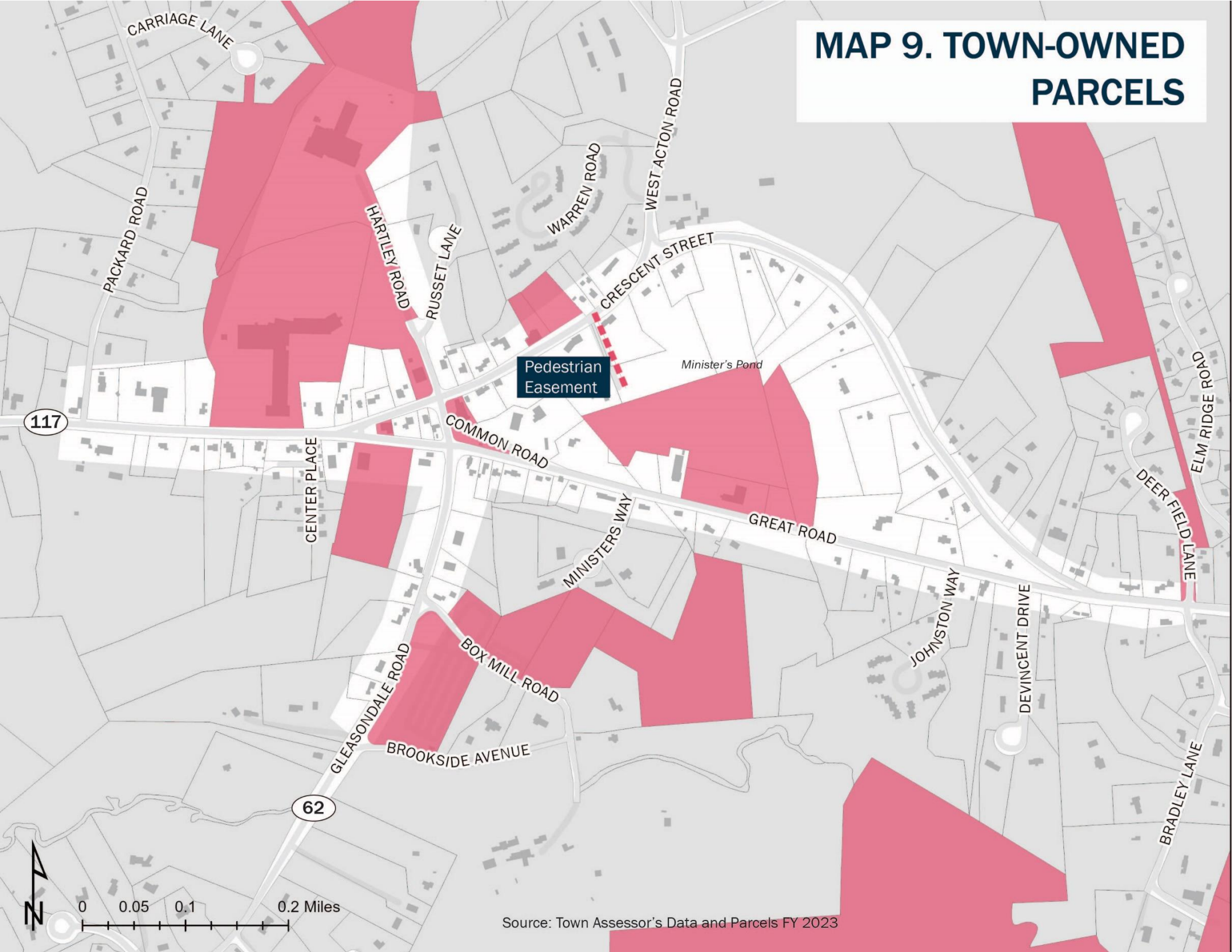
<sup>5</sup> Based on an approximate count from aerial imagery. As some lots are not striped, this number should be treated as an estimate.

# MAP 8. TOWN CENTER CONNECTIVITY





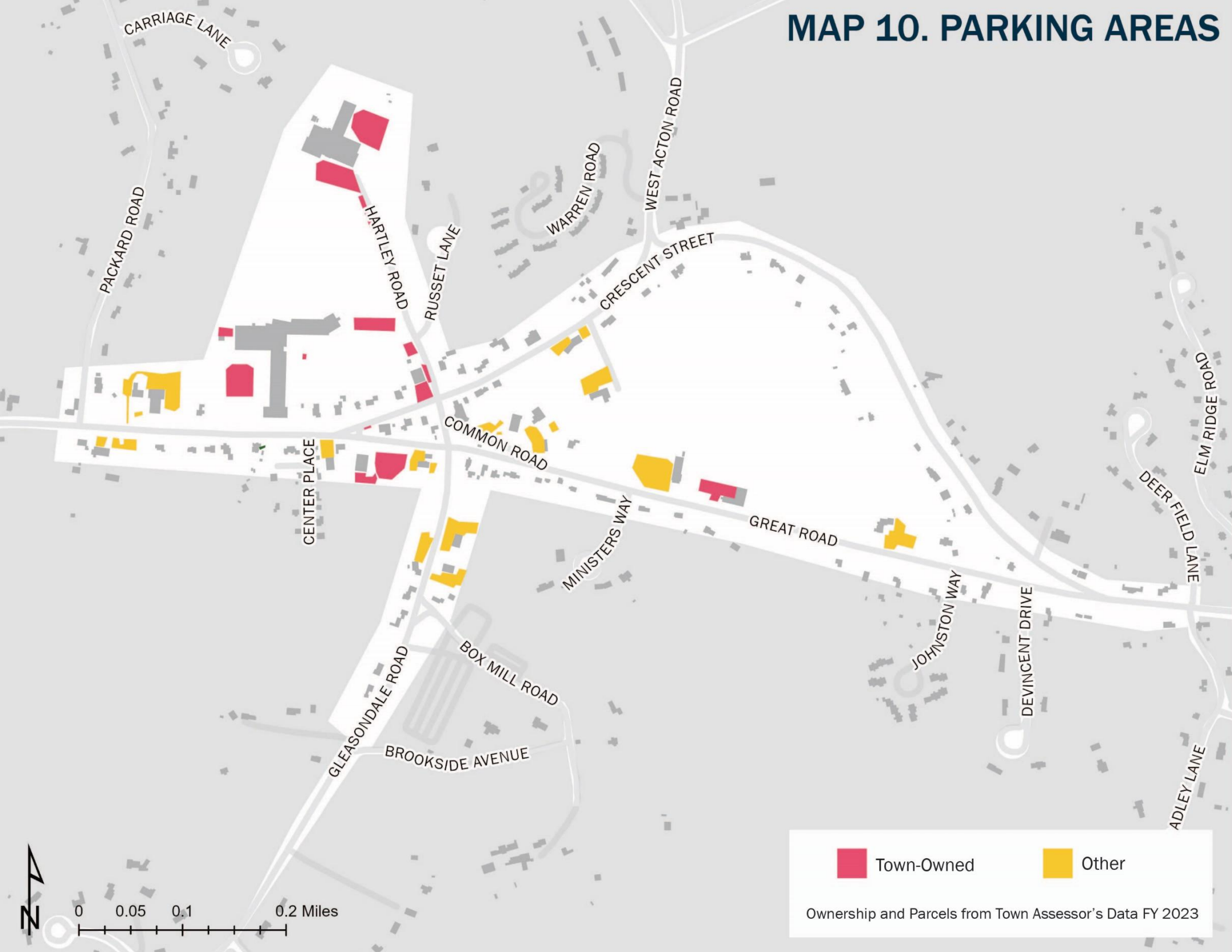
# MAP 9. TOWN-OWNED PARCELS



Pedestrian Easement

Minister's Pond

# MAP 10. PARKING AREAS



Town-Owned



Other

Ownership and Parcels from Town Assessor's Data FY 2023

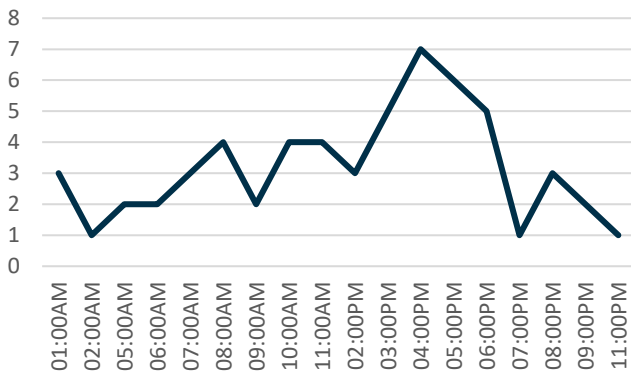


# ROADWAY CRASHES

Fifty-eight crashes occurred in the study area from 2018-2022. Just five of the crashes resulted in an injury. Three of the injury crashes took place on Great Road – in front of Nan’s Market, by Devincent Drive, west of the Center School driveway and by Packard Road. One occurred on Crescent Road near the curve in the road. Of the total crashes, 41% were single vehicle crashes involving vehicles hitting trees, deer, utility poles and other fixed objects. Angle crashes (22%) and rear-end crashes (22%) were also common along the corridor.

Seventeen of these crashes occurred at the study area intersections, of which all just involved property damage with no injuries. No crashes occurred at Library Hill and Common Road or Center Place and Common Road. While no crashes involved people walking and biking, more people might walk or bike with more comfortable and safe facilities. Access management opportunities can also be examined along the corridor at places where cars are entering or exiting, like by Nan’s. The generally low number of crashes resulting in injury may indicate vehicles traveling at lower speeds.

Crashes by Time of Day



**58**

Total Crashes

**4-6 PM**

Time Period with most crashes

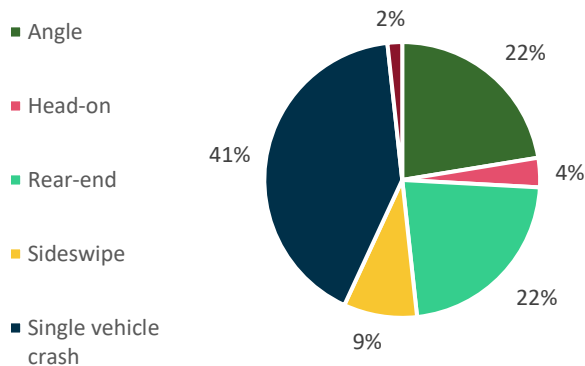
**41%**

Single Vehicle Crashes

**9%**

Crashes resulting in injury

Crash Type



Crash Year

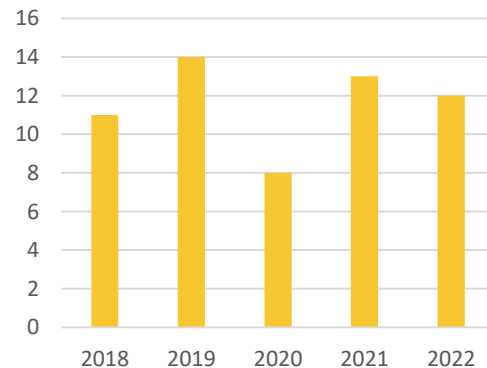
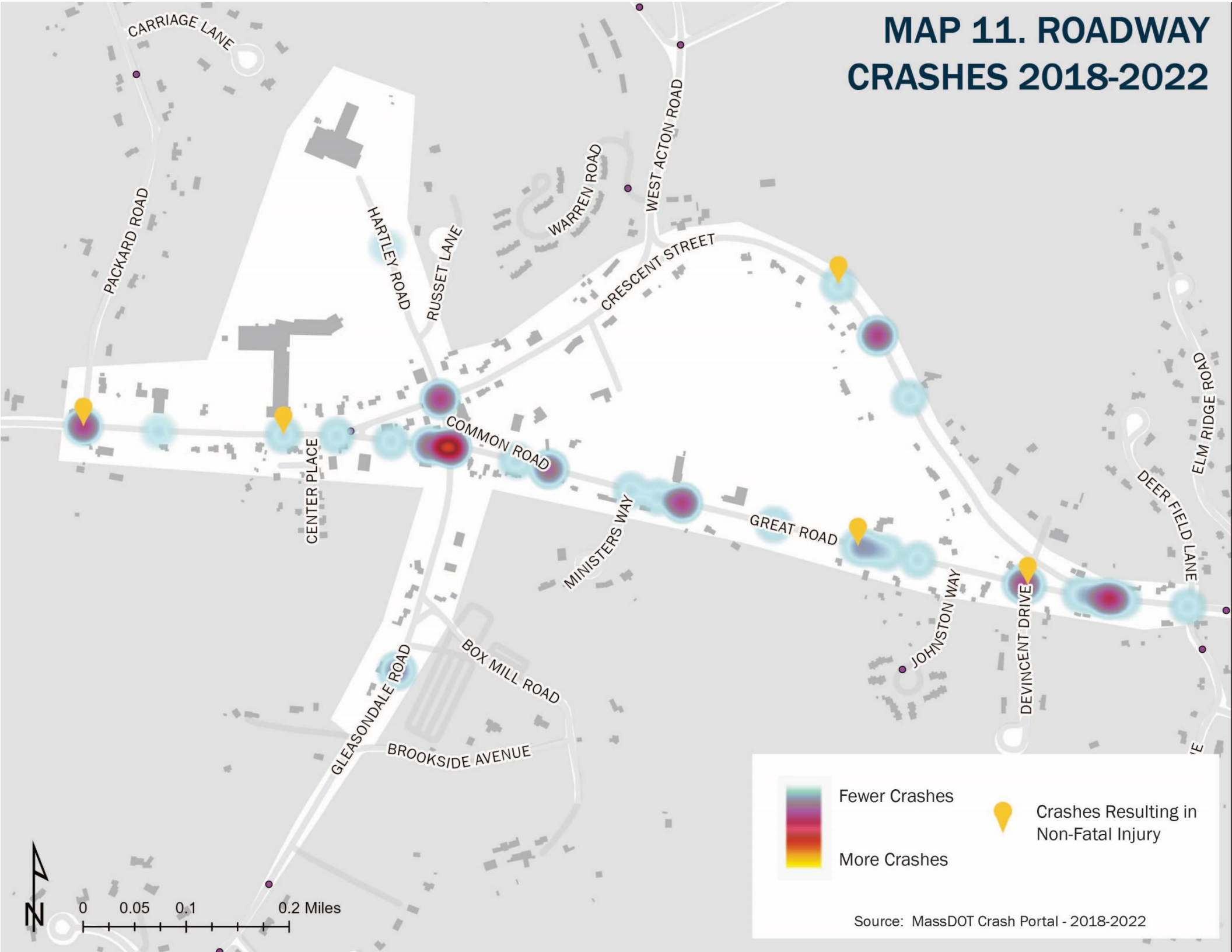


Table 1. Study Area Crashes 2018-2022

	Great & Crescent	Crescent & Library Hill	Great & Gleasondale	Great & Common	Study Area Roadways
<b>Crash Type</b>					
Angle	0	2	4	1	11
Head-On	0	0	0	0	2
Rear-End	0	1	3	0	10
Sideswipe	1	0	1	0	4
Single Vehicle Crash	0	0	2	2	23
Unknown	0	0	0	0	1
<b>Injury</b>					
Property Damage	1	3	10	3	47
Non-Fatal Injury	0	0	0	0	4
<b>Ambient Light</b>					
Daylight	1	1	9	2	36
Dusk or Dawn	0	0	0	0	2
Dark – Lighted Roadway	0	2	1	1	7
Dark – Unlighted Roadway	0	0	0	0	6
<b>Weather</b>					
Clear	1	1	7	2	35
Cloudy	0	0	1	0	5
Rain	0	2	2	1	6
Snow/Sleet/Freezing Rain	0	0	0	0	5
<b>Time of Year</b>					
December - February	0	1	1	0	10
March - May	0	1	3	0	15
June - August	1	1	4	1	13
September - November	0	0	2	2	13
<b>Time of Day</b>					
AM Peak (6:00 AM - 8:59 AM)	0	0	2	0	8
Midday (9:00 AM – 2:00 PM)	0	0	2	1	12
School (2:00 PM – 3:59 PM)	0	1	2	1	6
PM Peak (4:00 PM – 7:59 PM)	1	0	4	0	18
Night (8:00 PM – 5:59 AM)	0	2	0	1	7
<b>Year</b>					
2018	1	2	2	1	8
2019	0	1	2	2	13
2020	0	0	1	0	7
2021	0	0	1	0	12
2022	0	0	4	0	11
<b>Summary</b>					
Total Crashes 2018-2022	1	3	10	3	51
Average crashes per year	.2	.8	2	.6	10.2



# MAP 11. ROADWAY CRASHES 2018-2022



Crashes Resulting in Non-Fatal Injury

Source: MassDOT Crash Portal - 2018-2022

## STUDY AREA VOLUMES

Map 12 and Map 13 show the AM and PM peak hour vehicle turning movement volumes for the study area. The volumes demonstrate that Great Road experiences the highest volumes during the peak periods, followed by Gleasondale Road and then Crescent Street. The highest turning volumes are observed connecting these roadways, specifically vehicles turning left onto Gleasondale from Great Road westbound, vehicles turning right from Gleasondale Road to Great Road eastbound, Crescent Street vehicles turning right onto Great Road and Great Road vehicles turning left onto Crescent Street north-eastbound.

*Table 2 Peak Hours by Intersection*

Intersection	AM Peak Hour	PM Peak Hour
Great and Center	7:15 AM – 8:15 AM	5:00 PM- 6:00 PM
Great and Crescent	7:15 AM – 8:15 AM	5:00 PM – 6:00 PM
Hartley, Library Hill and Crescent	7:30 AM – 8:30 AM	5:00 PM – 6:00 PM
Library Hill and Common	8:00 AM – 9:00 AM	5:00 PM – 6:00 PM
Great, Gleasondale and Library Hill	7:00 AM-8:00 AM	4:30 PM - 5:30 PM
Great and Common	7:15 AM – 8:15 AM	5:00 PM – 6:00 PM

### HEAVY VEHICLE VOLUMES

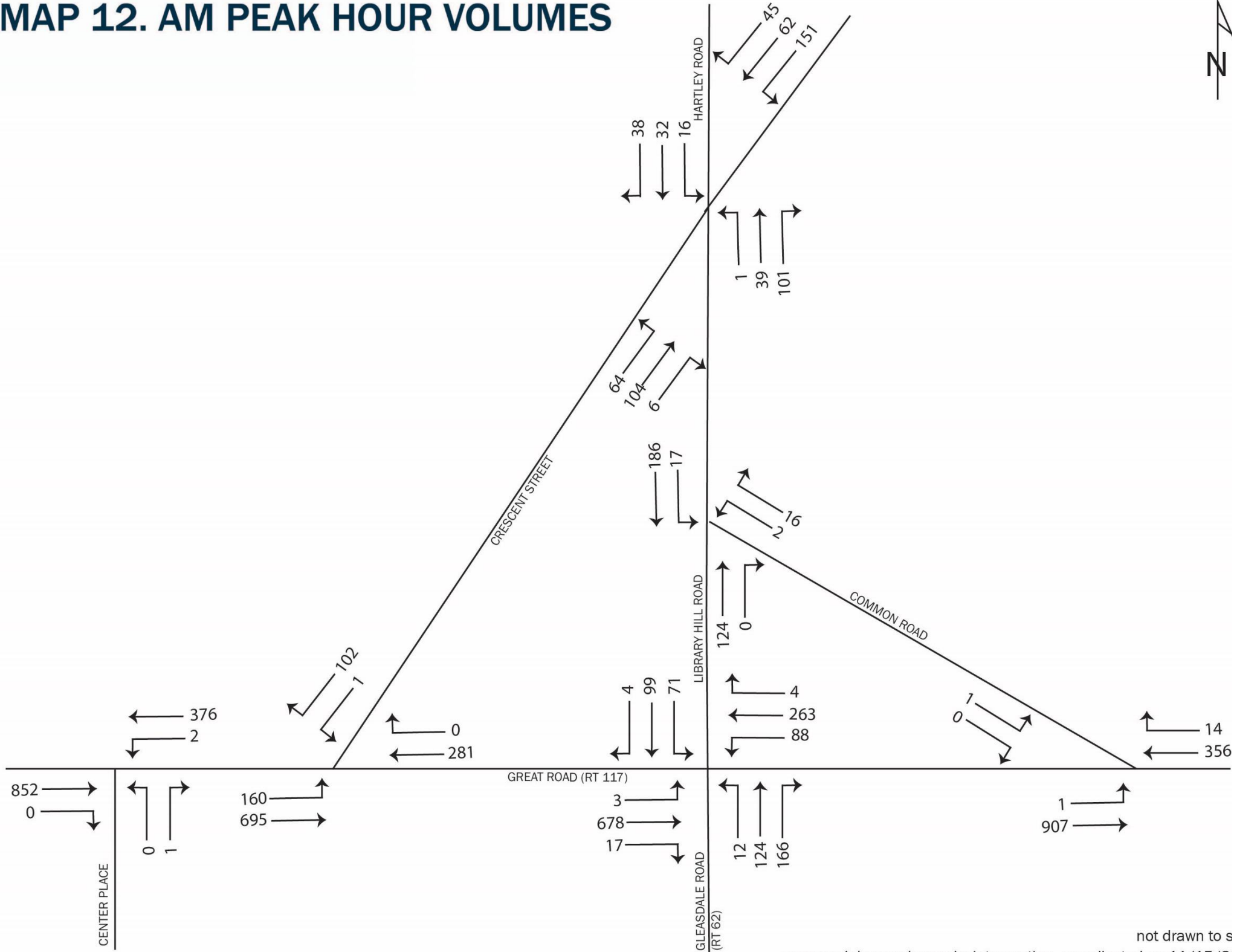
Heavy vehicles require greater space when making turns, particularly right turns. The chart below shows the number of heavy vehicles during the peak hour that make right turn movements in the study area. In general, more heavy vehicles occur in the AM Peak period than in the PM Peak period. The busiest right turn for heavy vehicles is the northbound right from Gleasondale Road to Great Road, followed by the northbound right turn from Library Hill Road to Crescent Street during the AM Peak.



Table 3 Heavy Vehicle Right Turns

Movement	# of Heavy Vehicles (AM Peak Hour)	# of Heavy Vehicles (PM Peak Hour)
<b>Great and Center</b>		
Center - NBR	0	0
Great – EBR	0	0
<b>Great and Crescent</b>		
Great - WBR	0	0
Crescent - SBR	4	1
<b>Hartley, Library Hill and Crescent</b>		
Library Hill – NBR	6	0
Crescent - EBR	0	0
Crescent - WBR	0	0
Hartley -SBR	2	0
<b>Library Hill and Common</b>		
Library Hill - NBR	0	0
Common - WBR	3	0
<b>Great, Gleasondale and Library Hill</b>		
Great - EBR	2	0
Library Hill - SBR	0	0
Great - WBR	2	0
Gleasondale - NBR	10	2
<b>Great and Common</b>		
Great - WBR	3	0
Common - SBR	0	0

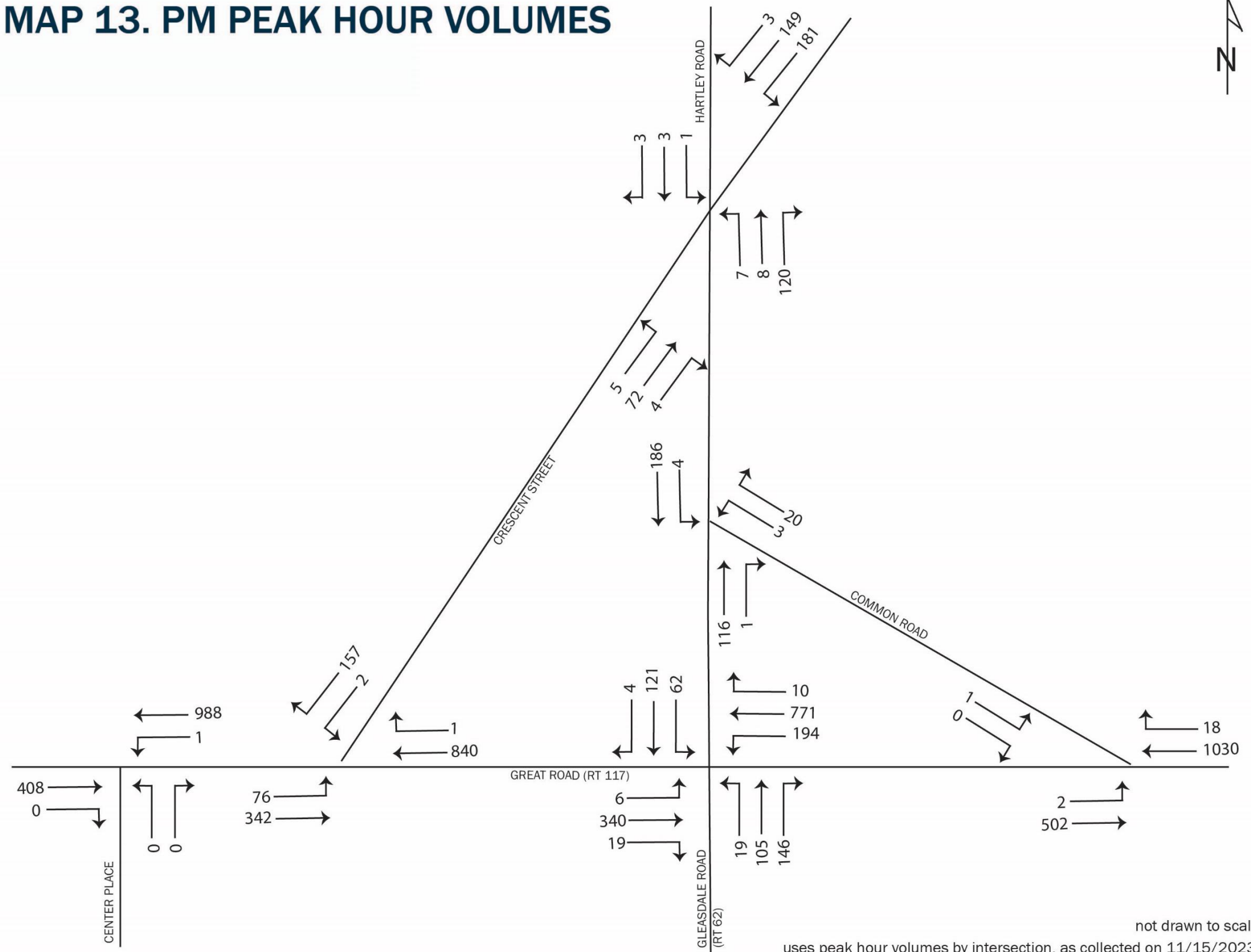
# MAP 12. AM PEAK HOUR VOLUMES



not drawn to scale  
uses peak hour volumes by intersection, as collected on 11/15/2011



# MAP 13. PM PEAK HOUR VOLUMES



not drawn to scale  
uses peak hour volumes by intersection, as collected on 11/15/2023

## OPERATIONS ANALYSIS

The study intersection peak hour vehicle turning volumes were analyzed using the Synchro computer program to assess the existing operations within the project area. Based on the analysis, most intersection movements operate at Level of Service (LOS) D or better. The movements experiencing the most delay and queuing are the Great Road eastbound through movement at Gleasondale Road in the AM (LOS E) and the Great Road westbound left turn at Gleasondale in the PM (LOS F). At this intersection the Great Road westbound through movement experiences long vehicle queues in the PM peak hour.

### Key Terms

**Level of Service (LOS):** Measure of intersection operations where “A” is good operation and “F” is very poor operation, based on amount of delay.

**V/C Ratio:** Used to measure whether an intersection is at or over capacity, where a ratio of 1.0 or greater is over capacity.

Table 4. Operations Analysis for Study Area Intersections Existing Weekday

Intersection	AM Peak				PM Peak			
	LOS	Delay (s/veh)	v/c	95% Q (feet)	LOS	Delay (s/veh)	v/c	95% Q (feet)
<i>Great and Center – Northbound Stop-Controlled</i>								
Center - NB	C	15.4	0.011	0	A	0	-	-
Great – WBL	A	9.6	0.003	0	A	8.2	0.001	0
<i>Great and Crescent – Southbound Stop-Controlled</i>								
Great - EBL	A	8.3	0.135	12.5	B	10.3	0.105	10
Crescent - SB	B	11.5	0.206	20	D	32.8	0.625	100
<i>Hartley, Library Hill and Crescent – All-Way Stop-Controlled</i>								
Library Hill – NBL	B	10.8	0.303	32.5	A	8.6	0.2	17.5
Crescent - EBL	B	12.3	0.388	45	A	8.5	0.136	12.5
Crescent - WBL	B	13.5	0.467	62.5	B	11.1	0.439	55
Hartley -SBL	B	11.9	0.358	40	A	8.1	0.022	2.5
<i>Library Hill and Common – Westbound Stop-Controlled</i>								
Common - WB	A	9.5	0.039	2.5	A	9.3	0.037	2.5
Library Hill - SBL	A	7.5	0.017	2.5	A	7.5	0.003	0
<i>Great, Gleasondale and Library Hill – Signalized</i>								
Great - EBT	E	68.4	1.04	#460	B	17.3	0.58	170
Great - EBR	A	0.1	0.02	0	A	0.1	0.03	0
Great - WBL	C	33.3	0.49	#82	F	106.5	1.04	#186
Great - WBT	A	6.9	0.28	86	B	16.4	0.78	#414
Gleasondale - NBT	B	17.6	0.37	71	B	17.0	0.32	67
Gleasondale - NBR	A	7.6	0.27	51	A	2.3	0.20	22
Library Hill - SBT	C	23.1	0.58	93	C	21.6	0.55	98
Overall	D	38.0	-	-	C	25.3	-	-
<i>Great and Common – Eastbound/Westbound Stop-Controlled</i>								
Great - EBL	A	8.1	0.025	2.5	B	10.7	0.003	0
Common - SB	D	28.1	0.001	0	A	38.3	0.036	2.5



### WALKING EXPERIENCE

- Several sidewalks in the study area are in fair to poor condition.
- Parts of Great Road have narrow sidewalks with no buffer to vehicle traffic and have obstructions like utility poles.
- Most of the crossings in the area do not have accessible ramps.
- There are gaps in the sidewalk network that may discourage people from walking in the area. A couple examples include: the south side of Great Road between Center School and Russell's Convenience Store, the south side of Great Road west of Gleasondale Road, the north side of Great Road between Library Hill Road and Common Road, and the north side of Crescent Street west of Hartley Road.
- There are just two opportunities to cross Great Road between Center School to the west and the eastern intersection of Great Road and Crescent Street to the east. The crossings are at Crescent Street in front of Town Hall and at Gleasondale Road. The Gleasondale Road crosswalk does not have a pedestrian signal head despite being located at a signalized intersection and does not connect to a sidewalk on the southwest side, acting as a barrier for people walking. No crossing opportunities exist between Great Road and Gleasondale and Great Road and Crescent Street.

### BIKING EXPERIENCE

- Besides the local roadways in the area with low vehicle traffic (Hartley Road, Center Place, Common Road) there are no low-stress biking facilities in the area. Great Road, Gleasondale Road, Crescent Street and Library Hill Road do not provide dedicated bicycling facilities.
- For confident cyclists who use the area, the hill on Gleasondale Road approaching Great Road from the south presents a challenge for cyclists caught at a red light who must start peddling again while on the hill.
- Not many people bike as a means a transportation in the area, but rather for recreational purposes.

### ROADWAYS AND VEHICLES

- The Great Road eastbound through and westbound left approaches experiences significant delays and queuing in the peak direction.

### PARKING

- The library does not have its own parking facility so adequate walking facilities between adjacent town-owned lots is critical.
- The route between the parking by the old fire station and the library is not accessible and the sidewalks are in poor condition.

### STREETScape DESIGN AND OPEN SPACE

- Besides the Town Common, no streetscape amenities such as pedestrian scale streetlights, plantings, or benches are provided in the project area.

## OPPORTUNITIES

### WALKING EXPERIENCE

- The abundance of Town owned land presents an opportunity for off-road trails in the area.
- The proximity of destinations (library, schools, town hall, parks) to one another is an opportunity to encourage more walking or biking trips
- Focus on all ages and abilities facilities as there could be latent demand for children and families to walk and bike in the area with the schools present in the area.
- At the intersection of Great Road and Gleasondale Road, not many trucks take right turns, which means there is an opportunity to shorten crossings through tighter turning radii. In addition, not many vehicles take an eastbound right turn, which could allow for the repurposing of the turn lane to a sidewalk or shared use path.

### BIKING EXPERIENCE

- The abundance of Town owned land presents an opportunity for off-road trails in the area

### ROADWAYS AND VEHICLES

- Several roads have existing widths that could accommodate improved bicycle and pedestrian facilities.

### PARKING

- The town center area has many off-street lots that could be connected by paths to the town common.

### STREETSCAPE DESIGN AND OPEN SPACE

- The Town Common and Town Center Parks are assets, and the library reconstruction will further make the library an attractive destination. There are publicly owned spaces that could benefit from additional streetscape amenities like benches, lighting, plantings, and public art.



# Special Event Permit

## Stow Town Clean Up

### Saturday, April 27, 2024

### Jennifer Henderson

The application was circulated to appropriate staff, with the following feedback received:

From Conservation Director Kathy Sferra:

With regard to the idea that they may include garlic mustard, it needs to be pulled out with the roots intact, should be separately bagged from trash (ideally in black plastic) and needs to be disposed of properly so as not to spread the seeds. My understanding is that there are no designated areas in the state for disposal of invasive plants and that they cannot legally be mixed in with trash and should not be composted as they seeds can survive this. So collection by Highway may be problematic, and we certainly don't want the material composted there.

From Superintendent of Streets Brian Hatch:

The Highway Dept. supports this annual event and will pick up trash bags on the Monday stated, as far as the invasive weeds I would reiterate what Kathy has stated and also add that we don't have the resources to dispose of properly so I cannot support the idea of picking the invasive weeds.

From Town Administrator Denise Dembkoski:

Denise recommends approval with no invasive plants being removed, and a requirement that all participants sign the Town's release form.



# Town of Stow

## Special Event Permit

For: Saturday, April 27, 2014

Jennifer Henderson is granted permission to use the Lower Common for the Stow Town Clean Up distribution of bags and safety gear, beginning at 8 AM to approximately 12 PM (noon), and with participants picking up trash and debris over the weekend, as described in the application materials, and contingent upon the following:

- 1) That arrangements have been made with the Police and Fire Departments for the appropriate number of detail personnel;
- 2) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event;
- 3) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event and comply with Massachusetts Regulations Title 521 Sec 30.1.2;
- 4) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 5) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 6) These stipulations, for the weekend clean up made upon approval, have been met:
  1. No invasive plants will be removed;
  2. All participants to sign the Volunteer Activities Release Form and all forms are to be submitted to the Select Board office on or before Monday, April 29, 2024.

**As approved by the Select Board on February 27, 2024:**

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Cortni Frecha, Chair

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Megan Birch-McMichael, Clerk

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Ingeborg Hegemann Clark

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Hector Constantzos

---

John Toole





# Town of Stow

## VOLUNTEER ACTIVITIES RELEASE FORM

I, the undersigned (print name) \_\_\_\_\_ do hereby consent to my participation in voluntary activities or recreation programs of the Town of Stow.

I also agree to forever release the Town of Stow, and all their employees, agents, board members, volunteers, and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the Town (“the Releasees”) from any and all claims, rights of action, and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Town of Stow voluntary activities or recreation programs.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the Town of Stow voluntary activities or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town as a volunteer or in its recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in Town of Stow voluntary activities or recreation programs.

**Signatures:**

Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian if participant is under 18 years of age:

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name(s): \_\_\_\_\_

February 12, 2024

Dear Select Board:

Please accept this application requesting permission to utilize Lower Common for the 15<sup>th</sup> Annual Stow Town Clean Up. We would like to hold the clean up on Saturday, April 27<sup>th</sup>. The event would follow the same format as the last three years with yellow bag pickup and safety gear available Saturday morning from 8am-12pm. Residents can pick up trash and debris anytime during the weekend and leave the bags near the roadside. The highway department has confirmed they will pick the bags up on the following Monday, as in previous years. Due to public interest last year, we are considering including removal of the invasive plant known as garlic mustard as part of the clean-up. We are researching it now to see if this effort, including proper disposal, can be supported.

I would like to request that the Select Board waive the insurance requirement for this event, because the Clean Up efforts benefit the Town. As you know this event has been consistently supported by the Select Board and the Highway Department for many years. We hope to continue this event through the same grassroots efforts started by Sandy and Tara Taft 15 years ago!

Please let me know if you have any questions or concerns. If needed I am happy to attend a Select Board Meeting when the schedule allows.



Jennifer Henderson

241 Boxboro Road, Stow MA 01775

(650)534-7823





# TOWN OF STOW Special Event Permit Application

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

## Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: None  Non-Profit  Profit

Address: N/A City: Stow State: MA Zip: \_\_\_\_\_

Tax ID #: N/A Applicant name: Jennifer Henderson

Phone: 650-534-7823 Email: jd9@pm.me

Web Site: none

Event Manager: Jennifer Henderson Contact Info: 6505347823

Other Contact person/s: Sandy Taft Contact Info: 6175945144

## Event Information

Event Type:  Run/Walk\*  Rally  Parade  School Event

Concert  Festival  Political Event  Food Truck

Other (specify) Town Wide Clean Up

Event Title: Stow Town Clean Up

Start Date & Time: 4/27/24 End Date & Time: 8-12

Estimated Attendance: # 100 Admission Fee: none

Open to the Public:  Yes  No Rain Date & Time(s): \_\_\_\_\_

Requested Location:  Community Park  Center Park  Pompo Field

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

Street (specify): all

Other (specify): \_\_\_\_\_

Use of Town property requires a reservation via the MyRec system: [www.stow-ma.gov/recreation-department](http://www.stow-ma.gov/recreation-department)

Set Up Date/Time: 4/27/24 8am Break Down Date/Time: 4/27/24 12pm

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

## Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation
<input type="checkbox"/>	<input type="checkbox"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol served - <i>Requires approval from the Select Board</i>
<input type="checkbox"/>	<input type="checkbox"/>	First Aid Facility(ies) and Ambulance (s)
<input type="checkbox"/>	<input type="checkbox"/>	Banner(s) and/or Sign(s) - <i>requires prior approval</i> <u>4 signs placed at various points in town.</u>
<input type="checkbox"/>	<input type="checkbox"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Amplified Sound - <i>If yes please indicate Start Time</i> _____ <i>End Time</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	<i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="checkbox"/>	<input type="checkbox"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="checkbox"/>	<input type="checkbox"/>	Does your event require electricity? <i>Source:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Container(s) and/or Dumpster(s)
<input type="checkbox"/>	<input type="checkbox"/>	Toilet(s) - <i>approximate number/vendor:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Sleeping Trailer(s) and/or other accommodations
<input type="checkbox"/>	<input type="checkbox"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Entertainment - <i>describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Inflatable Device(s) - <i>list and describe:</i> _____

## Other Permits

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

## Insurance Requirements

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

## Affidavit of Applicant

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

Signature of Applicant: \_\_\_\_\_

*Jennifer Henderson*

Date: \_\_\_\_\_

13 Feb 2024

Printed Name: \_\_\_\_\_

Jennifer Henderson

Fee Paid: \_\_\_\_\_



## Police Chief Michael Sallese

- Police Update 5.07 Traffic Enforcement
- CEMLEC Mutual Aid Agreement
- POST Attestation for Police Chief
- Accept Donation for Bose



Town of Stow  
POLICE DEPARTMENT

305 Great Road  
Stow, Massachusetts 01775

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

Michael Sallese  
Chief of Police

February 9, 2023

Select Board  
380 Great Road  
Stow, MA 01775

RE: Change in Policy 5.07 Traffic Enforcement

In 2014, General Order 14-02 was enacted to ensure officer safety and officer response to back up fellow officers on vehicle stops. In 2015, the general order was updated so that the initiating officer may cancel the second officer. After reviewing the order, it has been found that officers are saying they are "all set" on the start of the stop, which has caused the secondary officer to cancel, and stop monitoring the situation. I find that this is decreasing officer safety.

To increase officer safety, I will be rescinding General Order 14-02, and I am requesting that under Policy 5.07, the following to be added under section D-1, **which is highlighted in yellow in the attached policy;**

*Officers initiating a motor vehicle stop can request a backup officer at any time they deem necessary.*

*On-duty shift personnel shall continually monitor radio traffic while officers are conducting motor vehicle stops.*

*If Back-up officers are requested to respond to a motor vehicle stop, the officer shall respond immediately to that location.*

*Nothing in this policy shall stop a backup officer from responding to any and all motor vehicle stops involving officers of this agency.*

I have spoken to the local Police Union who reported they have no issue with the change. I respectfully request the Select Board approve the change to policy 5.07.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "M. Sallese", written over a horizontal line.

Michael Sallese, Chief of Police



## TRAFFIC ENFORCEMENT

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. <b>5.07</b>	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>1.2.7; 61.1.1; 61.1.2; 61.1.3;</b> <b>61.1.4; 61.1.5; 61.1.7; 61.1.8; 61.1.9;</b> <b>82.3.4</b>	EFFECTIVE DATE: _____
	REVISION DATE: _____

## GENERAL CONSIDERATIONS AND GUIDELINES

Traffic enforcement, education and engineering are elements of an overall traffic safety program to promote the safe, efficient, and orderly movement of motor vehicles over the roads and highways in each community. Enforcement and education programs are designed to change illegal and dangerous driving behavior and to promote voluntary compliance with the laws of the Commonwealth.

As a component of behavior modification, enforcement must be applied where it can best target the type of driving behavior that needs to be affected. Through the use of collision statistics, traffic patterns and volumes, police can target the times and locations where enforcement resources will do the most good.

Traffic enforcement operations pose a number of challenges to officers. One of these is determining the appropriate officer safety precautions that should be taken in circumstances where little, if anything, is known about the operator and/or passengers prior to the stop. Another is determining the appropriate enforcement response necessary to modify driving behavior. Some of these contacts may result in citizen complaints being filed against officers. It is important that officers conduct themselves in a professional manner at all times during traffic stops. Officers should always be certain they have at least a reasonable suspicion of criminal conduct, or a motor vehicle violation, before initiating a motor vehicle stop.

### A) POLICY

*It is the policy of this department to:*

1. Use traffic enforcement as one of several methods to reduce traffic collisions, fatalities, and injuries;

2. Make motor vehicle stops based solely on the violations observed, not on the profile of the vehicle's occupants; and
3. Maintain and account for traffic records and citations.

## **B) DEFINITIONS**

**TRAFFIC ENFORCEMENT SUPERVISOR:** A supervisor assigned by the Chief of Police to coordinate traffic enforcement efforts by this department.

## **C) PROCEDURES**

### **A. Traffic Enforcement**

#### **I. GENERALLY**

1. The objective of traffic enforcement is to favorably alter the violator's future driving behavior, fostering a climate of safe driving throughout the community.
2. Officer performance appraisals shall not be based solely upon the number of traffic citations issued. The quality of the citations, i.e., accidents and injury-causing types of violations, quality of citizen contacts, and other elements will also be considered in an overall evaluation. Citation volume will only be one of the evaluation components.
3. Preferential treatment pertaining to adjudication of traffic cases in any manner by any agency, official, or person is prohibited.
4. Enforcement activities will be conducted in a consistent and uniform manner and will not give preference to either local residents or non-residents.
5. **PROFILING PROHIBITED:** Racial, age, gender, and any other type of profiling is strictly prohibited as a justification for any police officer to conduct any type of stop or seizure of a citizen. Traffic enforcement shall be based solely on the basis of the violation observed and not the profile of the operator and/or occupants. See the department policy on ***Racial Profiling***.
6. Unmarked vehicles may be used when overt enforcement efforts have proven ineffective, where specific violations must be addressed (such as passing school buses, speeding vehicles, stop sign violations, etc.) and when authorized by a supervisor.

#### **B. PATROL ENFORCEMENT MEASURES:**

Patrol officers are responsible for traffic enforcement efforts during their normal tour of duty.

Officers should:

1. Take action against observed violations during normal patrols;
2. Direct enforcement activities at violations that negatively affect the officers' patrol area;
3. Augment the efforts of officers assigned to traffic duties; and
4. Enforce traffic laws at a level sufficient to ensure the safe and expeditious movement of traffic.

#### **C. SELECTIVE ENFORCEMENT**

##### **I. IDENTIFYING ENFORCEMENT LOCATIONS**



1. The traffic enforcement supervisor shall regularly review and analyze collision data generated through citizen reporting and officers' investigations. [61.1.1(a)]
2. The supervisor shall regularly review and analyze enforcement activity records, traffic volume, citizen complaints and traffic conditions.[61.1.1(b)]
3. Using such data and analysis, the supervisor shall identify selective enforcement locations, times and violations for enforcement efforts. [61.1.1(c)]
4. The supervisor will communicate such target locations and violations for selective enforcement activities.

## II. SELECTIVE ENFORCEMENT STRATEGY IMPLEMENTATION

The traffic enforcement supervisor will identify education and enforcement strategies for each target area, such as: [61.1.1(d)]

1. Speed trailers.
  2. Radar and LIDAR;
  3. Unmarked vehicles;
  4. Motorcycles; and
  5. Enforcement teams.
1. The supervisor shall coordinate the deployment of dedicated traffic officers, as well as patrol officer, with shift supervisors. [61.1.1(e)]
  2. Enforcement officers should target the violations specified by the selective enforcement assignment. However, other dangers or blatant violations should also receive the attention of these officers.
  3. Evaluation: The traffic enforcement supervisor shall compare pre- and post-enforcement levels of accidents, violations, and citizen complaints to evaluate the effectiveness of selective traffic enforcement efforts. [61.1.1(f)]

### **D. MOTOR VEHICLE STOPS [61.1.7(a)(b)]**

CAUTION: If a determination is made to stop a motor vehicle, great care must be exercised. Many officers have been seriously or fatally injured making vehicle stops. Traffic violators, suspicious vehicles, and criminals present an unknown risk to the officer making the stop. Reasonable precautions should always be taken in stopping a motor vehicle, being cautious of traffic and dealing with the occupants.

#### **I. INITIATING THE STOP**

1. Prior to stopping the vehicle, notify the dispatcher of the following:
2. Location of the stop;
3. Description of the vehicle, including registration number and state; and
4. If possible, a description of its occupants.
5. Select a suitable location for making the stop. Officers should consider:
6. Lighting;
7. Traffic flow;

8. Severity of the violation;
9. Weather Conditions; and
10. Characteristics of the roadway.
11. Officers may follow the vehicle a short distance prior to initiating a stop to make additional observations of the operation of the vehicle or to ensure a safe location for the stop.
12. In stopping the suspect vehicle, guard against any evasive action by its operator.
13. Park the patrol vehicle to the rear of the stopped vehicle with emergency lights on to warn traffic and to assist any back-up officers responding to the scene.
14. The use of takedown lights and or spotlights should be used when they would not pose a hazard to oncoming traffic, to enhance occupant and officer safety.
15. Officers initiating a motor vehicle stop can request a backup officer at any time they deem necessary.
16. On-duty shift personnel shall continually monitor radio traffic while officers are conducting motor vehicle stops.
17. If Back-up officers are requested to respond to a motor vehicle stop, the officer shall respond immediately to that location.
18. Nothing in this policy shall stop a backup officer from responding to any and all motor vehicle stops involving officers of this agency.

## ***II. APPROACHING THE VEHICLE***

1. The officer should approach the vehicle with caution, checking the trunk and rear seat.
2. Officers may approach the vehicle from either the operator's or passenger's side of the vehicle at the officer's discretion.

## ***III. DEALING WITH VIOLATORS [61.1.8]***

1. Officers should conduct themselves in a professional manner, keeping in mind use of proper language, bearing, and emotional stability. Officers should:
  2. Be certain of their observations of the alleged violation;
  3. Have the necessary forms and equipment to deal with the situation;
  4. Maintain tactical awareness, and be observant for signs of impairment, criminal activity or criminal intent;
  5. Initiate the conversation with the violator with a friendly greeting using an appropriate title in a courteous manner;
  6. Request the required documents, identification, etc.;
  7. When obtaining documents, do not accept wallets, purses, or folders. Have the violator remove the document from the container; and
  8. After obtaining the required documents or identification, explain to the violator the reason for the stop.
-

9. Officers must keep in mind that some violators encountered will show signs of emotional distress. Officers should deal with these individuals in a calm, courteous manner to help reduce that anxiety.
10. If occupants are removed from the vehicle, they should be directed to a location relatively safe from traffic. Officers and violators should not stand between the violators and police vehicles.
11. Officers should not show violators speeds on radar units.
12. Officers may briefly listen to the violator's explanation. However, officers should not become engaged in a debate over the merits of the stop. Violators who wish to contest a citation should be courteously advised that it is unsafe to do so at the roadside and to request a Clerk Magistrate Appeal.
13. If citing the driver, officers should briefly explain the violator's options and point out that those options are printed on the back of the citation. [61.1.4]
14. Written warnings have no fine.
15. Civil Citations: The violator may pay by mail or request a hearing.
16. Criminal Citation: Mandatory court appearance. Violator will be notified of the court date if no action is taken or may request a show cause hearing within four (4) days.
17. Upon completion of the enforcement action, officers must ensure that the violator safely re-enters the flow of traffic.

#### IV. FELONY/HIGH RISK STOPS [61.1.7(C)]

1. During high risk felony stops, officers must use extreme caution, employing tactics to minimize the exposure of officers, offenders and the public to danger.
2. Preparing for the Stop:
  - a. Officers shall advise the dispatcher of all pertinent information using the radio.
  - b. Whenever possible, have adequate backup before initiating the stop.
  - c. Conduct the stop in a safe location away from people, vehicles, and hazards.
3. Conducting the Stop
4. Place the police vehicle in an advantageous position and use it as cover. Be mindful of:
  - a. Persons, home, businesses, and traffic down range of the suspect vehicle; and
  - b. The position of backup officers to avoid initiating a cross fire in the event that the use of firearms becomes necessary.
  - c. Order the operator to shut off the vehicle, turn on the interior light, roll down the operator's window and put the keys on top of the vehicle.
  - d. Order the occupants to place their hands in plain view.
  - e. Order each occupant, one at a time, to slowly exit the vehicle with their hands in the air. Order them to slowly make a complete turn with their hands in the air and make a cursory check for weapons. If a weapon is spotted, tell back-up officers and the offender that it is seen. Do not permit the offender to touch it.
  - f. Order the offender to walk backwards toward the officers and then to lay face down on the ground with feet and arms extended.



- g. A back up officer should check the vehicle for hidden occupants and then take a cover position on the suspects.
- h. Handcuff and then search each suspect in view of the cover officer.

V. ENFORCEMENT ACTION [1.2.7]

1. All officers shall exercise their good judgment and discretion in taking appropriate enforcement action for each violation of the law witnessed or reported to them.
2. Traffic enforcement action will be taken without regard to such factors as attitude, intent, or frivolous excuse.
3. All enforcement actions will be accomplished by using one of the following four methods:
  - a. **VERBAL WARNINGS:** A verbal warning may be appropriate when the violator commits an act which may be due to ignorance of a particular law, a minor equipment violation, or when enforcing a new traffic law or regulation. [61.1.2(c)]
    - i. **NOTE: A WRITTEN WARNING SHOULD USUALLY BE USED INSTEAD OF A VERBAL WARNING BECAUSE IT EXERTS A MORE EFFECTIVE INFLUENCE ON THE DRIVER.**
  - b. **WRITTEN WARNINGS:** A written warning is a proper alternative by officers in response to a minor traffic infraction. [61.1.2(c)]
    - i. It is also appropriate for those violations which occur within the tolerances generally allowed by the courts.
    - ii. The excessive use of warnings should be avoided because they could create a feeling of lack of commitment by the department to enforce motor vehicle safety within the community.
    - iii. Written warnings result in the operator's identification being added to the records management system.
  - c. **CIVIL CITATIONS:** An officer's discretion and experience should be used in the decision to take punitive action against a violator. The officer should consider this course of action for: [61.1.2(b)]
    - i. Violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic;
    - ii. Hazardous moving violations;
    - iii. Multiple violations (multiple violations consist of infractions listed on the same citation);
    - iv. Operating unsafe and/or improperly equipped vehicles; and
    - v. Repeat offenders.
  - d. **CRIMINAL COMPLAINT:** Officers may issue a criminal citation for violations of criminal motor vehicle laws. [61.1.2(b)]
  - e. **ARREST:** Officers may effect the physical arrest of any person in violation of those traffic laws allowing an arrest. Officers also have the discretion to issue a

criminal citation for an arrestable offense under the guidelines of department policy. [61.1.2(a)]

## **E. CITATIONS**

### **I. GENERALLY**

1. Whenever legally and practically possible, officers shall issue citations where circumstances dictate the creation of deterrents to unsafe conduct by users of the roadway.
2. Before releasing the traffic violator, the officer shall provide him/her the following information as appropriate: [61.1.4]
  1. Written warnings have no fine or court appearance.
  2. Civil Citations: The violator may pay by mail or request a hearing.
  3. Criminal Citation: Mandatory court appearance. Violator will be notified of the court date if no action is taken or may request a show cause hearing within four (4) days.
  4. All options are explained on the back of the citation.
  5. Officers shall explain the motorist's options and requirements upon arrest or issuance of a citation.

### **II. CATEGORIES OF DRIVERS**

1. **NONRESIDENTS:** Enforcement activities shall be consistent and in a uniform manner that does not give preference to local residents or non-residents. [61.1.3(a)]
2. **JUVENILES:** There are no special procedures dealing with juvenile offenders of the traffic laws and in the issuance of citations. Special procedures come into play only if there is an arrest or criminal citation issued to a juvenile. When this occurs, officers are to be guided by the department policy on *Handling Juveniles*. [61.1.3(b)]
3. **STATE LEGISLATORS:** The Massachusetts Constitution (Part 2, Chap. 1, Sec. 3, Article 10) stipulates that state legislators, while attending, going to, or returning from a session of their respective houses shall be exempt from physical arrest. However, citations may be issued as appropriate. [61.1.3(c)]
4. **U.S. SENATORS & REPRESENTATIVES:** United States Senators and Members of the House of Representative are also immune from physical arrest while attending, going to, or returning from a session of their respective houses. [61.1.3(c)]
5. **DIPLOMATIC AND CONSULAR OFFICERS:** These officials shall be accorded their respective privileges, rights, and immunities as directed by international law and federal statute. These officials shall be treated with the courtesy and respect that befit their distinguished positions. [61.1.3(d)]
  - a. **Diplomatic Agents:** Ambassadors and other diplomatic officers enjoy complete immunity from the laws of the host country. They may not be handcuffed (except in extraordinary circumstances), arrested, detained, or searched, nor may their property or vehicles be searched.
  - b. **Family Members of Diplomatic Agents:** Spouses, children to age 21 (age 23 if a full time college student) and other persons agreed to by the U.S.

Department of State. If family members are U.S. citizens, they enjoy no immunity.

- c. Administrative and Technical Staff members enjoy the same immunity as Diplomatic Agents for criminal matters and civil matters connected to their official duties. Family members enjoy the same immunity as their sponsors but have no civil immunity.
- d. Service Staff members enjoy immunity related to their official acts only. Family members have no immunity.
- e. Traffic citations may be issued; however, the subject may not be compelled to sign the citation. (Whether it is paid is another matter.)
- f. Any citations issued shall be reported to the U.S. Department of State. The State Department maintains driver histories and assesses points for moving violations. Drivers who demonstrate a pattern of driving infractions are subject to having their licenses suspended or revoked.
- g. OUI: When such person with full immunity from arrest is, in the officer's opinion, too impaired to drive safely, the officer may:
  - i. With the individual's permission, take him/her to the police station or other location until [s]he recovers sufficiently to drive;
  - ii. Summon, or allow the individual to summon a friend or relative to drive; or
  - iii. Call a taxi.

- 7. MILITARY PERSONNEL: When dealing with military personnel and a physical arrest is made, the investigating officer's supervisor shall cause the liaison officer of the nearest armed forces investigative headquarters division to be notified. [61.1.3(e)]

### III. CITATIONS

- 1. Accountability: Traffic citations are received from the Registry of Motor Vehicles. Each book number shall be recorded in the records division before issuance to individual officers. These citations are accounted for from the point of issuance to the time they are recorded and sent to the Registry or court for disposition.
- 2. OBTAINING CITATIONS: Motor vehicle citation books are kept in the squad room and shall be issued to officers as needed. [82.3.4(a)]
  - a. During all hours, officers may obtain a citation book directly from the records division.
  - b. The receiving officer shall inspect the citation book to ensure that it is not defective, and that all citations are present. Problems should immediately be brought to the attention of the issuing person.
  - c. The name, badge number, and date of issue shall be recorded in a citation book issue log when an officer is issued a citation book. VOIDED CITATIONS: When an officer needs to void a citation, the violator should be given the corrected copy. The original citation shall be signed and turned in to the records division with a report for proper administrative disposal.
- 3. ISSUING CITATIONS



- a. **Timeliness:** Failing to give the violator a citation at the time and place of the violation shall constitute a defense unless:
  - 1. The violator could not have been stopped.
  - 2. Additional time is reasonably necessary to determine the nature of the violation or the identity of the violator.
  - 3. The court finds the failure is justified.
  - 4. **NOTE:** This does not apply to M.G.L. c. 90 §§24, 24G or 24L if the violation of automobile law resulted in death.
- b. **Issuing Citations Not In-hand:** Citations not given to the violator at the time and place of the violation, or given after an investigation, must be written as soon as possible and may be delivered to the violator or mailed to the violator's residential or mail address, or to the address appearing in Registry records.
- c. **Types of Violations**
  - 1. **Arrest:** If a citation was issued in conjunction with an arrest, it should be marked "Arrest" and processed as an arrest. The violator should be given the "violator copy" and the remaining copies submitted to the department, pursuant to this policy.
  - 2. **Civil:** The violator should be given the "violator copy" and the remaining copies submitted to the department.
  - 3. **Criminal:** If any violations indicated on a citation are criminal, the citation should be marked "criminal." The "violator copy" should be given to the violator, the "court copies" submitted to the court along with the incident report and statement of facts, and the agency copy submitted to the department.
  - 4. **Warning:** The violator should be given the "violator copy" and the remaining copies submitted to the department.
  - 5. **Drug Offenses:** A citation may be issued to any person charged with a drug offense. No association with a vehicle or operator's license is necessary. The citation serves as a vehicle for the court to notify the Registry in the event of a conviction. On a citation separate from any others issued for the incident, enter the charge for possession of the drug, intention to distribute, or traffic, etc., and cite M.G.L. c 90 §22(f). Do not give the violator a copy. Submit the agency copy to the department and the remaining copies to the court with the other court documents.

#### **4. SUBMITTING CITATIONS**

- 1. **ISSUED CITATIONS:** All citation will be entered into the RMS (records management system) and RMV copy put in the citation tray.
- 2. **LOST CITATIONS:** Officers shall submit to the shift supervisor a written report explaining the circumstances surrounding the lost citations.

3. **VOIDED CITATIONS:** When an officer needs to void a citation, the violator should be given the corrected copy. Voided citations will be logged in the RMS.
4. **AMENDMENTS TO CITATIONS:** Amendments to criminal or arrest citations shall be processed by the Court Officer. Non-criminal citations may not be amended after issue. An additional citation must be issued to the violator.
5. **PROCESSING CITATIONS:**
  1. The Court Officer or assigned Sgt. shall collect the submitted citations and sort them according to type:
  2. **Arrests:** The Court copies are the charging instrument for motor vehicle citations linked to an arrest. They shall accompany the arrest reports and any other arrest documents to court.
  3. **Civil Citations:** The RMV copy shall be submitted by mail to the Registry of Motor Vehicles each day in the supplied RMV envelope. The agency copies shall be retained by the department.
  4. **Criminal:** The Court copies are the charging instrument for criminal motor vehicle citations. They shall accompany the incident report, along with any other related documents, to court.
  5. **Drug Possession:** Citations issued under M.G.L. c. 90 §22 are a vehicle for RMV reporting purposes only. The agency copy shall be retained. All remaining copies (other than the officer's copy) shall accompany the criminal charging instruments and other documents to court.
  6. **Voided:** All copies shall be retained by the records office and submitted periodically to the Registry.
  7. **Warnings:** The RMV copy shall be submitted by mail to the Registry of Motor Vehicles each day in the supplied RMV envelope. The agency copies shall be retained by the department. The Court Copy shall be destroyed.
6. **RETENTION**
  1. Completed warnings and non-contested civil citations shall be retained for at least one year.
  2. Arrest and criminal citations shall be retained until completion of prosecution and exhaustion of appeals.
7. **INTERFERING WITH THE CITATION PROCESS:**
  1. Members of the department are prohibited from ticket fixing.
  2. The State Ethics Commission has ruled that requests by police officers for a consideration or a dismissal of traffic citations based on the violator's personal connection with a police officer violate the conflict of interest law.

## **E. Violations**

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**I. OPERATING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS [61.1.5(A)]**

1. Many traffic accidents, particularly those involving a fatality or personal injury, are directly attributable to persons driving under the influence of alcohol and/or drugs. In all contacts with violators, the officer should be aware of the possibility the driver may be under the influence of alcohol or drugs.
2. If the officer determines that the operator is under the influence of alcohol or drugs, appropriate enforcement action is warranted. For further information, see the department policy on *Impaired Drivers*.

**II. LICENSE SUSPENSIONS AND REVOCATIONS [61.1.5(B)]**

1. If the officer is certain of the suspension/revocation and observes operation, an arrest is the preferred action.
2. A criminal citation may be issued at the discretion of the officer.

**III. SPEED VIOLATIONS**

1. Officers shall use verbal warnings, written warnings, and citations to encourage motorists to voluntarily comply with traffic speed laws and regulations.
2. Speeding citations should be for a clearly convictable speed in court, and may to some extent depend on location of violation (congested area, downtown, school zone, etc.). [61.1.5(c)]

**IV. OTHER HAZARDOUS MOVING VIOLATIONS [61.1.5(D)]**

1. A hazardous moving violation is a violation of any law, ordinance, or regulation affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians.
2. Officers should stop and investigate hazardous violators.
3. Violators found to be intentionally engaged in hazardous operations should be cited or charged.
4. Violators found to be in medical distress or incompetent should be addressed appropriately. See the department policy on *Traffic Safety*.
5. RECREATIONAL, OFF ROAD, AND SNOW VEHICLES: Officers shall take appropriate enforcement action against operators of off-road recreational vehicles (e.g., snowmobiles, dirt-bikes, mini-bikes) committing violations that are either observed by the officers or reported to them. [61.1.5(e)]

**V. EQUIPMENT VIOLATIONS: [61.1.5(F)]**

1. Officers should consider issuance of a citation for any essential equipment defects.
2. Whenever a fixture is missing and it is obvious that the owner is aware of the defective equipment, a citation should generally be issued.
3. If the equipment violation is not obvious, the officer may stop the violator, warn of the defect, and give a verbal or written warning.

**VI. PUBLIC CARRIER/ COMMERCIAL VEHICLE VIOLATION [61.1.5(G)]**



1. When encountering these types of vehicles, all patrol and traffic enforcement officers should enforce traffic laws that relate generally to all classes of vehicles (speed, turning movements, traffic control signals, etc.) and safety laws specific to these vehicles, such as having an uncovered load. Patrol officers may enforce non-safety violations as well.
2. Officers trained in commercial vehicle enforcement shall enforce such violations.

**VII. OTHER NON-HAZARDOUS VIOLATIONS:**

1. With other non-hazardous violations of law, ordinances, by-laws, or regulations affecting the use or protection of streets or highways, but not enacted primarily to regulate safe movement of vehicles and pedestrians, consider warnings unless the violations are repetitive or flagrant. [61.1.5(h)]

**VIII. MULTIPLE VIOLATIONS [61.1.5(I)]**

1. Generally a violator may receive a single charge for each type of violation observed in an incident for non-hazardous violations stemming from the same operation.
2. For instances where, in the opinion of the officer, multiple violations are intentional, flagrant or hazardous, officers may charge violators for each violation.

**IX. NEWLY ENACTED LAWS AND/OR REGULATIONS:**

1. These cases should be treated on a case-by-case basis depending on the severity and nature of the offense. [61.1.5(J)]

**X. VIOLATIONS RESULTING IN COLLISIONS [61.1.5(K)]**

1. GENERAL ACTION: Officers are expected to take enforcement action whenever their traffic accident investigation or reporting activities produce probable cause to believe that a violation of law or ordinance has occurred. See the department policy on **Traffic Accidents**.
2. SPECIFIC ACTION: Enforcement action arising from traffic accident investigation or reporting (e.g., physical arrest, citation, written warning, etc.) will be consistent with the nature of the alleged violation and with all written directives concerning traffic law enforcement.

**XI. SPECIAL ENFORCEMENT [61.1.5(L)]**

1. BICYCLES: Officers may use their discretion enforcing laws relating to bicycles. Hazardous operation should be cause for police action.
2. PEDESTRIANS: Officers may use their discretion in enforcing laws relating to pedestrians, concentrating on dangerous or suspicious activities.

## ***F. Speed Measuring Devices***

**I. EQUIPMENT SPECIFICATIONS**

1. Members of the department shall use mobile or stationary traffic radar units, or LIDAR provided by the department. [61.1.9(a)]
2. Gensis
3. Handheld Gensis

**II. OPERATIONAL PROCEDURES**

1. Radar

- a. Prior to using radar, inspect the unit for damage and operability.
- b. Upon turning the unit on, conduct a unit test using the built-in equipment test and/or tuning fork. Inoperative or malfunctioning units should be taken out of service.
- c. Use radar units to quantify officer's estimations of vehicle speed.

### III. PROPER CARE AND UPKEEP [61.1.9(C)]

1. Speed measuring equipment should be protected against liquids and impacts.
2. Vehicle mounted systems should be securely fastened to the vehicle.
3. Handheld units should be protected from damage while inside of the vehicle. Unused units should be cased and stored in the police facility.

### **F. PROGRAMMED MAINTENANCE**

1. [IDENTIFY] shall be responsible for coordinating the repair and schedule maintenance of Radar and LIDAR units. Units should be serviced and calibrated annually. [61.1.9(d)]
2. MAINTENANCE AND CALIBRATION RECORDS: A record of all maintenance and calibrations of Radar and LIDAR units shall be kept by **Chief of Police or his Designee** 61.1.9(d)]
3. OPERATOR TRAINING AND CERTIFICATION: All members of patrol, and any other officer wishing to use the Radar and LIDAR equipment, shall receive training specified by the Municipal Police Training Committee prior to using the equipment. [61.1.9(e)]

### **G. REPORTS**

1. Accurate, timely, and complete reports are fundamental to the department's efficient and effective operation, as they form the basis for prosecution and ultimate adjudication of traffic offenses.
2. Officers shall complete all traffic citations and reports and submit them in a timely manner. See the department policy on ***Incident Reporting***.

## Denise Dembkoski

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**From:** Chief Michael Sallese  
**Sent:** Monday, February 19, 2024 12:57 PM  
**To:** Denise Dembkoski  
**Subject:** CEMLEC Mutual Aid Agreement  
**Attachments:** CEMLEC Mutual Aid 2.1.24.pdf

Hi Denise,

I respectfully request that the attached CEMLEC Mutual Aid Agreement be added to the Select Board agenda for signing. This new mutual aid agreement has been updated to include new laws, regulations and requirements of police departments that have been changed since 2013. The Central Massachusetts Law Enforcement Council (CEMLEC) is a non-profit corporation consisting of over 80 municipal law enforcement agencies and one county Sheriff's Office that assist each other through a mutual aid agreement. CEMLEC covers a land area of over 1,600 square miles and serves a population in excess of 750,000 citizens across four counties. CEMLEC augments local departments by providing specialized services, equipment and personnel such as SWAT, Motor Unit, Collision Reconstruction, K9 and Special Services.

This mutual aid agreement continues our available resources which we have had in place for over 10 years. This is the organization that responded and peacefully resolved the armed standoff we had in Stow just a few years ago.

Thank you,

Michael Sallese

*Michael Sallese, Chief of Police  
Stow Police Department  
305 Great Road  
Stow, MA 01775  
Direct Line 978-897-0049  
Station 978-897-4545*





## **CENTRAL MASSACHUSETTS LAW ENFORCEMENT COUNCIL MUTUAL AID AGREEMENT**

WHEREAS, the parties to this Agreement recognize that in certain situations the ability of police officers to exercise police powers outside the territorial limits of the municipality where such police officers are regularly employed may be desirable and necessary in order to increase the capability of such police departments to protect the lives, safety, and property of the public; and

WHEREAS, chapter 40, section 8G of the Massachusetts General Laws authorizes cities and towns that have accepted its provisions to enter into law enforcement mutual aid agreements; and

WHEREAS, this Agreement is meant to expand and supplement any existing mutual aid agreements between the parties; and

WHEREAS, each of the parties to this Agreement has duly accepted the provisions of G.L. c. 40, § 8G, and desires to enter into an agreement that sets forth mutually agreeable terms and conditions for the furnishing of law enforcement mutual aid and for the exercise of police authority by police officers of each municipal signatory within the territorial/jurisdictional limits of each other municipal signatory.

NOW, THEREFORE, the parties hereto mutually agree as follows:

### **Section 1. Purpose & Intent**

- 1.1 This Agreement constitutes an agreement by, between, and among the parties to establish a strategic working partnership to address public safety concerns including but not limited to providing mutual aid for the parties because of terrorist or enemy actions; natural disasters; unusual occurrences, including but not limited to fires, floods, storms, earthquakes, landslides, aircraft accidents, search or rescue operations; other natural or man-caused incidents requiring exceptional police action; school or workplace violence; riots; mob action; civil disturbance; demonstrations; urban insurgencies; impaired driving; drug distribution; electronic & cybercrime; combating violent street gangs and associations; as well as any law enforcement operations.
- 1.2 To address these public safety concerns, the parties hereby agree to have sworn police officers from each signatory department empowered to operate with full police powers, including the power of arrest, in each signatory community, as authorized under G.L. c. 40, § 8G. This Agreement allows sworn police officers from each signatory community to cross into the geographical jurisdiction of any other signatory community to carry out official police business

under the authority of G.L. c. 37, § 13; G.L. c. 40, § 8G; G.L. c. 41, §§ 95, 98, 98A, 99 and similar statutes. Such extraterritorial exercise of police powers is authorized under this Agreement in both mutual aid request and self-activation situations as defined herein. Nothing in this Agreement is intended to be construed to limit the lawful authority of police officers to make arrests or exercise police powers outside of this Agreement.

## **Section 2. Definitions**

For the purposes of this Agreement, the following terms shall be defined as set forth below:

Chief of Police: a party's chief law enforcement officer, including the functional equivalent of a Chief of Police, whether denominated as Director, Marshall, Superintendent, or similar title.

Commanding Officer: a party's Chief of Police or, in the absence of the Chief of Police, the police officer designated as having supervisory or command responsibility.

Equipment or Police Equipment: any tangible personal property authorized and used by police officers pursuant to this Agreement including, but not limited to, motor vehicles, radios, uniforms and accessories, weapons and ammunition, handcuffs, body armor, cameras, etc.

Municipality means a city or town (or, where appropriate, other entity such as a university or out-of-state community, for example) which is a signatory to this Agreement.

Mutual Aid means the provision of police officers and equipment by one municipality to another pursuant to this Agreement.

Lead Agency means the police department requesting assistance from multiple agencies or host community where services are needed.

Police Officer means any person appointed to be a sworn member of the police department of a municipality and authorized to exercise police powers, including the power of arrest.

Requesting Municipality means the police department that requests police officers or police equipment from another signatory police department pursuant to this Agreement.

Responding Municipality means the police department which provides police officers or police equipment to another signatory police department pursuant to this Agreement.

### **Section 3. Term of Agreement**

It is the intent of the parties to conduct this partnership on a continuing basis and to hold periodic reviews as the parties determine and deem it necessary to ensure that the agreement meets the mutual aid wants and needs of all the parties hereto. To this end, this Agreement shall be effective as the date of signature by each of the parties and shall remain in effect thereafter until terminated.

### **Section 4. Termination**

This Agreement shall remain in effect until terminated by all parties. Should any signatory to this Agreement wish to withdraw from the Agreement, it may do so by notifying all other signatories in writing with 30 days' notice. This Agreement will remain in full force and effect for all other remaining signatory parties.

### **Section 5. Mutual Aid & Extraterritorial Authority**

- 5.1 As a signatory to this Agreement, each Municipality and Chief of Police hereby requests the assistance of each of the other signatory and their departments and police officers, in conducting law enforcement activities, protecting the lives, safety, and property of the people within their cities and towns so long as this Agreement is in effect, and no further specific mutual aid request is required subject to the provisions of this Agreement.
- 5.2 A police officer of any signatory police department, while on-duty, who observes or becomes aware of criminal activity or any violation of law or situation requiring immediate police intervention within any other signatory Municipality, shall, even in the absence of a specific request for mutual aid, be empowered to take police action for the purpose of preventing harm to the public, preventing the loss or damage to property, stopping unlawful behavior or detaining an offender pending the arrival of a police officer where the violation occurred. Such law enforcement action shall be deemed to be mutual aid to the city or town where the crime or other violation has occurred or is occurring. Each signatory community and Chief of Police intends that full police authority is conveyed to every police officer of every signatory community in every municipality whose authorizing authority has signed this Agreement.
- 5.3 The police powers, rights, privileges, and immunities of any police officer employed by a party to this Agreement shall extend to the territorial limits of each other party to this Agreement while such officer is while providing mutual aid or engaging in other authorized actions outlined in this Agreement, including while in, or



traveling to or from another signatory Municipality.

- 5.4 A police officer of any signatory police department while acting in their official capacity, who has lawful custody of a person including but not limited to transportation to or from court, a detention facility, medical facility or hospital, or other facility, shall be empowered to exercise all police powers in maintaining custody of or retrieving said prisoner. Such general grant of police authority shall include preserving the peace or protecting the lives and safety of persons at or near said facilities or courts.
- 5.5 A police officer of any signatory police department while acting in their official capacity, shall be empowered to exercise all police powers in the protection of a funeral procession, motorcade, or other ceremonial procession while in, or travelling to or from any other signatory community.
- 5.6 A police officer of any signatory police department shall be empowered to exercise all police powers while acting in the capacity as a member of regional law enforcement council, cooperative criminal investigation, task force operation, or police action in any other signatory community.
- 5.7 A police officer of any signatory police department, after being requested by the requesting municipality having jurisdiction, shall be empowered to exercise all police powers in the performance of duties while working so-called "private special details" or other similar assignments.
- 5.8 Nothing in this section authorizes a police officer or department to patrol or otherwise provide police service in another jurisdiction against established practices or policies of the Chief of Police of that municipality.
- 5.9 This Agreement is not intended to substitute for or preclude any other agreements that may now or hereafter be in effect among any of the parties to this Agreement. Nor does it supersede any other means, such as M.G.L. c. 41, § 99, by which police officers may be requested or supplied.
- 5.10 It is understood and agreed that any assistance furnished under this Agreement may be recalled at the discretion of the responding municipality.

## **Section 6. Procedures**

- 6.1 A police officer of any signatory police department who stops an offender for any violation that originally occurred within that

officer's jurisdiction, but is not stopped until the violator is in another signatory jurisdiction, shall be empowered to exercise all police powers in the neighboring jurisdiction to further the prosecution of the original motor vehicle offense or any other criminal or civil violation (e.g. M.G.L. c. 90, § 24 Operating Under the Influence of Intoxicating Liquor, etc.), including but not limited to seizing evidence or arresting an individual for offenses discovered after the stop was made.

- 6.2 A police officer of any signatory police department who stops an offender, seizes, or arrests an individual for an offense that originally occurred outside their territorial jurisdiction, shall as soon as practicable notify the department having jurisdiction over the place where the stop, seizure or arrest was made. The decision of whether to issue a citation, or further criminal charges against the person stopped, or maintain custody of an individual seized or arrested pursuant to this section, shall be the sole discretion of the department having jurisdiction over the place where the violation occurred. If an arrest takes place, the subject of the arrest will then be transported by a host agency police officer and booked in the host agency lock-up facility. The original arresting officer will also report to the host police station to complete all necessary reports or required court paperwork. Should the Chief of Police or officer-in-charge of the police department with jurisdiction where the offense occurred, deem such stop, seizure, or arrest to be unreasonable, unlawful or without probable cause, nothing in this Agreement shall require them to cite, further detain, or further pursue criminal charges.
- 6.3 In cases where a violation spans more than one jurisdiction, or where offenses are committed in more than one jurisdiction, any department having jurisdiction over a violation may prosecute that violation.
- 6.4 A police officer of any signatory police department who stops, seizes, or arrests an individual outside their territorial jurisdiction pursuant to this Agreement, shall provide to the police department having jurisdiction where the offense occurred, full and complete information about their observations and actions, including but not limited to a written report of all observations or actions taken. Every signatory police department shall ensure that all police officers are available for all necessary court appearances, hearings or other official proceedings as requested by the host agency.
- 6.5 Unless a police officer has received the authorization of their department's commanding officer or the commanding officer of the agency from the community in which they are contemplating taking a police action, off-duty police officers shall not activate themselves

to an on-duty status. For the purposes of this Agreement, Chiefs of Police shall be the only officers considered to be on-duty at all times.

## **Section 7. Command and Control**

- 7.1 Any signatory police department may request assistance from any other signatory police department for any valid law enforcement purpose including but not limited to technical, investigative, or tactical assistance, traffic control, assistance in times of disaster, disturbances or other significant events, and the filling of assignments including so-called "private" or "special details".
- 7.2 The provisions of this Agreement shall not be construed as imposing an obligation on any department to respond to a request for mutual aid. The extent of assistance to be furnished under this Agreement shall be determined solely by the department furnishing the assistance and it is understood and agreed that the assistance furnished under this Agreement may be recalled at the sole discretion of the responding municipality.
- 7.3 Except as otherwise provided above, specific requests for mutual aid shall be made by and to the commanding officers of their respective agencies and shall, if practicable, set forth all pertinent information, including:
- a) The nature of the event giving rise to the mutual aid request, its location, estimated duration, and any unusual or high-risk characteristics,
  - b) The number of police officers requested, as well as specialty requirements,
  - c) The type of equipment and logistical support needed,
  - d) The location to which the responding officers should report, and
  - e) The name of the supervising police officer to whom the responding officer(s) should report.
- 7.4 The department requesting assistance or host community where services are needed, for command-and-control purposes, shall be referred to herein as the "lead agency".
- 7.5 Police officers participating in any multi-agency investigation, enforcement action, or law enforcement council operation, shall act under the direction and control of the lead agency/host community Chief of Police or commanding officer, unless otherwise agreed to.
- 7.6 Upon entering the jurisdiction of a requesting municipality, police officers of a responding municipality shall contact or report



immediately to the commanding officer or designated superior officer of the requesting municipality and shall be under the direction and control of said officer.

- 7.7 The commanding officer of the responding municipality may recall the police officers and equipment of the responding municipality at such commanding officer's sole discretion.
- 7.8 Nothing in this Agreement shall prohibit or restrict the authority of superior officers from a responding municipality to command subordinate officers of the responding municipality while they are in the jurisdiction of the requesting municipality, provided that this does not conflict with orders issued by or on behalf of the commanding officer of the requesting municipality.

## **Section 8. Liabilities & Immunities**

- 8.1 Police officers taking action in another municipality pursuant to this Agreement shall not be considered to be employees of that municipality; rather, they shall at all times and for all purposes be considered to be on-duty for the municipality in which they are appointed and by which they are regularly employed.
- 8.2 Each signatory community shall be liable for the salaries, overtime and benefits of its police personnel and equipment costs, including but not limited to, damage or loss of equipment, use of fuel or other supplies, while providing assistance to another signatory community, provided, however that the requesting municipality shall reimburse the responding municipality for any payments to the extent that there is either insurance coverage available to do so or any Federal, State, or local emergency funds available to do so. If multiple responding municipalities respond to the request, the available reimbursement shall be prorated equitably.
- 8.3 All compensation and other benefits enjoyed by police officers in their own jurisdiction, shall extend to them while providing assistance to another signatory community.
- 8.4 All immunities from liability or statutory protections enjoyed by each police officer of any signatory police department within its own jurisdiction, shall extend to participation in rendering assistance outside its boundaries to the extent allowed by law.
- 8.5 The requesting municipality agrees to indemnify, defend, and hold harmless the responding municipality from and against all liability, claims, and damages for any civil rights violations, personal injuries, including death, and property damage caused or arising out of any intentional or negligent misconduct by

officers or employees of the requesting municipality, or by officers of the responding municipality, while acting in good faith compliance with the orders or directives of a superior officer of the requesting municipality.

#### **Section 9. Rules & Regulations**

All police officers of any signatory police department acting pursuant to this Agreement, or who are performing law enforcement duties outside their territorial jurisdiction, shall adhere to the rules, regulations, policies, and procedures of their own department. Should a situation arise whereby an officer is asked by a commanding officer of another department or lead agency to perform a task or duty which is in violation of the rules, regulations, policies, and procedures of the officer's own department, they shall immediately notify said commanding officer that they cannot perform the task requested or instruction given.

#### **Section 10. Severability**

This Agreement shall be governed by and interpreted in accordance with Massachusetts law. If any provision of this Agreement is determined to be invalid or unenforceable by final judgment of a court of competent jurisdiction, the remaining provisions shall continue in effect to the extent permitted by law.

Executed as a sealed instrument by the parties' duly authorized representatives.

Version 2.0  
Revised 2/1/24

City / Town of Stow, MA Date 2/27/2024

\_\_\_\_\_  
Signature of Chief Executive or Elected Official(s) / Cortni Frecha, Select Board Chair  
Printed Name and Title

\_\_\_\_\_  
Signature / Megan Birch-McMichael, SB Clerk  
Printed Name and Title

\_\_\_\_\_  
Signature / Ingeborg Hegemann Clark, SB Member  
Printed Name and Title

\_\_\_\_\_  
Signature / Hector Constantzos, SB Member  
Printed Name and Title

\_\_\_\_\_  
Signature / John Toole, SB Member  
Printed Name and Title



**From:** [noreply@salesforce.com](mailto:noreply@salesforce.com) <[noreply@salesforce.com](mailto:noreply@salesforce.com)> **On Behalf Of** Jessica Rush  
**Sent:** Wednesday, February 14, 2024 9:49 AM  
**To:** Chief Michael Sallese <[policechief@stow-ma.gov](mailto:policechief@stow-ma.gov)>  
**Subject:** POST Attestation for Chief Recertification

Chief,

The POST Commission is preparing for the 2024 recertification process for officers with last names Q-Z. We anticipate opening the LEA Portal recertification form in May, and will be in touch with more information closer to that time.

Just as you as the chief will attest to the moral character and fitness of your officers, your hiring/appointing authority must attest to your character and fitness your own recertification. For most municipal police departments, this appointing authority would be the Mayor or Town Administrator.

The Chief Attestation form is available in two formats – electronic form or PDF. Only one of the two must be completed, depending on which format is most convenient for you and your appointing authority. The PDF is attached to this email, and the electronic version can be found at: [https://massgov.formstack.com/forms/chief\\_attestation????](https://massgov.formstack.com/forms/chief_attestation????)

Please ensure this form is returned to POST ([POSTCCertification@mass.gov](mailto:POSTCCertification@mass.gov)) no later than **Friday, April 12, 2024**.

Please let me know if you have any questions.

Sincerely,  
Jessica L. Rush  
Certification Manager  
Massachusetts POST Commission  
Phone 857-276-2568  
Web <https://www.mass.gov/orgs/post-commission>  
Email [jessica.l.rush@mass.gov](mailto:jessica.l.rush@mass.gov)





# PEACE OFFICER STANDARDS AND TRAINING COMMISSION

84 State St 2nd Floor, Boston, MA 02109

## Attestation for Chief/Agency Head by Appointing Authority

In order to recommend a Chief/Agency Head for recertification, the Appointing Authority must attest to the Chief/Agency Head's good moral character and fitness for employment.

Name of Chief/Agency Head: Michael Sallese

Name of Agency: Town of Stow - Stow Police

*I attest that, to the best of my knowledge, the Chief/Agency Head named above is of good moral character and fit for employment in law enforcement.*

*Furthermore, to the best of my knowledge, the Agency has provided POST with all required discipline and complaint reports relative to the Chief/Agency Head.*

Additional Information (Optional):

\_\_\_\_\_  
Appointing Authority Signature

02/27/2024  
\_\_\_\_\_  
Date

Printed Name: Cortni Frecha

Title: Select Board Chair

Contact (Phone/Email): selectboard@stow-ma.gov

Please return completed form via email to [POSTCCertification@mass.gov](mailto:POSTCCertification@mass.gov).



**Town of Stow  
POLICE DEPARTMENT**

305 Great Road  
Stow, Massachusetts 01775

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

**Michael Sallese  
Chief of Police**

**February 20, 2024**

**Select Board  
380 Great Road  
Stow, MA 01775**

**RE: Donation by Bose Corporation**

Since the Stow Police Department was constructed in 1996, the squad room has never had any updates to the cubicles and workstations. The current workstations do not allow for much delineation of space or provide officers with their own allotted space. Additionally, a lot of the drawers and storage space are broken or nonfunctional.

The Bose Corporation has been kind enough to redesign the space for us based on the unused furniture they had on hand. They would like to donate 5 workstations with overhead storage as well as their time and labor for design and installation. Each workstation is valued at \$2,860.57 for a total equipment donation of \$14,302.85. These new workstations will provide our officers a much-needed update to the space and give them all a more functional workspace to complete reports and other administrative tasks.

I have attached a copy of the proposed design by Bose, their donation form with the estimated value, and pictures of the current space.

I am requesting that Select Board accept this donation on behalf of the Stow Police Department and myself.

Respectfully Submitted,

Michael Sallese, Chief of Police



**RED THREAD**

Massachusetts  
 DESIGN | Architecture | Interiors  
 200 Commercial Street  
 East Hartford, CT 06108 | Telephone | 860.424.1100  
 Newburyport, MA  
 Telephone | 978.351.1100

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**SALES TEAM**  
 KAYLA STEPHENSON

**DESIGN TEAM**  
 JAMIE LIN

**PROJECT MANAGER**  
 [Name person @S, Name]

**CLIENT INFORMATION**  
 [Name]  
 [Address]  
 [City, State, Zip]

**DATE:** 1/11/17

**PROJECT NAME & ADDRESS**  
 BOSE  
 STORAGE OFFICE  
 180 BOUNTYMAN RD.  
 FRAMINGHAM, MA

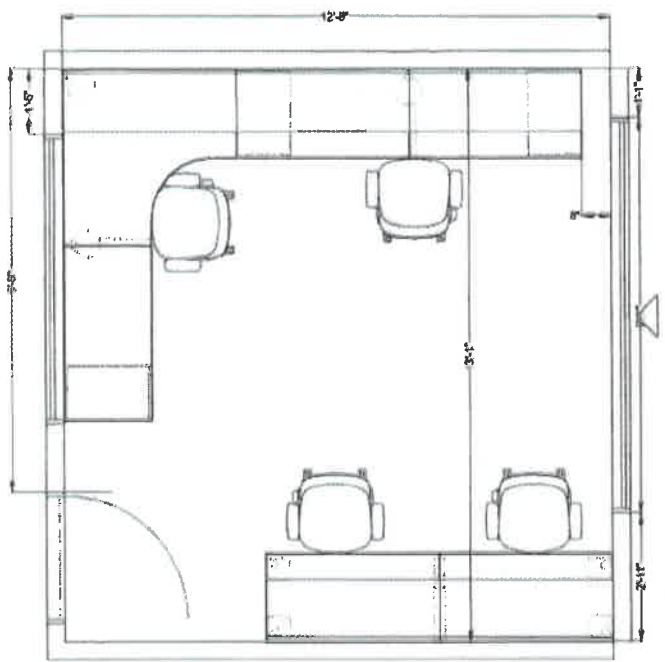
**SHEET TITLE**  
 FURNITURE PLAN

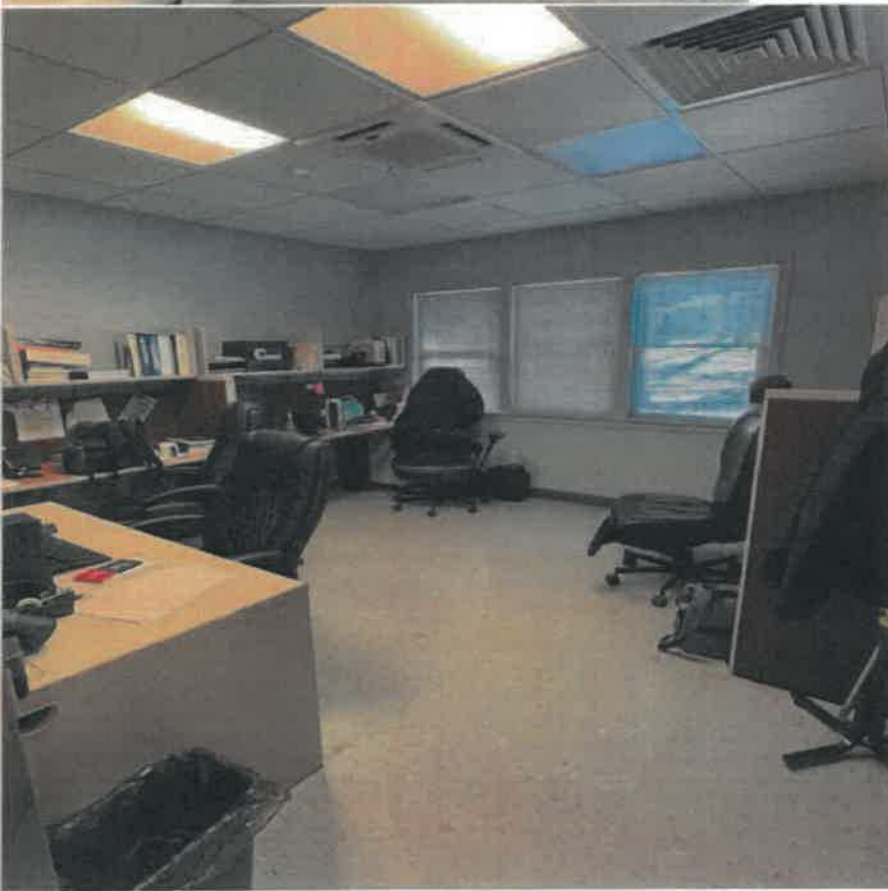
**FILE NAME:** Bose Storage Office.dwg

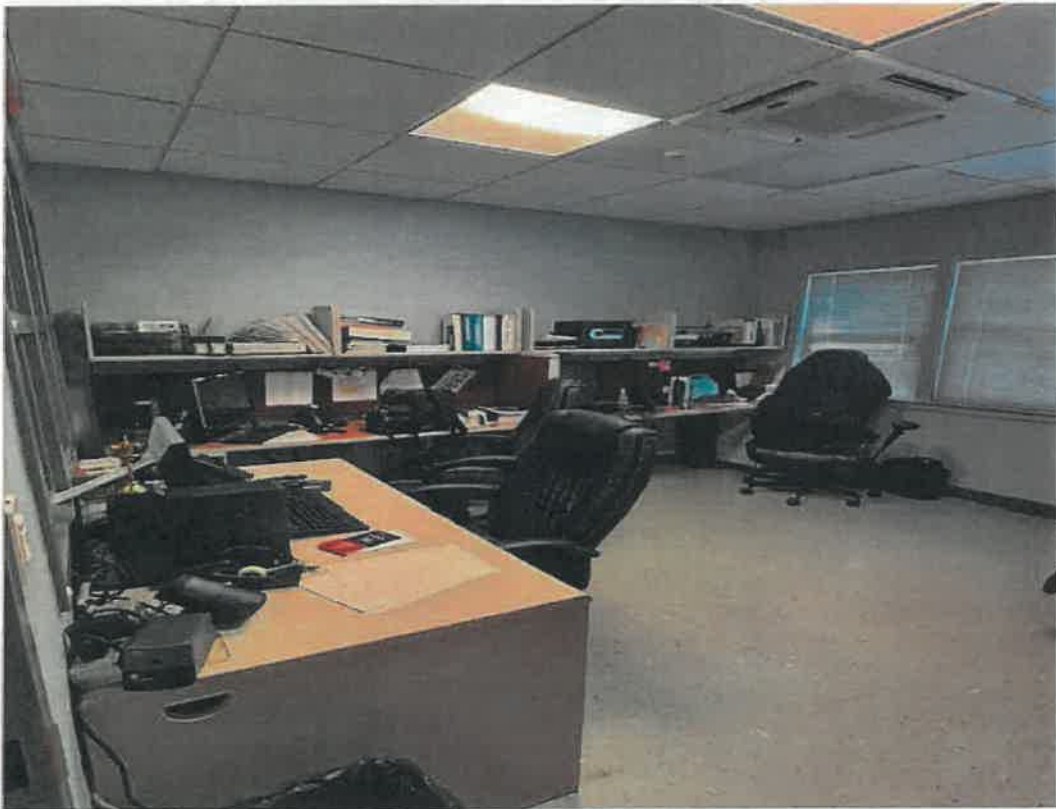
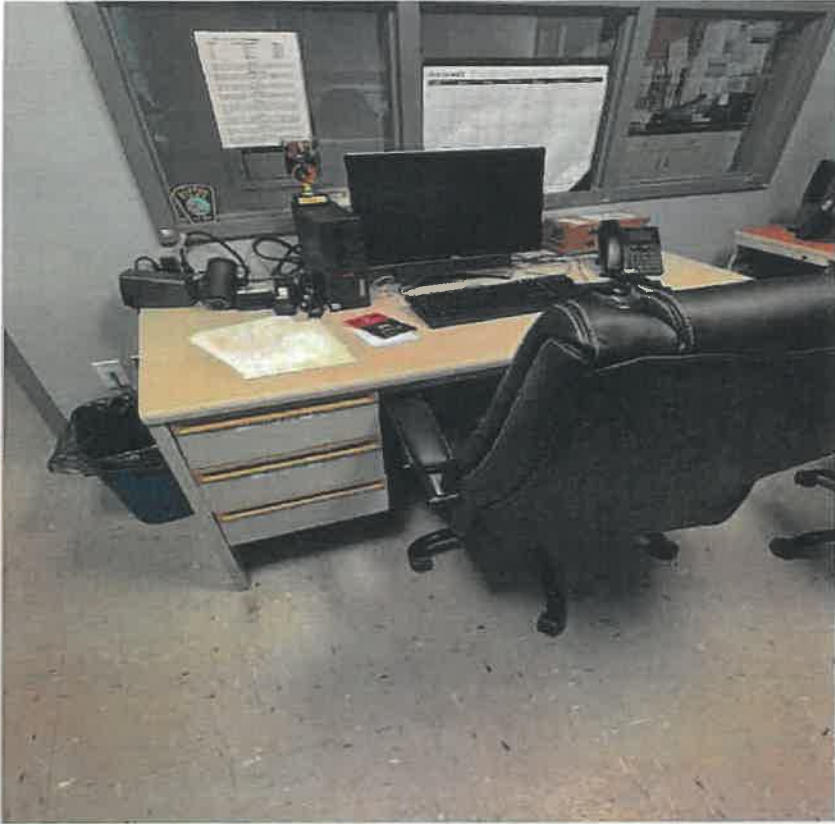
**DRAWING DATE:** 1/11/17

**PROJECT ORDER #:** JOrder encl. Dealer PO

**PLAN NORTH** **SCALE:** 1/4" = 1'-0"









# In-Kind Donation Receipt

Name of employee requesting donation: Mike Henry

Employee ID#: 8623

Name of Organization Receiving Donation: Stow Police Department

Tax ID#: 04-6001313

Location (city) of Organization: Stow, MA

Name of Contact at Organization: Phoenix Dwyer

Phone or email: pdwyer@stow-ma.gov

Please list an inventory of items donated to organization and condition (new/used/refurbished):

Quantity	Description of Item	Serial Numbers If Available	Estimated Value (each)	Condition (N, U, R)
5	Workstation with overhead storage	N/A	\$2,860.57	U

Upon accepting the product donation referenced above and itemized on the following page(s), (organization) shall be and is henceforth fully liable and responsible for all such Products (and anything related to those Products). (Organization) shall not sell the Products nor return the Products to the manufacturer for any reason.

(Organization) accepts all Products as is with no warranty express or implied, and specifically without limitation, without any warranty for merchantability or fitness for a particular purpose. Bose Corporation shall have no liability in connection with its donation of the Products to the (organization).

*No goods or services were provided in exchange for this product donation. There is no retail value as the product is not designed for retail sale. The items listed above have been donated for the exclusive use of the organization and/or distribution to clients/residents, and are not to otherwise be offered as prizes, gifts, or giveaways.*

Goods listed above received by: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form via email to [communityrelations@bose.com](mailto:communityrelations@bose.com)

# Dispose of Surplus Tires

February 16, 2024

Town of Stow, Disposition of Surplus Goods & Equipment, Valued Under \$10,000.

Dear Stow Select Board,

Attached is a list of 18 used tires that the Stow Police Department have deemed surplus, as they now use All Season tires. They have a value of under \$10,000, so following Massachusetts General Law 30B and the Town of Stow Disposition Policy, adopted 10/27/2020.

The tires have been offered to all Town of Stow Department heads, communicated through an email dated 2/8/2024 and attached here, and left open for inquires till 2/15/2024 with no other department responding the need for them.

Please deem these tires as surplus so we can call at least 3 local tire distributors to get the best price for them under Chapter 30B, section 15(b) and so we don't open the Town of Stow to liability if we auctioned them on Municibids and tires had unseen damages.

The local distributors will be contacted by my designate, Geoff Beharrell for offering/sale/sign a Non-Collusion Form, with payments made to Town of Stow, then processed through the Treasurer's Office for deposit.



I authorize Geoff Beharrell as my designate to prepare, execute this project and report updates as needed.

Frank Ramsbottom, Facilities Director:

Francis A Ramsbottom, Date: 2-16-2024.

10- USED GoodYear Eagle Ultra Grip tires, 245/55 R18 (4 tires have  $\frac{1}{4}$  inch treads left, 6 have  $\frac{1}{2}$  inch plus treads).

8- USED GoodYear Eagle Enforcer Winter tires, 255/60 R18 (all 8 tires have  $\frac{1}{2}$  inch plus of treads).

They will be offered as one lot of 18 tires in used/as is condition.

## Joyce Sampson

---

**From:** Geoff Beharrell  
**Sent:** Thursday, February 8, 2024 12:40 PM  
**To:** Brian Hatch; Highway Admin; Chief Michael Sallese; JP Benoit; Laura Greenough; Alyson Toole; Valerie Oorthuys; selectboard; Frank Ramsbottom; Cyndie Colosi; Kathy Sferra; Brad Brightman; Linda Hathaway; Kristen Fox; Tina McAndrew  
**Cc:** Geoff Beharrell  
**Subject:** Re: Surplus tires if your department could use them

Folks,

I have 18 tires from police that , if no department could use them, will be put for a vote to declare surplus and auction off.

There are 10 tires, Goodyear Eagle Ultra Grip, # 245/55 R18 , 4 have ¼ inch treads, 6 have full treat, over ½ inch, almost new.

There are 8 tires, Goodyear Eagle Enforcer Winter, #255/60 R18, all treads are over ½ inch, almost new.

Please let me know if your department could use them, I'm required to leave this offer open for a week, so if no one wants them, after 2/15/24, I will move them to the next step in the process.

Thank You,

Geoff

# MINUTES



Select Board Meeting Minutes  
Tuesday, February 13, 2024  
Zoom Only

Present via Zoom: Cortni Frecha, Ingeborg Hegemann Clark, Hector Constantzos, John "JT" Toole, and Town Administrator Denise Dembkoski

Absent: Megan Birch-McMichael

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

**Public Comment**

Chair Frecha stated that comments are limited to items not on the agenda; speakers should state their name and address, and limit comments to two minutes or less.

Deb Woods spoke about information that was given in a presentation at the 2022 Annual Town Meeting about the renovation of the Randall Library, and said that it is now misinformation due to the potential redesign of the building due to the increase in construction estimates.

Jon Mascia, 153 Harvard Road, spoke about clean water and safe roads in the community, a topic which he said he brought to the Board a year ago, and specifically the status of Harvard Road between Wedgewood Road and Cider Mill Road.

**Board Member Comments - none**

**Town Administrator (TA) Report**

- The town has received two state grants, one to improve cybersecurity and one is from the Municipal ADA Improvement Grant Program, which will allow for an ADA assessment of our buildings. The TA thanked Procurements and Grants Administrator Ashley Pinard for getting the applications filed and for the successful outcome.
- Yesterday there was a community open house to discuss and get feedback on the future of the North Course of Stow Acres. The TA thanked everyone who came out; it was a very successful day.
- Regarding the Bose property, they are no longer maintaining or plowing their property, and this has become a liability. They put up 'no trespassing' signs and when these were disregarded Bose installed a fence. There is a potential sale of the property scheduled for next month.
- The TA reminded folks that there is a shuttle which goes from the former fire station to and from the South Acton train station. The schedule is on the town's website and will be in The Independent this week. There is also a shopping shuttle to and from several apartment complexes in town.

**Appointments**

Highway Department

Ms. Dembkoski said there were two excellent candidates for the position of Equipment Operator, both of whom are current employees. Mr. Whalen has more experience with the operator role.

*Mr. Constantzos moved to appoint Nick Whalen to the position of Equipment Operator for the Highway Department. Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

For the Laborer position, Ms. Demboski said there were two excellent internal candidates. Mr. Higgins wants to grow in this position and make this his long-time career.

*Mr. Constantzos moved to appoint Jamie Higgins to the position of Laborer for the Highway Department. Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

#### Town Hall Building Reuse Committee

Stacen Goldman and Jonathan Daisy were present via Zoom, and were thanked for their willingness to step up and be on the committee.

*Mr. Constantzos moved to appoint Stacen Goldman and Jonathan Daisy to the Town Hall Building Reuse Committee through June 30, 2025.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

#### **2024 Annual Election Information**

Town Clerk Linda Hathaway was present via Zoom.

The office has sent out over 700 Vote By Mail ballots and another 400 will go out this week.

*Mr. Constantzos moved to approve the following slate of candidates on the ballot for the 2024 Annual Town Election, scheduled for Saturday, May 18, 2024:*

*Board of Assessors - One 3-year term*

*Board of Health - One 3-year term*

*Nashoba Regional School Committee - One 3-year term*

*Planning Board - One 5-year term*

*Trustee, Randall Library - Two 3-year terms*

*Select Board - Two 3-year terms*

*Stow Housing Authority - One 5-year term*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

#### **Select Board 2023 Annual Report**

The Board praised the draft of the Annual Report prepared by Office Assistant Phoebe Haberkorn.

*Mr. Constantzos moved to approve the Select Board 2023 Annual Report as drafted.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

#### **Dissolve the Gleasondale Local Historic District Study Committee**

The Planning Director has requested that the Select Board formally dissolve the committee. The remaining members of the committee are pursuing alternative means of preserving the historical character of Gleasondale Village and the formal committee does not need to continue.

*Mr. Constantzos moved to dissolve the Gleasondale Local Historic District Study Committee.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

#### **Conservation Restriction on Hallock Point**

Conservation Assistant Jacquie Goring was present via Zoom.

Ms. Goring said that the property was protected in 2021 and they are several years into waiting for the state review process. Because CPA funds were used for the project, a Conservation Restriction is required by a third-party holder, which will be the Stow Conservation Trust. The Conservation Commission has approved this and Select Board approval is the next step. The Conservation Trust signs next and then the EEA (MA Energy and Environmental Affairs) does the final signature and it will then be recorded at the Registry of Deeds.

*Mr. Constantzos moved to approve and execute the Conservation Restriction on Hallock Point, as presented at this meeting.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

### **Endorsement of the Small Town Administrators of MA (STAM) Legislative Priorities**

Ms. Dembkoski is the current president of the STAM association and one of its goals is for the 100 communities to work together and present one voice to the administration on priorities that they feel are important to small towns. All association members are bringing this to their Boards to ask for support, so when they are submitted to the legislation it will be on behalf of the membership and the towns that they represent. There are many issues that do not affect the 351 municipalities equally.

*Mr. Constantzos moved to endorse the legislative priorities of the Small Town Administrators of Massachusetts (STAM), as presented at this meeting.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

### **Meeting Minutes**

*Mr. Constantzos moved to accept the meeting minutes of the January 23, 2024 meeting as drafted.*

*Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

### **Board Correspondence & Updates**

There have been more changes to the draft Climate Action Plan that was included in correspondence, and the Board will review the final document at a future meeting when it is presented to them.

Regarding the Boy Scout Troop 1 request for parking at Pompo, the topic will be on a future agenda so the Board can give a formal response.

Mr. Constantzos was impressed with Asst. TA Erin Mulcahy's review of the status of West Acton Road.

Regarding the condition of Harvard Road, Ms. Dembkoski said that even though Highway personnel go out almost daily to check the status, the majority of the issue is a private civil matter.

### **Adjournment**

*At 7:44 p.m. Mr. Constantzos moved to adjourn. Mr. Toole seconded the motion and it passed unanimously by roll call vote.*

Respectfully submitted,

*Joyce Sampson*, Executive Assistant

### **Documents used at this meeting:**

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