

AGENDA
SELECT BOARD
April 23, 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. Recognition
 - Certificate for Eagle Scout Maxwell Valentino
 - Certificate for Eagle Scout Ronan Wheeler
 - Commendation for members of the Police Department for the Friday, April 5, 2024, incident
4. Town Administrator's Report
5. Appointments
 - Olivia Kephart to the position of Patrol Officer through June 30, 2025
 - Bhairst Campbell to the position of Apprentice Call Firefighter through August 31, 2024
 - Connor Caveney to the position of Apprentice Call Firefighter through August 31, 2024
 - Cara Olejarz to the position of Apprentice Call Firefighter through August 31, 2024
 - Brett Lifner to the position of Apprentice Call Firefighter through August 31, 2024
 - Jose Gomez to the position of Call Firefighter/EMT through June 30, 2025
6. Discussion and Possible Vote
 - Special Event Permit – 9/11 Heroes Run at American Heritage Museum on 9/7/2024, sponsored by the Travis Manion Foundation
 - Review and Approve 2024 Annual Town Meeting Warrant
 - Approve Layout of Joanne Drive
7. Meeting minutes
 - April 9, 2024
8. Board Correspondence & Updates
9. Adjournment

Correspondence received:

4/11/24 from Bradd Wheeler; Invitation, Eagle Court of Honor

4/17/24 from Valerie Oorthuys; Planning Board Public Hearing – Zoning Articles

4/18/24 from Kathy Sferra; Conservation Commission Public Hearing 5/7/24 at 745p -80 Boxboro Road

4/18/24 from Kathy Sferra; Conservation Commission Public Hearing 5/7/24 at 8p – 33-35 Walcott Street

Posted Friday, 4/19/2024
1 p.m.

RECOGNITION

Certificates for Eagle Scouts

Maxwell Valentino

Ronan Wheeler



Town of Stow
SELECT BOARD

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

April 23, 2024

Eagle Scout Maxwell Valentino
371 Taylor Road
Stow, MA 01775

Dear Max,

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

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

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

Sincerely,

For the Select Board

Certificate of Achievement

Presented to

Maxwell Valentino

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

“CONGRATULATIONS Max on achieving your goal!!

We are PROUD to have you as a member of our community and appreciate the service project you completed in Fall 2023, building a footbridge in the Marble Hill conservation area. You worked with Troop leaders, Town officials, local businesses, and led a team of adults and peers in constructing a footbridge for safe and dry passage across a culvert to the trailhead.

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

Stow Select Board

Cortni Frecha, Chair



Megan Birch-McMichael, Clerk

Hector Constantzos

Ingeborg Hegemann Clark

April 23, 2024

John “JT” Toole



Town of Stow
SELECT BOARD

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

April 23, 2024

Eagle Scout Ronan Wheeler
97 Old Bolton Road
Stow, MA 01775

Dear Ronan,

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

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

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

Sincerely,

For the Select Board

Certificate of Achievement

Presented to

Ronan Wheeler

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

“CONGRATULATIONS Ronan on achieving your goal!!

We are PROUD to have you as a member of our community and appreciate the service project you completed in May 2023, building a boardwalk on the Red Trail in the Stow Town Forest, where flooding from beaver activity was affecting the trail. You worked with the Conservation Commission, Troop leadership, and other members of the community to construct the boardwalk for the benefit of all visitors to the Stow Town Forest.

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

Stow Select Board

Cortni Frecha, Chair



Megan Birch-McMichael, Clerk

Hector Constantzos

Ingeborg Hegemann Clark

April 23, 2024

John “JT” Toole

Commendation for members of
the Police Department for
Friday, April 5, 2024 incident



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692
stowpolice@stow-ma.gov



Michael Sallese
Chief of Police

To: Lt. Kellie Barhight
Sgt. Cassandra Scott
Sgt. David Goguen
Detective Christopher Kusz
Detective John Fantasia
Officer Jon Butler
Officer Jeffrey Beckwith
Dispatch Supervisor Gabriel Lopez
Dispatcher Alex Beauchesne
Dispatcher Laural Brazao
Intern Olivia Kephart

From: Chief Michael Sallese

Date: April 12, 2024

Subject: Letter of Commendation

I am writing to commend all of you involved in the recent incident that transpired on Friday, April 5, 2024, at 339 Great Road. The actions taken demonstrated a profound commitment to ensuring the safety and well-being of individuals in our community.

On that day, the homeowner's reporting of concerning behavior and living conditions at the residence on Great Road, Stow, initiated the necessary intervention by the Stow Police. This step played a crucial role in addressing the situation effectively.

The coordinated efforts of law enforcement personnel, dispatch personnel, and all support staff exemplify professionalism, dedication, and compassion in addressing the challenging situation. Your decisive actions in conducting a well-being check and ensuring the safety of individuals involved underscore the commitment to serving and protecting our community.

Furthermore, the collaboration between law enforcement and mental health professionals on the scene highlights the importance of a multidisciplinary approach in addressing complex issues related to mental health and crisis intervention.

While the outcome of this incident is not what we had hoped for, I am immensely proud of all of you. Your actions reflect the highest standards of professionalism and service that the community expects and relies upon. This incident will undoubtedly be remembered by many members of the community.

Stow Police Department

LETTER OF COMMENDATION: The basic award of the department is a Letter of Commendation, written on a standard Stow Police Department letterhead, signed by the Chief of Police and outlining the reasons for the award.

APPOINTMENTS

Olivia Kephart

**to the position of Patrol Officer
through June 30, 2025**



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

April 11, 2024

Selectboard
380 Great Road
Stow, MA 01775

RE: Recommendation for Hiring Olivia Kephart to Full Time Patrol Officer

As you are aware, the Police Department has been going through some transitions with the departures of Luke Dezago, Troy Paradise, and Jacob Champoux. All of whom left to pursue their dream jobs. When the 5-member hiring board was convened a few months ago, the goal was to fill these three vacancies.

At your meeting in March, the first selected candidate Jason Rogers was appointed, and now I am bringing forth the second of the three candidates selected.

Olivia Kephart, who is our dedicated department intern through Fitchburg State, has been an integral part of our team for about six months. Throughout her tenure, Olivia has consistently exhibited a strong commitment to our community and has made valuable contributions that we greatly appreciate. Olivia has been an active participant in our Community Engagement Team, helping with the food drive, letters to Santa, and more.

Currently in the final months of her senior year at Fitchburg State University's Police Program, Olivia is enrolled in a unique 4 plus 1-year program. This program entails academic coursework and police academy classes spread over four years, followed by the physical police academy training, resulting in a more condensed academy experience.

I am recommending Olivia Kephart be appointed to the vacant Patrol Officer position, pending final approval by the Town Administrator after satisfactory completion of prerequisite physical, mental exams, and a background check. Her anticipated start date would coincide with the beginning of the academy (anticipated May 20th), with Field Training scheduled to commence in September upon successful graduation from the Fitchburg State Police Academy.

Respectfully Submitted,

Michael Sallese, Chief of Police

Fire Department Appointments

Bhaird Campbell

Connor Caveney

Cara Olejarz

Brett Lifner

to the position of Apprentice Call
Firefighter through August 31, 2024

Jose Gomez

to the position of Call Firefighter/EMT
through June 30, 2025



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

April 17, 2024

Town Administrator
Denise Demboski
380 Great Rd.
Stow, MA 01775

Denise,

I respectfully request your recommendation to appoint the following individuals to the position of Apprentice Call Firefighter with the Stow Fire Department.

- Bhaird Campbell
- Connor Caveney
- Cara Olejarz
- Brett Lifner

I respectfully request your recommendation to appoint the following individual to the position of Call Firefighter/EMT with the Stow Fire Department.

- Jose Gomez

All the listed candidates have been interviewed and display the desire to serve the community.

Please let me know if you require any other information regarding these candidates.

Respectfully,

John P Benoit
Fire Chief

**DISCUSSION &
POSSIBLE VOTE**

Special Event Permit 9/11 Heroes Run

sponsored by the Travis Manion Foundation
at the American Heritage Museum

Saturday, September 7, 2024

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

From the Fire Chief; pending:

The event organizers will need to contact the department at the beginning of August with a detail request.



Town of Stow

Special Event Permit

For: Saturday, September 7, 2024

Kerri Lannan, as a representative of the Travis Manion Foundation (TMF), is granted permission to hold the TMF 9/11 Heroes Run on Saturday, September 7, 2024, beginning at 9:30a to approximately 11:30a as described in the application materials, and contingent upon the following:

- 1) That arrangements have been made with the Police and Fire Departments for the appropriate number of detail personnel;
- 2) That a certificate of general liability insurance naming the Town of Stow as additional insured be provided to the Select Board office prior to the event;
- 3) That any signs, tents, platforms, staging, structures, and electrical work be permitted and inspected by the Building Department prior to the event;
- 4) That if portable restroom facilities are used, the contract be provided to the Board of Health prior to the event and comply with Massachusetts Regulations Title 521 Sec 30.1.2;
- 5) That any snacks are prepackaged, or a permit has been obtained from the Board of Health, and;
- 6) That the organizers participate in any public safety meeting required for the event and all requirements discussed at the meeting are met;
- 7) These stipulations, made upon approval, have been met:
 - Coordinated any required EMT details with the Fire Department.

As approved by the Select Board on April 23, 2024:

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark

Hector Constantzos

John "JT" Toole



TOWN OF STOW

Special Event Permit Application

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

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Travis Manion Foundation Non-Profit Profit

Address: PO Box 1485 City: Doylestown State: PA Zip: 18901

Tax ID #: 41-2237951 Applicant name: Kerri Lannan

Phone: _____ Email: _____

Web Site: https://www.travismanion.org/

Event Manager: Kerri Lannan Contact Info: _____

Other Contact person/s: Jessica Gardner Contact Info: _____

Event Information

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

Other (specify) _____

Event Title: TMF 9/11 Heroes Run

Start Date & Time: 9/7/2024 9:30 AM End Date & Time: 9/7/2024 11:30 AM

Estimated Attendance: # 200 Admission Fee: _____

Varies: Opening through July 31st @ 11:59pm: \$K - \$30, 1M Fun Run/Walk - \$20, Family 4 Pack - \$100, GORUCK - \$35, GORUCK 4

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

Requested Location: Community Park Center Park Pompo Field

Check all that apply Pine Bluff Pompositicut Community Center Town Forest

Street (specify): _____

Other (specify): American Heritage Museum, Stow, MA

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

Set Up Date/Time: 9/7/2024 7-8 AM Break Down Date/Time: 9/7/2024 noon-2 PM

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

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="radio"/>	<input checked="" type="radio"/>	Food Concession and/or Food Preparation
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____
<input type="radio"/>	<input checked="" type="radio"/>	Alcohol served - <i>Requires approval from the Select Board</i>
<input type="radio"/>	<input type="radio"/>	First Aid Facility(ies) and Ambulance (s)
<input type="radio"/>	<input type="radio"/>	Banner(s) and/or Sign(s)- <i>requires prior approval</i>
<input type="radio"/>	<input checked="" type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Amplified Sound - <i>If yes please indicate Start Time _____ End Time _____</i> <i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> <u>4-5 tables, 3-4 chairs</u>
<input checked="" type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones <u>small landscaping flags so runners know the course</u>
<input type="radio"/>	<input checked="" type="radio"/>	Does your event require electricity? <i>Source:</i> <u>Supplied by American Heritage Museum and Timing Company</u>
<input type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s) <u>Table for hand-fruit and info on TMF</u>
<input checked="" type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> <u>2-3 10X10</u>
<input type="radio"/>	<input checked="" type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s) <u>Trash barrels for trash</u>
<input checked="" type="radio"/>	<input type="radio"/>	Toilet(s) - <i>approximate number/vendor:</i> <u>3-4 porta-potties by CSI portables</u>
<input type="radio"/>	<input checked="" type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input checked="" type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input checked="" type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Entertainment - <i>describe:</i> <u>A colorguard, want to sing the national anthem, and play some music during the run.</u>
<input type="radio"/>	<input checked="" type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input checked="" type="radio"/>	<input type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> <u>Inflatable start and finish lines</u>

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: Kerri Lannan Date: 2/27/2024
Printed Name: Kerri Lannan Fee Paid: \$0.00 non-profit



Review and Approve 2024
Annual Town Meeting Warrant

Approve Layout Joanne Drive

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

Town of Stow Planning Board

Memo

To: Select Board
From: Valerie Oorthuys, Planning Director
Date: April 18, 2024
Re: Recommendation to Lay Out Joanne Drive as a Public Way

At their meeting of April 16, 2024, the Planning Board voted unanimously to recommend the Select Board lay out Joanne Drive as a Public Way.

A Performance Guarantee is held for the Joanne Drive Subdivision in the amount of \$21,565.41 for the purpose of ensuring all final work is completed ahead of Town Meeting. The Planning Board offers the following comments regarding the street acceptance:

1. The Tree Warden should review the health of the street trees, including shrubs installed in lieu of tree plantings, and recommend any needed replacement;
2. All catch basins should be cleaned out by the Applicant prior to Town Meeting;
3. The Applicant should provide confirmation from the Treasurer that any property taxes owed to the Town have been paid;
4. Prior to Town Meeting, the Highway, Police, and Fire Departments should be asked for any comments related to the proposed acceptance of Joanne Drive.



Town of Stow

Select Board

380 Great Road
Stow, MA 01775
Tel: 978-897-4515
selectboard@stow-ma.gov

TOWN OF STOW

ORDER OF LAYOUT OF JOANNE DRIVE

Whereas the Select Board of the Town of Stow, acting pursuant to G.L. c. 82, §§21-24, having deemed that common convenience and necessity require the acceptance of Joanne Drive as a Town way, hereby lays out Joanne Drive as a public way as shown on the plan referenced below, and

Whereas the boundaries of the layout of Joanne Drive are shown on a plan entitled "Definitive Subdivision Plan, Joanne Drive, A Planned Conservation Development, Stow, Massachusetts," dated August 4, 2017, prepared by Stamski and McNary, Inc., and recorded with the Middlesex South District Registry of Deeds as Plan 195 of 2020, which plan was referred to the Planning Board and which plan is hereby adopted as a part of this Order, and all land lying within the layout of Joanne Drive is hereby laid out as a public way.

The aforementioned plan is hereby forwarded to the Town Clerk for filing and the foregoing layout is hereby reported to the Town for acceptance.

Adopted: _____, 2024.

TOWN OF STOW,
By its Select Board

Cortni Frecha, Chair

Megan Birch-McMichael, Clerk

Ingeborg Hegemann Clark, Member

Hector Constantzos, Member

John Toole, Member

Filed in the office of the

Town Clerk, _____, 2024.
Town Clerk, Attest

MINUTES

Select Board Meeting Minutes
Tuesday, April 09, 2024
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Hector Constantzos, John "JT" Toole, Town Administrator Denise Dembkoski, and Asst. Town Administrator Erin Mulcahy.

Absent: Ingeborg Hegemann Clark

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

Public Comment - none

Board Member Comments

Mr. Constantzos said it is the Town Administrator's birthday today and wished her a happy birthday. Mr. Constantzos noted that it is Neurodiversity Month and encouraged people to learn more about how we are all different.

Town Administrator (TA) Report

- Thank you to the facilities and highway departments for their work at the Randall Library, which is helping to get the building prepped for construction.
- A huge 'shout out' to the library staff for Library Appreciation Week!
- April is National Volunteer Month - thank you to all who volunteer for the town and throughout the community.
- Thank you to Chief Sallesse and members of the Police Department for their work last week with the situation on Friday night, to Captain Evers and members of the Fire Department who responded, to officers from Boxborough and Maynard who were on the scene, and to the State Police and the DA's office for their work on this case.
- Last night's discussion with the Do It For James Foundation, sponsored by the Randall Library and the Police Department, was a very moving and educational presentation. It was filmed by Stow TV and will be available on YouTube. The TA encouraged anyone with children, especially those younger than 18, to watch it.
- Thank you to Laura Greenough, Kathy Sferra, and everyone who worked on the Open Space and Recreation Plan. It has been officially approved by the state and is good through 2030.

Appointments

Fire Chief JP Benoit, Olivia Liang, and Camden Herlihy were present in the Warren Room.

Chief Benoit said it has been a goal of the department to increase staffing levels for emergency response. The 2023 town meeting approved funds to add two full-time firefighters to the daytime staff, and after a lengthy recruitment process two members of the department have been selected.

Ms. Liang is a Stow resident and joined the department as an EMT two years ago after seeing what the Fire Department did at the Wheeler Road fire. She has worked per diem shifts and excelled in the department's program. Mr. Herlihy has been an active and engaged call firefighter for nine years. He took a leave for a National Guard deployment and is dedicated to public service and the community.

Olivia Liang to the Position of Firefighter/EMT

Mr. Constantzos moved to appoint Olivia Liang as a Firefighter/EMT for the Town of Stow Fire Department through June 30, 2024.

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

Camden Herlihy to the Position of Firefighter/EMT

Mr. Constantzos moved to appoint Camden Herlihy as a Firefighter/EMT for the Town of Stow Fire Department through June 30, 2024.

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

Meredith Wood to the Stow Cultural Council

Mr. Constantzos moved to reappoint Meredith Wood to the Stow Cultural Council for a term ending June 30, 2027. Ms. Birch-McMichael seconded the motion and it passed unanimously.

FY25 State Update with Representative Kate Hogan

Rep. Hogan gave an overview of the current fiscal year, and an update on the upcoming fiscal year for the state and the district. It has been two wonderful years with ARPA funds but FY25 will be a cooling off year and a more conservative year. Important legislation has been enacted during the current session, including the Healy administration's allocation of \$20M to farms due to significant crop loss as a result of severe weather. A total of 347 farms applied for aid, including four farms in Stow. The House recently passed An Act to Improve Quality and Oversight of Long-Term Care, among other bills. Rep. Hogan's personal bill is the MA PFAS Act, which is still in progress.

One Day Liquor License – St. Isidore Church Trivia Night April 26, 2024

Thomas Spataro, representing St. Isidore Church, was present via Zoom.

Ms. Dembkoski said the application is in order, and Mr. Spataro said the church is continuing to offer more events to the people of Stow beyond the weekly liturgy.

Mr. Constantzos moved to approve a one-day liquor license for St. Isidore's Church, 429 Great Road, for Friday, April 26, 2024 from 7 to 9 PM for a Trivia Night, provided all necessary permits and documents have been received.

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

FY 2025 Budget Discussion

Ms. Dembkoski reviewed the FY25 Budget. Full department requests and details of the budget recommendation are in book form on the Town Administrator's webpage in the budget section.

Ms. Dembkoski stated that the municipal budget is only increasing 2.5%, and highlighted some municipal changes as follows: the Procurement/Grants Administrator was previously funded by ARPA funds and for FY25 the full salary is contained within the general fund budget; additional expenses previously paid by ARPA have been rolled into the IT budget; and the cost to maintain the buildings has increased the facilities line item. The schools have a 6.71% increase.

Department Heads did a great job with their budget requests and their spending. The Board praised Ms. Dembkoski for the work she puts in when developing the budget.

Annual Town Meeting Warrant Review & Vote Ballot Question

Ms. Dembkoski began the discussion by stating that Article 49 in the draft, the Moderator's requested bylaw change, has been withdrawn. Ms. Dembkoski went through the other 50 warrant articles and explained each to the Board. The draft warrant is available on the town's website.

Ms. Dembkoski said a draft article of the bylaw requested by the Board regarding the recording of meetings was not included in the warrant. Town counsel recommended that the Board hold off on this as everyone is still operating under the temporary COVID measures for the Open Meeting Law. The Board discussed the draft and decided to not put this forth at this time.

The last article is the ballot question. The Charter Review Committee wanted one ballot question to encompass all the charter changes that were approved at the last two town meetings.

Mr. Constantzos moved to approve the ballot question for the Stow Annual Election on May 18, 2024, as presented at this meeting.

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

Intent to Layout Joanne Drive

This is a request from the developer. Ms. Dembkoski said tonight's vote is to refer this to the Planning Board, and then it will be back on the Select Board's next agenda.

Mr. Constantzos moved that the Select Board vote its intention to lay out Joanne Drive as a public way, all as shown on a plan entitled "Definitive Subdivision Plan, Joanne Drive, A Planned Conservation Development, Stow, Massachusetts" dated August 4, 2017, prepared by Stamski and McNary, Inc., and recorded with the Middlesex South District Registry of Deeds as Plan 195 of 2020, which plan is on file with the Town Clerk, and to forward this vote and the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I.

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

Meeting Minutes

Mr. Constantzos moved to accept the meeting minutes of the March 26, 2024 meeting as drafted.

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

Board Correspondence & Updates

Ms. Birch-McMichael said she will attend the Eagle Scout Court of Honor on April 28, 2024.

Adjournment

At 9:02 p.m. Mr. Constantzos moved to adjourn. Ms. Birch-McMichael seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson, Executive Assistant

Documents used at this meeting:

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