

WARRANT FOR

ANNUAL TOWN MEETING

Saturday, May 14, 2022

9:00 A.M.

HUGH MILL AUDITORIUM AT THE HALE MIDDLE SCHOOL,
55 HARTLEY ROAD, STOW, MA



ANNUAL TOWN ELECTION

Saturday, May 21, 2022

Polls Open 10:00 A.M. – 4:00 P.M.

CENTER SCHOOL

403 GREAT ROAD, STOW, MA

PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY

Anyone with a disability requiring special arrangements for Town Meeting should contact Town Clerk Linda Hathaway at (978) 897-5034 by 4 p.m. on Wednesday, May 11, 2022.

On January 11, 2022, the Stow Select Board voted to set the date of the Annual Town Meeting to Saturday, May 14, 2022; pursuant to MGL Chapter 39, Section 9.

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INTRODUCTION TO THE FINANCE COMMITTEE

Every Town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee (Fincom) that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the Town.” According to the Department of Local Services (DLS), the Finance Committee is “the official fiscal watchdog for a Town. Because it is difficult for all taxpayers to be completely informed about every aspect of a Town’s finances, Fincoms were established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens.”

With this in mind, the Fincom’s primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on each article. It also administers the Reserve Fund (\$80,000) to provide for urgent and unforeseen expenditures that might arise between Town meetings. Lastly, although it is not required in our Charter, the Finance Committee Annual Report provides the Voters with an overview of the Town’s financial condition.

In Stow, the Moderator appoints five voting members and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of the publication date, there are five voting members and zero associate members on the committee.

FINANCE COMMITTEE REPORT TO TOWN MEETING

FY 2020 Review

NEED TO UPDATE

Town Revenues

Town revenues totaling \$30,171,496 in FY20 is a 0.9% decrease from FY19, with property taxes mainly funding the town’s operations at just over 89% of the total. This percentage increased slightly from 87% in FY19.

Local receipts decreased by just over 22% for FY20 which accounted for a loss of \$530,997. Two factors are in play here: the Covid-19 pandemic and in FY19 the Town had a large amount of unpaid taxes paid off that inflated that line item. It is worth noting that \$1,503,500 of Savings and Other Funds was used to balance the budget. Table 1 shows a comparison of revenue sources for FY19 and FY20.

**Table 1:
Revenue Sources**

	FY19	FY19 % of Total	FY20	FY20 % of Total	\$ Change FY20-FY19	% Change FY19-FY20
Property Tax	\$ 26,520,076	87.0%	\$ 27,991,820	92.7%	\$ 1,471,744	5.55%
Local Receipts	\$ 2,362,997	7.8%	\$ 1,832,000	6.07%	\$ (530,997)	-22.47%
State Aid	\$ 503,637	1.7%	\$ 503,433	1.67%	\$ (204)	-0.04%
Savings and Other Funds	\$ 865,656	2.8%	\$ 1,503,500	4.98%	\$ 637,844	73.68%
Override	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Transfers from Other Funds	\$ 219,464	0.7%	\$ 347,676	1.15%	\$ 128,212	58.42%
Total	\$ 30,471,829		\$ 30,171,496		\$ (300,333)	-0.99%

NEED TO UPDATE

Town Expenditures

Total town expenditures increased by \$2,270,136 (7.47%) in FY20 driven by a \$1,404,226 (322%) increase in capital spending. Another significant driver was an increased assessment for the Minuteman Regional Vocational Technical High School, up \$154,337 (21.22%).

Table 2: Town Expenditures

	FY19 Voted	FY19 % of Total	FY20 Voted	FY20 % of Total	\$ Change FY20 - FY19	% Change FY20 - FY19
Municipal Govt						
General	\$1,575,837	5.20%	\$ 1,607,900	4.92%	\$32,063	2.03%
Public Safety	\$2,412,262	7.90%	\$ 2,503,617	7.66%	\$91,355	3.79%
Public Works	\$1,116,380	3.70%	\$ 1,106,319	3.39%	-\$10,061	-0.90%
Human Services	\$359,524	1.20%	\$ 374,431	1.15%	\$14,907	4.15%
Culture/Rec	\$354,032	1.20%	\$ 359,081	1.10%	\$5,049	1.43%
Town Wide Expense	\$1,068,266	3.50%	\$ 1,106,008	3.39%	\$37,742	3.53%
Total Municipal Govt	\$6,886,301	22.70%	\$ 7,057,356	21.60%	\$171,055	2.48%
Education						
Nashoba	\$17,912,331	58.90%	\$ 17,889,278	54.76%	-\$23,053	-0.13%
Minuteman	\$727,258	2.40%	\$ 881,595	2.70%	\$154,337	21.22%
Total Education	\$18,639,589	61.30%	\$ 18,770,873	57.45%	\$131,284	0.70%
Other						
Debt Service	\$2,423,567	8.00%	\$ 2,627,933	8.04%	\$204,366	8.43%
Special Articles	\$803,771	2.60%	\$ 1,025,969	3.14%	\$222,198	27.64%
Capital Spending	\$435,584	1.40%	\$ 1,839,810	5.63%	\$1,404,226	322.38%
Recap Items	\$1,212,262	4.00%	\$ 1,349,269	4.13%	\$137,007	11.30%
Total Other	\$4,875,184	16.00%	\$ 6,842,981	20.94%	\$1,967,797	40.36%
GRAND TOTAL	\$30,401,074		\$ 32,671,210		\$ 2,270,136	7.47%

Source: Town Administrator FY20 & FY21 Budget Request Worksheets & Financial Summary Report

Town Savings

Town savings (Free Cash plus the Stabilization Fund) are “rainy day” accounts that are built up during good times and drawn down in bad times. Free Cash comes from receiving more-than-budget revenue (taxes, state aid, budget money left over from the prior year) and/or spending less than our voted budget. It is annually certified each year by the Department of Revenue (DOR). Once certified, free cash is available for appropriation throughout the fiscal year to be spent for any lawful purpose. Every dollar of free cash appropriated as a revenue in the FY-20 budget is a dollar that does not need to be raised and appropriated through taxation.

These savings are a necessity, not a luxury, and accumulate to build a targeted balance or used to fund the next year’s budget. In discussions with Standard and Poor’s leading up to our AAA rating approval, the Town was encouraged to attempt to maintain a stored asset balance of between 5% and 10% of the overall budget.

Table 3 Town Savings

FREE CASH AND STABILIZATION FUND

(Beginning of Fiscal Year)

Fiscal Year	Free Cash	% of Budget	Stabilization Fund	% of Budget	Total	% of Budget
2020	\$ 2,897,441	8.87%	\$ 520,971	1.59%	\$ 3,418,412	10.46%
2019	\$ 2,735,392	9.00%	\$ 929,062	3.06%	\$ 3,630,835	11.94%
2018	\$ 2,787,417	9.40%	\$ 895,443	3.02%	\$ 3,666,392	12.37%
2017	\$ 2,266,676	8.09%	\$ 878,975	3.14%	\$ 3,132,207	11.18%
2016	\$ 1,890,072	7.03%	\$ 865,531	3.22%	\$ 2,742,691	10.20%
2015	\$ 1,832,298	6.96%	\$ 852,619	3.24%	\$ 2,672,631	10.16%
2014	\$ 1,696,289	6.83%	\$ 840,333	3.38%	\$ 2,476,145	9.97%
2013	\$ 1,395,874	5.94%	\$ 779,856	3.32%	\$ 2,109,184	8.98%
2012	\$ 1,283,016	5.61%	\$ 713,310	3.12%	\$ 1,932,969	8.45%
2011	\$ 778,703	3.58%	\$ 649,953	2.99%	\$ 1,365,701	6.27%

Property Tax Rate and Property Valuations

The information presented in Table 4 shows the trends in the tax rate, average single family home valuation and average single family tax bill. The town’s tax rate increased by 2.38% over FY19.

Table 4: Property Tax Rates and Valuations Trends (based on MA Class 101 Properties)

	FY 16	FY 17	FY 18	FY 19	FY 20
Tax Rate (per \$1,000)	\$ 19.98	\$ 20.59	\$ 20.98	\$ 20.13	\$ 20.61
YOY % Change	0%	3.05%	1.89%	-4.05%	2.38%
Avg Single Family Valuation	\$ 442,300	\$ 449,301	\$ 460,309	\$ 483,500	\$ 495,763
YOY % Change	3.30%	1.58%	2.45%	5.04%	2.54%
Avg Single Family Tax Bill	\$ 8,837	\$ 9,251	\$ 9,657	\$ 9,733	\$ 10,201
YOY % Change	3.30%	4.68%	4.39%	0.79%	0.79%

Fiscal Year 2022 Proposed Budget Analysis **NEED TO UPDATE**

Looking forward to the 2022 requested budget and comparing to the 2021 voter-approved budget, key highlights are as follows:

- Total income is expected to rise from \$31,339,355 to \$34,672,540, an increase of 10.6%. As a percentage of overall expenditures, property tax is expected to be on or slightly less than FY21.
- FY2022 expenditures are dominated, as is typical, by the Nashoba school assessment at 51.5% of expenditures, followed by the municipal budget, debt service, and Minuteman assessment. As with all three towns in the Nashoba regional district, Stow’s educational expenses are a substantial portion of the total expenditures in any given year and so careful consideration of academic spending can have a dramatic impact on the town budget.
- Total expenditures are expected to increase by 9.47%. While the Nashoba assessment remains the largest line item, from FY2021 to FY22 the assessment decreased by 0.42%. The largest contributors to the 3.44% year-over-year increase in total expenditures were a

5.41 % increase in the municipal budget, a 337% increase in capital expenses, a 22.9% increase in the Minuteman assessment, and a 22.4% increase in special article expenditures.

The increase in municipal budget is driven predominantly through wage expenses with relatively little increase in department expenses. Further, the increase in wage expense is driven by the addition of new or amended positions far more than actual wage increases.

- Introduction of a full-time position for Assistant Town Administrator (18.9% of YoY municipal budget increase)
- Increase in Police & Dispatch due to filling a currently-absent Lieutenant position (12.6% of YoY municipal budget increase)
- An increase in overall highway & grounds wages (14.6% of YoY municipal budget increase) due to the addition of a required CDL-class driver position

Fiscal Year 2022 Special Articles – Raise & Appropriate **NEED TO UPDATE**

Special articles increased from \$600,675 to \$734,975, an increase of 22.4%. Major contributors were:

- A ‘salary reserve’ which is used for fairly compensate employees as the EIP program is phased out (59.6% of YoY special article increase). Although this results in a short-term cost, the overall impact should be a more fair and equitable pay scale as well as greater transparency in overall wages.
- MS4 permitting costs associated with the town’s NPDES requirement (29.8% of YoY special article increase). The town has limited ability to impact the costs of compliance, and the costs are expected to largely reoccur annually.
- Legal services, as the town remains engaged in several lawsuits with the Collins Foundation and others (18.6% of YoY special article increase). Unfortunately, the town’s legal costs are likely to increase before they decrease, and the allocation for FY2021 has already been consumed.
- ClearGov online budgeting software, implemented to transition the town to a more straightforward budgeting process and also to enable better future forecasting (14.9% of YoY special article increase)
- Online permitting software to enable simpler, online requesting and processing of permits such as building permits (11.2% of YoY special article increase)

Capital articles increased dramatically from \$660,835 to \$2,888,619 an increase of 337%. The majority of the capital allocation year over year increase, approximately 65.8%, is driven by allocation of CPC funds:

- Stow Acres restriction of \$1,500,000 (51.9% YoY capital article increase)
- Hallock point acquisition of \$400,000 (13.8% % YoY capital article increase)

Omitting the CPC fund usage, significant contributors to the \$958,619 year over year increase are predominantly driven by the town’s need to replace aging vehicles. Stow tends to maintain vehicles for extended periods, with highway equipment having service lifetimes upwards of 30 years.

Having deferred vehicle replacement, the town is now in a place where key pieces of highway equipment and 30% of the police cruiser fleet is no longer safe to operate and must be replaced.

- Highway department vehicles (40.5% of non-CPC YoY increase)
 - A 6-wheel dump truck for \$135,000 (19.3% of non-CPC YoY increase) used for town plowing in addition to typical dump truck purposes
 - A bucket truck for \$185,000 (14.1% of non-CPC YoY increase) replacing a non-operational bucket truck that is no longer safe.
 - A pickup truck for \$68,000 (7.1% of non-CPC YoY increase) used for town plowing in addition to typical pickup truck purposes
- Facilities upgrades (18.7% of non-CPC YoY increase) to implement ADA-compliant exterior doors and an electronic key system at the Town Building.
- A pair of hybrid police cruisers (10.3% of non-CPC YoY increase), replacing three current cruisers for a net decrease in fleet size. Two of the three cruisers being removed from service are not operational with repair costs in excess of their current value.

NEED TO UPDATE

Conclusion

Coupled with the growth in housing prices, the Town-wide valuation has grown faster than our costs (i.e. budget expenditures growth) allowing the Town to fund approved projects and capital items for the last several years. Moreover, as of early May, the Town enjoys more than enough stored assets, and could borrow at the lowest rates due to our AAA rating. Moreover, the Town Administrator is estimating a \$3M excess Tax Levy. As previously mentioned, this allows the town to borrow money at a more favorable rate.

It is our opinion that this is a fair and accurate picture of the Town's financial state. Whether you are pleased or displeased, the Finance Committee reminds everyone that Town Meeting directly controls the rate of growth of Town expenses. We encourage your participation.

Respectfully submitted,

Erica Benedick (Chair), Atli Thorarensen (Vice Chair), Chris Buck (Member), Zack Burns (Member), Brian Patuto (Member), and Jean Vangness (Administrative Assistant).

with thanks to the FY20 committee:

Rich Eckel (Chair), Atli Thorarensen (Vice Chair), Erica Benedick (Member), Chris Buck (Member), Peter McManus (Member), and Jean Vangness (Administrative Assistant).

TOWN ADMINISTRATOR'S FY23 BUDGET RECOMMENDATION LETTER



Town of Stow
Office of the
Town Administrator

380 Great Road
Stow, MA 01775
Tel: 978-897-2927

Denise M. Dembkoski
Town Administrator
townadministrator@stow-ma.gov

To: Select Board, Finance Committee, and Stow Residents

From: Denise M. Dembkoski, Town Administrator

Re: FY23 Budget Recommendations

Date: April 1, 2022

The Fiscal Year 2023 (FY23) Operating Budget process provided an opportunity for management to, once again, undertake an honest assessment of town functions to determine what is working and what changes are necessary. Some of the recommended changes contained within this memorandum will have cost implications for the FY23 budget. Beginning in the FY22 budget, we started making some necessary staffing changes, which would bring the needed staffing levels up to par on an operational standpoint. This FY23 budget includes some new or modified staffing to take the next step towards our goal of providing the most resources to our residents, while maintaining a streamlined and efficient budget.

Like last year, we are still getting out from under the accumulation of years of conservative budgeting, which while assisting the town in limiting our expenditure outlay and increased our Unused Levy Capacity to \$2.4M, created other operational issues within the Town. We took a major step with the addition of an Assistant Town Administrator to function as the Human Resources Director, and were also able to add highway and library staff. This year, the focus is on facilities and community services.

At the 2021 Annual Town Meeting, I presented changes to the Wage & Classification Schedules after a consultant was brought in to review the salaries of non-union staff. These new schedules now include the \$145,000 in funding that was previously voted as a separate warrant article for an education incentive. When reviewing the budget, it will look like there was a tremendous increase given to employees. That, however, is not accurate. The budget now properly includes all wages paid to employees, inclusive of the education incentive and any stipends. A 3% Cost of Living Adjustment was provided to all employees and those who were eligible to increase a Step, did so. While it looks like a big impact, in FY21, \$225,000 was approved in warrant articles to account for the education incentive and implementation of the new schedules. These were approved as separate articles and now they are fully incorporated into the budget. While it may look like a lot, the net of these changes is minor.

There are, however, a few new personnel related changes that I am recommending for FY23, which are articulated below.

In this budget, I am recommending the following staffing changes:

- Adding One (1) full-time custodian
- Promoting existing custodian to a Maintenance Craftsman

- Adding Two (2) part-time administrative staffers to cover the front desk at the Pompositicut Community Center
- Increasing the part-time police administrative assistant to a full-time position

Full – Time Custodian and Promotion of Existing Custodian

During a recent review of the facilities department, it was determined that we are lacking resources to properly clean and maintain the six (6) municipal buildings. With current staffing of 1 ½ employees, there are not enough hours budgeted for to properly cover the square footage of the buildings. Additionally, there is no backup coverage during employee leave (sick, vacation). When the full-time custodian is out, buildings are not cleaned for days. This is unacceptable to employees and patrons. All buildings are open to the public and should be serviced and maintained up to set standards.

With the addition of one (1) employee, we will have proper coverage to clean and maintain all facilities weekly and enough backup coverage when someone is out. Additionally, I have assigned the Assistant Facilities Manager to be the primary contact with all facilities maintenance and cleaning matters streamlining the process with Department Heads when they have a problem or concern. I am also recommending to create a new position for the existing custodian, of Maintenance Craftsman. Our existing custodian makes repairs, paints, oversees the mechanics in the buildings and does so much more than just cleaning and he should be recognized accordingly.

The cost associated with these changes is: \$ 43,925 or a .0014% increase

Adding Two (2) part-time administrative staffers to cover the front desk at the Pompositicut Community Center

Since my arrival here it has been evident that the Council on Aging’s handling of the front desk has been remarkable. They were utilizing Senior Tax Work-off residents to cover the desk, triage questions and visitors, and assist with basic daily tasks. With Pompo fully reopen in this post-pandemic world, the needs have greatly increased. Pompo covers the COA, Recreation, Veterans Services, the Town Social Worker, and the Community Center. While the Senior Tax Work-Off staff has been fantastic, it is time we prioritize this essential need and provide proper resources for those calling and entering Pompo, and freeing up the COA staff to focus on their respective jobs, instead of constantly having to oversee the front desk.

The cost associated with these changes is: \$ 39,375 or a .0013%

Increasing the police part-time administrative assistant to full-time

Increasing the administrative assistant hours at the Police Station has become a needed change. Over the years, we have been very lucky to have the admin, that we have, filling this role, but it is evident that we need more hours than she is able to give (as a result of being limited under retirement laws). Additionally, we are looking to broaden this role to handle much of the automation of the administration of the police department. Automating and modernizing processes, as well as maintaining the website, and updating forms and procedures to make it easier for the officers and the public. It also is not fiscally prudent to have the highest paid member of the department, the Chief, working on administrative duties, since there are not enough admin hours to do what is required.

While there is a cost associated with these additional 14 hours, the impact is budget neutral, as there are other personnel cost savings within the department.

The cost associated with these changes is: \$ 0

DPW Unionization

In addition to these staffing changes, another big personnel-related change is in the formation of a DPW Union. As of July 1, 2021, the highway laborers and cemetery supervisor have joined the Teamsters Union. We negotiated over the course of several months and have tentatively finalized an agreement with the financial

component taking effect on July 1, 2022. The increases to the Wages of the Highway and Cemetery Department are inclusive of all negotiated salaries and benefits on the new Collective Bargaining Agreement.

During the negotiation process, we determined that a number of employees were paid well below the market rate and needed to be brought up to a market-rate level.

Elections

Fiscal Year 2023 has three scheduled elections, with potential for a fourth to be called. Every election has staffing needs and expenses to obtain the materials, program the ballot tabulators, etc. For FY23 those additional costs total almost \$40,000 over the FY22 budget.

Education

Unfortunately for us, this year we have received assessments from the two school districts (Nashoba Regional School and Minuteman Vocational) totaling more than \$1M combined. This more than One Million Dollar increase is an increase of more than 5.3% over the FY21 assessments and almost \$300,000 more than the increased tax revenue we project under Prop 2 ½.

The 35.7% assessment increase (or \$564,299) at Minuteman is mainly due to increased enrollment and less out-of-district students attending. Since the new school opened, Minuteman has seen an increase in applications, primarily from member towns. As a result of fewer out-of-district students attending, the member towns need to pay more to cover those costs. Additionally, over the last several years, Stow's enrollment at Minuteman has increased to 57 students up from just 16 students five years ago.

The Nashoba increase is not as cut and dry to articulate. They have established their budget with an overall increase of about 5% over FY22. There is not one driving factor that we can point to as the basis for the increase. As a result of their total budget increase, Stow's assessment has increased 2.64% (or \$476,072) over the FY22 assessment.

There were other small changes within the FY23 Budget Proposal, but all other budgetary impacts were minor, as there are no proposed new programs. During FY23, we will continue to look for ways to make doing business with the Town more efficient while also remaining cost effective.

The total FY23 Budget Request is increased by 6.38% over FY22. However, with the school's \$1M increase, they have increased the overall budget by 3.52% and the municipal budgets have increased by 2.86%.

When I include the general fund articles that are to be voted on, those have decreased by more than \$240k in total. Since the education incentive and funds to implement the classification study have been absorbed by the budget, it was expected that individually the budget requests would increase, while the article requests would decrease. When you combine the budget line items and articles for a total taxpayer impact, the schools have increased the funding by 3.44%, with the municipal side at 1.98%, with a total overall increase of 5.42% over FY22.

As I indicated in my letter last year, the Town is still in the process of catching up from years of static staffing levels, even though the number of residents has continued to grow. These few personnel changes will almost fully complement our needs. I do expect over the next few years to need to review our public safety personnel. As more and more developments are being built, the current staffing levels in police and fire/EMS will not be sufficient to keep up with the demand for service.

I believe this FY23 budget is necessary for effective Town operations and ask for your support. I welcome an opportunity to discuss the FY23 Budget and answer any questions anyone may have.

Thank you.



WARRANT FOR 2022 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, or the Stow Town Clerk, in the County of Middlesex,
GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HUGH MILL AUDITORIUM AT THE HALE MIDDLE SCHOOL,
55 HARTLEY ROAD, STOW, MA

**In said Town on
SATURDAY, THE FOURTEENTH DAY OF MAY 2022
AT 9:00 A.M.**

Then and there to act on the following Articles, namely:

ARTICLE 1. Reports of Select Board and Other Officers and Committees

To hear and accept the reports of the Select Board and other Officers and Committees of the Town for Calendar Year 2021; or take any other action relative thereto.

(Select Board)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

The Select Board and other officials including Committees like the Finance Committee produce official reports for the Town. This proforma article calls for the Town to accept and hear these reports.

ARTICLE 2. Reports of Special Committees

To hear and accept the reports of special committees for Calendar Year 2021; or take any other action relative thereto.

(Select Board)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

During Calendar Year 2021, special committees were created and the committees produce official reports for the Town to review. This proforma article calls for the Town to accept and hear these reports.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2023

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules, and inserting in place thereof the following new Schedules; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This Wage and Salary Schedule now include the \$145,000 from the Education Incentive Program (EIP) – which was previously budgeted for separately in an article. There are no longer any separate Education Incentives for bylaw employees. All salaries are based on these new schedules, inclusive of any educational requirements for the position.

**FY 2023 SALARY AND WAGE CLASSIFICATION
SCHEDULE A**

GRADE	TITLE	DEPARTMENT
Contract	Town Administrator	Administration
Contract	Police Chief	Police
Contract	Fire Chief	Fire
8	Assistant Town Administrator Building Commissioner Lieutenant Highway Superintendent	Administration Building / Facilities Police Highway
7	Principal Assessor Executive Director - COA Conservation Director Library Director Town Planner Recreation Director Town Accountant Town Clerk Treasurer -Collector	Assessing COA Conservation Library Planning Recreation Town Accountant Town Clerk Treasurer / Collector
6	Assistant Facilities Manager / Building Inspector Community Service Coordinator - COA Assistant Superintendent IT Director Stow TV Director	Building / Facilities COA Highway IT Stow TV
5	Assistant Assessor Outreach Coordinator - COA Conservation Assistant Librarian – Circulation and Tech Services Librarian - Youth Services Assistant Planner / GIS Administrator Executive Assistant Executive Assistant Assistant Town Clerk Assistant Treasurer Collector	Assessing COA Conservation Library Library Planning TA / BOS Health Town Clerk Treasurer / Collector
4	Administrative Assistant - Facilities Maintenance Craftsperson Administrative Assistant - COA Outreach Worker Senior Van Driver - Coordinator Payroll Coordinator Administrative Assistant - Police Administrative Assistant - Highway Administrative Assistant - Recreation Administrative Assistant - ZBA	Building / Facilities Building / Facilities COA COA COA Treasurer / Collector Police Highway Recreation Zoning Board of Appeals

3	Department Assistant - Assessing Department Assistant - CPC Department Assistant - COA Department Assistant - Library Department Assistant - Health Department Assistant - Planning Department Assistant - TA/BOS Finance Committee Secretary	Assessing CPC COA Library Health Planning TA / BOS Finance Committee
2	Custodian Library Aide Stow TV Access Coordinator Stow TV Technical Assistant	Building / Facilities Library Stow TV Stow TV
1	Library Page	Library

GRADE	1	2	3	4	5	6	7	8	GRADE
Step 1	\$15.84	\$18.22	\$21.86	\$25.14	\$28.91	\$31.80	\$36.57	\$45.71	Step 1
Step 2	\$16.24	\$18.68	\$22.41	\$25.77	\$29.63	\$32.60	\$37.48	\$46.85	Step 2
Step 3	\$16.65	\$19.15	\$22.97	\$26.41	\$30.37	\$33.42	\$38.42	\$48.02	Step 3
Step 4	\$17.07	\$19.63	\$23.54	\$27.07	\$31.13	\$34.26	\$39.38	\$49.22	Step 4
Step 5	\$17.50	\$20.12	\$24.13	\$27.75	\$31.91	\$35.12	\$40.36	\$50.45	Step 5
Step 6	\$17.94	\$20.62	\$24.73	\$28.44	\$32.71	\$36.00	\$41.37	\$51.71	Step 6
Step 7	\$18.39	\$21.14	\$25.35	\$29.15	\$33.53	\$36.90	\$42.40	\$53.00	Step 7
Step 8	\$18.85	\$21.67	\$25.98	\$29.88	\$34.37	\$37.82	\$43.46	\$54.33	Step 8
Step 9	\$19.32	\$22.21	\$26.63	\$30.63	\$35.23	\$38.77	\$44.55	\$55.69	Step 9
Step 10	\$19.80	\$22.77	\$27.30	\$31.40	\$36.11	\$39.74	\$45.66	\$57.08	Step 10
Step 11	\$20.30	\$23.34	\$27.98	\$32.19	\$37.01	\$40.73	\$46.80	\$58.51	Step 11
Step 12	\$20.81	\$23.92	\$28.68	\$32.99	\$37.94	\$41.75	\$47.97	\$59.97	Step 12

SCHEDULE B
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,735
Assistant Registrar of Voters	343
Registrar of Voters	171
Tree Warden	7,070
Veterans' Service Officer	2,370

SCHEDULE C
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	17.57
COA Substitute Van Driver	17.07
COA Substitute Van Driver CDL	19.61
Dispatcher, part-time	23.34
Election Clerical Assistance	14.25
Election Clerk	18.00
Election Teller	14.25
Election Warden	17.02
Emergency Medical Technician (call)	20.09
EMT - (call)	21.93
Firefighter (call)	20.09
Firefighter/EMT - (call)	22.82
Fire Lieutenant - (call)	24.69
Per Diem Firefighter/EMT (call)	22.82
Prisoner Watch	24.77
Police Officer, part-time	25.00

SCHEDULE D
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
EMS Quartermaster	1,000
EMS Coordinator	500
EMS Schedule Coordinator	750
Fire Lieutenant (call)	1,000

SCHEDULE E
SEASONAL EMPLOYEE RATE SCHEDULE

Seasonal Grade	Titles in Grade	Steps	FY23
Grade 1	Beach Checkers	1	14.50
	Assistant Camp Counselor	2	14.72
	Conservation Trail Stewards	3	14.94
		4	15.09
		5	15.24
		6	15.39
Grade 2	Head Counselor	1	15.23
	Junior Lifeguard	2	15.45
		3	15.69
		4	15.92
		5	16.16
		6	16.40
Grade 3	Lifeguard (Senior Lifeguard)	1	15.99
		2	16.23
		3	16.47
		4	16.72
		5	16.97
		6	17.22
Grade 4	Head Lifeguard	1	17.19
	WSI Instructor	2	17.44
		3	17.70
		4	17.97
		5	18.24
		6	18.51
Grade 5	Water-Front Director	1	19.08
	Assistant Camp Director	2	19.36
		3	19.65
		4	19.95
		5	20.25
		6	20.55
Grade 6	Camp Director	1	21.17
		2	21.49
		3	21.81
		4	22.14
		5	22.47
		6	22.81

ARTICLE 4. General Budget for Fiscal Year 2023

To see what sums of money the Town will vote to raise and appropriate, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This General Budget is being presented at \$31,408,624, which is up a total of 6.4% over Fiscal Year 2022, which ends on June 30, 2022. The Municipal budget is up at total of 2.88%, with the schools increasing a total of 3.52%.

In large part, the General Municipal budget line item is the sum of the wage and salaries detailed in Article #3 and all wages covered by Collective Bargaining Agreements, plus expenses of all Town departments. It also contains Town-wide expenses such as property and casualty insurance, debt, technology services, and employee health insurance.

Departmental Salaries comprise 54% of the Municipal Budget and 18% of the General Budget.

Departmental Expenses comprise 14% of the Municipal Budget and 5% of the General Budget.

Insurance & Debt comprise 32% of the Municipal Budget and 11% of the General Budget.

The School Budgets comprise 66% of the General Budget.

Non-Discretionary Items - It is important to recognize that the Town Administrator exercises NO direct budget over several budget items including employee pensions, school assessments, the annual debt payment, and state/county charges which are significant budget drivers of the General Budget.

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 76			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 37			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	45.00	45.00	45.00	

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
2	MODERATOR EXPENSES	46.00	46.00	46.00	
	TOTAL MODERATOR	91.00	91.00	91.00	0.00
	TOWN ADMINISTRATION				
3	SELECT BOARD OFFICE WAGES	81,454.00	89,598.00	89,598.00	
4	SELECT BOARD OFFICE EXPENSES	11,980.00	9,450.00	9,450.00	
5	TOWN ADMINISTRATOR SALARY	145,950.00	150,328.00	150,328.00	
6	ASSISTANT TOWN ADMINISTRATOR WAGES	85,000.00	91,709.00	91,709.00	
7	OTHER WAGES	0.00	2,500.00	2,500.00	
8	TOWN ADMINISTRATOR EXPENSES	11,250.00	16,250.00	16,250.00	
	TOTAL ADMINISTRATION	335,634.00	359,835.00	359,835.00	0.00
	FINANCE COMMITTEE				
9	FINANCE COMMITTEE WAGES	4,657.00	1,000.00	1,000.00	
10	RESERVE FUND	80,000.00	80,000.00	80,000.00	
11	FINANCE COMMITTEE EXPENSES	1,600.00	1,000.00	1,000.00	
	TOTAL FINANCE COMMITTEE	86,257.00	82,000.00	82,000.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	TOWN ACCOUNTANT				
12	ACCOUNTANT SALARY	67,650.00	69,680.00	69,680.00	
13	ACCOUNTANT CLERK SALARY	450.00	500.00	500.00	
14	ACCOUNTANT EXPENSES	2,125.00	2,125.00	2,125.00	
	TOTAL TOWN ACCOUNTANT	70,225.00	72,305.00	72,305.00	0.00
	ASSESSORS				
15	PRINCIPAL ASSESSOR'S WAGES	80,779.00	93,542.00	93,542.00	
16	ASSESSORS CLERICAL WAGES	80,091.00	98,790.00	98,790.00	
17	ASSESSORS EXPENSES	8,200.00	15,630.00	15,630.00	
	TOTAL ASSESSORS	169,070.00	207,962.00	207,962.00	0.00
	TREASURER-COLLECTOR				
18	TREASURER-COLLECTOR SALARY	78,714.00	90,745.00	90,745.00	
19	TREASURER-COLLECTOR CLERICAL WAGES	88,501.00	96,509.00	98,340.00	
20	TREASURER-COLLECTOR EXPENSES	49,174.00	51,655.00	54,655.00	
	TOTAL TREASURER-COLLECTOR	216,389.00	238,909.00	243,740.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	INFO TECH				
21	IT CLERICAL WAGES	42,578.00	45,832.00	45,832.00	
22	IT EXPENSES	172,540.00	187,876.00	187,876.00	
	TOTAL INFO TECH	215,118.00	233,708.00	233,708.00	0.00
	TOWN CLERK				
23	TOWN CLERK SALARY	81,818.00	94,426.00	94,426.00	
24	TOWN CLERK OTHER WAGES	66,566.00	65,409.00	65,409.00	
25	ELECTION WAGES	0.00	28,124.00	28,124.00	
26	TOWN CLERK EXPENSES	18,615.00	29,043.00	29,043.00	
	TOTAL TOWN CLERK	166,999.00	217,002.00	217,002.00	0.00
	CONSERVATION COMMISSION				
27	CONSERVATION DIRECTOR	76,127.00	93,902.00	93,902.00	
28	CONSERVATION COMMISSION CLERICAL WAGES	36,855.00	55,794.00	55,794.00	
29	CONSERVATION COMMISSION EXPENSES	4,900.00	5,000.00	5,000.00	
	TOTAL CONSERVATION COMMISSION	117,882.00	154,696.00	154,696.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	PLANNING BOARD				
30	TOWN PLANNER	86,411.00	102,344.00	102,344.00	
31	PLANNING BOARD CLERICAL WAGES	82,118.00	86,503.00	86,503.00	
32	PLANNING BOARD EXPENSES	5,850.00	5,250.00	5,250.00	
	TOTAL PLANNING BOARD	174,379.00	194,097.00	194,097.00	0.00
	BOARD OF APPEALS				
33	BOARD OF APPEALS CLERICAL WAGES	21,610.00	32,656.00	29,390.00	
34	BOARD OF APPEALS EXPENSES	2,200.00	4,250.00	4,250.00	
	TOTAL BOARD OF APPEALS	23,810.00	36,906.00	33,640.00	0.00
	MUNICIPAL BUILDING				
35	MUNI BUILDING & PROPERTY WAGES	139,719.00	176,299.00	176,298.00	
36	MUNI BUILDING & PROPERTY EXPENSES	162,700.00	168,910.00	172,910.00	
	TOTAL MUNICIPAL BUILDING	302,419.00	344,289.00	349,208.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	OTHER GENERAL GOVERNMENT				
37	TOWN REPORTS EXPENSES	7,500.00	7,500.00	7,500.00	
	TOTAL OTHER GENERAL GOVERNMENT	7,500.00	7,500.00	7,500.00	0.00
	TOTAL GENERAL GOVERNMENT	1,885,773.00	2,146,680.00	2,151,726.00	0.00
-	<u>PUBLIC SAFETY</u>	LINES 38 - 46			
	POLICE DEPT				
38	POLICE CHIEF SALARY	131,514.00	135,460.00	135,460.00	
39	POLICE & DISPATCH WAGES	1,447,955.00	1,471,873.00	1,471,873.00	
40	POLICE & DISPATCH EXPENSES	116,850.00	122,300.00	122,300.00	
	TOTAL POLICE DEPT	1,696,319.00	1,729,633.00	1,729,633.00	0.00
	FIRE AND EMS				
41	FIRE CHIEF SALARY	113,643.00	107,120.00	107,120.00	
42	FIRE AND EMS WAGES	646,726.00	719,454.00	719,454.00	
43	FIRE AND EMS EXPENSES	79,500.00	82,400.00	82,400.00	
	TOTAL FIRE AND EMS	839,869.00	908,974.00	908,974.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	BUILDING INSPECTOR				
44	BUILDING INSPECTOR WAGES	81,111.00	103,748.00	103,748.00	
45	BUILDING DEPT CLERICAL WAGES	57,567.00	60,986.00	63,642.00	
46	BUILDING DEPT EXPENSES	6,695.00	8,745.00	8,745.00	
	TOTAL BUILDING INSPECTOR	145,373.00	173,479.00	176,135.00	0.00
	TOTAL PUBLIC SAFETY	2,681,561.00	2,812,086.00	2,818,800.00	0.00
	<u>PUBLIC WORKS AND FACILITIES</u>	LINES 47 - 55			
	HIGHWAY AND GROUNDS				
47	SUPT OF STREETS SALARY	110,249.00	125,218.00	125,218.00	
48	HIGHWAY & GROUNDS WAGES	621,189.00	670,110.00	685,000.00	
49	HIGHWAY & GROUNDS EXPENSES	154,775.00	170,700.00	178,000.00	
50	SNOW AND ICE REMOVAL EXPENSE	200,000.00	200,000.00	200,000.00	
	TOTAL HIGHWAY & GROUNDS	1,086,213.00	1,166,028.00	1,188,218.00	0.00

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	OTHER PUBLIC WORKS				
51	MUNICIPAL LIGHTING	7,000.00	7,000.00	7,000.00	
52	GASOLINE & DIESEL FUEL EXPENSE	76,000.00	76,000.00	76,000.00	
	TOTAL OTHER PUBLIC WORKS	83,000.00	83,000.00	83,000.00	0.00
	CEMETERY DEPT				
53	CEMETERY SUPERINTENDENT	71,935.00	77,493.00	81,933.00	
54	CEMETERY SALARY AND WAGES	9,450.00	9,000.00	9,000.00	
55	CEMETERY EXPENSES	6,450.00	5,600.00	5,600.00	
	TOTAL CEMETERY DEPT	87,835.00	92,093.00	96,533.00	0.00
	TOTAL PUBLIC WORK & FACILITIES	1,257,048.00	1,341,121.00	1,367,751.00	0.00
	<u>HUMAN SERVICES</u>	LINES 56 - 63			
	HEALTH DEPT				
56	HEALTH ADMINISTRATIVE ASSISTANT	60,759.00	68,699.00	68,699.00	
57	HEALTH DEPARTMENT WAGES	17,901.00	15,747.00	15,747.00	

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
58	HEALTH DEPARTMENT EXPENSES	65,876.00	71,341.00	74,341.00	
	TOTAL HEALTH DEPT	144,536.00	155,787.00	158,787.00	0.00
	COUNCIL ON AGING				
59	EXECUTIVE DIRECTOR SALARY	77,020.00	94,476.00	94,476.00	
60	COUNCIL ON AGING WAGES	165,115.00	199,907.00	213,690.00	
61	COUNCIL ON AGING EXPENSES	12,358.00	12,497.00	12,497.00	
	TOTAL COUNCIL ON AGING	254,493.00	306,880.00	320,663.00	0.00
	VETERANS' DEPT				
62	VETERANS' SERVICE OFFICER SALARY	2,301.00	2,370.00	2,370.00	
63	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	
	TOTAL VETERANS' DEPT	2,601.00	2,670.00	2,670.00	0.00
	TOTAL HUMAN SERVICES	401,630.00	465,337.00	482,120.00	0.00
	<u>CULTURE AND RECREATION</u>	LINES 64 -73			

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
	LIBRARY DEPT				
64	LIBRARY DIRECTOR SALARY	73,331.00	95,472.00	95,472.00	
65	LIBRARY WAGES	136,364.00	170,819.00	170,819.00	
66	LIBRARY EXPENSES	76,851.00	85,226.00	85,226.00	
	TOTAL LIBRARY DEPT	286,546.00	351,517.00	351,517.00	0.00
	RECREATION COMMISSION				
67	RECREATION DIRECTOR	71,935.00	88,192.00	88,192.00	
68	RECREATION WAGES	11,665.00	14,000.00	14,000.00	
69	RECREATION EXPENSES	24,500.00	24,500.00	24,500.00	
	TOTAL RECREATION COMMISSION	108,100.00	126,692.00	126,692.00	0.00
	LAKE BOON COMMISSION				
70	LAKE BOON COMMISSION EXPENSES	2,333.00	7,733.00	7,733.00	
	TOTAL LAKE BOON COMMISSION	2,333.00	7,733.00	7,733.00	0.00
	OTHER CULTURE & RECREATION				

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
71	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	
72	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	
73	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	0.00
	TOTAL CULTURE & RECREATION EXPENSES	399,179.00	488,142.00	488,142.00	0.00
	<u>TOWN WIDE EXPENSES</u>	LINES 74 -76			
74	GROUP INSURANCE	960,000.00	1,050,000.00	1,050,000.00	
75	INSURANCE AND BONDS	180,000.00	190,000.00	190,000.00	
76	TELEPHONE	20,000.00	15,000.00	15,000.00	
	TOTAL TOWN WIDE EXPENSES	1,160,000.00	1,255,000.00	1,255,000.00	0.00
	MUNICIPAL BUDGET TOTAL	7,785,191.00	8,508,366.00	8,563,539.00	0.00
	<u>EDUCATION</u>	LINES 77 - 78			
	SCHOOL DISTRICTS				

LINE NO.	DEPARTMENT	FY 2022 ACTUAL BUDGET	FY 2023 BUDGET REQUEST	FY 2023 BUDGET TOWN ADMIN RECOMMEND	FY 2023 BUDGET FINANCE COMMITTEE RECOMMEND
77	NASHOBA REG SCHOOL DIST ASSESSMENT	18,059,890.00	18,535,962.00	18,535,962.00	
78	MINUTEMAN VOC TECH ASSESSMENT	1,580,804.00	2,145,103.00	2,145,103.00	
	TOTAL DISTRICT ASSESSMENTS	19,640,694.00	20,681,065.00	20,681,065.00	0.00
	<u>DEBT SERVICE</u>	LINES 79 -81			
	PRINCIPAL				
79	MATURING PRIN LONG-TERM DEBT	1,322,000.00	1,448,211.00	1,448,211.00	
	TOTAL MATURING PRINCIPAL	1,322,000.00	1,448,211.00	1,448,211.00	0.00
	INTEREST				
80	INT ON LONG-TERM DEBT - BONDS	767,130.00	714,809.00	714,809.00	
81	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	
	TOTAL INTEREST ON MATURING DEBT	768,130.00	715,809.00	715,809.00	0.00
	TOTAL DEBT SERVICE	2,090,130.00	2,164,020.00	2,164,020.00	0.00
	TOTAL	29,516,015.00	31,353,451.00	31,408,624.00	0.00

BEGINNING OF CONSENT CALENDAR

ARTICLE 5. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Select Board, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2023, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Fifty Thousand Dollars (\$50,000) for FY 2023, to be expended by the Select Board without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures although a 10% fee retained by the Town may increase revenue and reduce expenditures.

This article authorizes a revolving fund for Inspection fees and allows the use of the generated funds to pay for the inspection related expenses only (e.g. Inspector's wages). See Appendix A for balance of this fund.

ARTICLE 6. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Select Board, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2023 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2023, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures although fees retained by the Town may increase revenue and reduce expenditures.

This article authorizes a revolving fund for the Fire Department to pay for administration costs of running the Town's ambulances. Fees charged in association with the use of the Stow ambulances are deposited into this account, then transferred to the General Account as a revenue source. See Appendix A for balance of this fund.

ARTICLE 7. Stow Cultural Council

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, the sum of One Thousand Five Hundred Dollars (\$1,500), to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of the article increases expenditures.

ARTICLE 8. Smart911/RAVE Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) to be expended under the direction of the Town Administrator, for the purpose of paying for a town-wide telephonic emergency notification system known as Smart911/RAVE, including all costs incidental and related thereto; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The Smart911/RAVE system allows Town officials to reach the appropriate constituencies when necessary. For example, if there is an emergency, the Town could reverse dial Stow citizens to tell them which roads are open or closed. The balance in this account as of March 31, 2022, is \$3,241.75.

ARTICLE 9. Weights and Measures Testing

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town’s Weights and Measures testing, including all costs incidental and related thereto; or take any other action relative thereto.

(Select Board)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article funds the regulation for specific items such as gas station pumps. The balance in this account as of March 31, 2022, is \$1,250.00 with the annual payment due in June.

ARTICLE 10. Transfer to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Ten Thousand Three Hundred and Twenty-Five Dollars (\$10,325); or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

The Conservation Land Maintenance Account is an account which receives fees paid by people to rent garden plots and to lease farmland. The entire balance of this fund is transferred annually to the Conservation Fund.

ARTICLE 11. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer from the Wetlands Protection Fund the sum of Three Thousand Twenty Dollars and No Cents (\$3,020) as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

The Conservation Commission is responsible for administering the Wetlands Protection Act (M.G.L. Ch. 131, Section 40) as well as the Town of Stow Wetland Protection Bylaw which was adopted by Town Meeting in 1983. Under these laws, the Commission is required to review and issue permits for any proposals to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. This permitting process helps protect the town's drinking water and wildlife habitat, and helps prevent storm damage, pollution and flooding.

The Wetlands Protection Fund receives money from permit application fees paid by town members. These fees are paid if a town member wants to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. These funds are to be used for the costs associated with administration of the Wetlands Protection Act. The Wetlands Protection Fund has a balance of \$54,574.82 as of 3/31/2022, with a 5-year average balance of \$52,570.

ARTICLE 12. Addition to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The Conservation Commission is Stow's largest landowner and depends on the Conservation Fund, established in the 1960s, for management of 2000 acres of land and conservation restrictions including our contract Land Steward, trail mowing, hazard tree removal, and occasional expenses associated with land acquisition. The funds also pay for community garden-related expenses, which is partially offset by plot fees. This appropriation will help maintain the fund, and replenish the Conservation Land Steward's contracted expense.

The Conservation Fund receives money from the Conservation Land Management account (see Article #9), and from this annual Special Article. The money is used to pay for legal work and for conservation land purchase appraisals, the care of the community gardens, invasive species control, purchase of tools and signage for conservation land and for the salary of our paid Land Steward. The fund has a current balance of \$36,795, which is lower than the average balance over the last five years.

ARTICLE 13. Assabet River Water Chestnut Control

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of One Thousand Six Hundred Dollars (\$1,600) to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow; or to take any other action relative thereto.

(Conservation Commission)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article funds river clean up expenses and possibly a small stipend for a volunteer coordinator. This amount has decreased from the FY22 request. The balance in this account as of March 31, 2022, is \$2,300.

ARTICLE 14. Update of Property Valuations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any other action relative thereto.

(Assessors)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

These funds pay for software maintenance, special appraisals, and listing and valuation services and an occasional consultant. The balance in this account as of March 31, 2022, is \$25,504.63

ARTICLE 15. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Two Thousand Dollars (\$2,000) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with General Laws Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

These funds are used by the Town Clerk to fulfill her statutory requirement to keep archived hard copies of Town records. For many years the request has been minimal at \$200, but the increased amount should allow the Clerk to bind and repair records in larger batches. The balance in this account as of March 31, 2022, is \$2,933.20.

ARTICLE 16. Highway Road Machinery, Private Ways, and Municipal Parking Lots

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below; or take any other action relative thereto.

- 1. For the Road Machinery Account \$80,000
- 2. For Repairs on Private Ways \$15,000
- 3. For Repairs on Municipal Parking Lots \$10,000

(Highway Department)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article allows Highway to spend money to repair our private ways, maintain our highway equipment, and make repairs to municipal parking lots on an annual basis. The combined balance in these accounts as of March 31, 2022, is \$36,521.34.

ARTICLE 17. Highway Engineering Fees

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000), for the purpose of paying consulting/engineering cost associated with roadways, culverts, and other highway related needs, including any other expenses related thereto; or take any action relative thereto.

(Highway Department)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

Consulting services for engineering for wetland delineation and surveying, plotting existing conditions to fix culvert issues. The Highway Department does not own the necessary equipment to do this in-house.

ARTICLE 18. Household Hazardous Waste Collection

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

Stow, along with ten other towns, is a member of the Devens Regional Household Hazardous Products Collection Center (Collection Center). This article covers our membership fee. This amount has decreased from the FY22 request. The balance in this account as of March 31, 2022, is \$3,795.95.

ARTICLE 19. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Hundred Dollars (\$500) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article allows for the disposal of solid waste the Town accumulates from roadsides, etc. The balance in this account as of March 31, 2022, is \$1,280.

ARTICLE 20. Stow TV Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of One Hundred Forty-Six Thousand Eight Hundred Seventy Dollars (\$146,870) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV; or take any action relative thereto.

(Stow TV)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

Stow TV is managed by LACAC, which receives revenues from the town’s cable customers (as a fee on your cable bill) to pay for its operating expenses. StowTV is financially self-sustaining as funding for this station is provided through a license agreement originally with Comcast and Verizon.

ARTICLE 21. Holiday Decorations and Lighting Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Seven Thousand Dollars (\$7,000) to be added to any balance remaining from the previous appropriation, and to be expended by the Highway Department or Town Administrator, for the purpose of purchasing and installing holiday decorations and lights on municipal properties, including all costs incidental and related thereto; or take any other action relative thereto.

(Highway Department)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The balance in this account as of March 31, 2022, is \$2,430.25.

ARTICLE 22. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining from the previous appropriation, for a Town financial audit and other Financial-related services; or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This request has decreased from the FY22 amount as a result of rebidding the auditing services. The balance in this account as of March 31, 2022, is \$35,600.

ARTICLE 23. Transfer to OPEB Trust Fund

(CONSENT CALENDAR)

To see if the Town will vote to transfer Two Hundred Thirty-Five Thousand Dollars (\$235,000) from Fiscal Year 2021 Town Free Cash to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

OPEB principally involves funding retiree health care benefits, but also may include life insurance, disability, legal and other services. These benefits are provided by State and Local Governments to their retired employees. In FY2019, the Town Administrator engaged a consultant to review and help recommend the ideal amount of money to contribute to the OPEB Trust Fund. The annual OPEB contributions are now derived from that analysis. Current OPEB balance - \$1,132,556.

ARTICLE 24. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Eleven Dollars (\$56,211) as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures.

This article transfers money collected through the tax bills of Harvard Acres residents who applied for and received loans from the State for expenses associated with digging wells about 10 years ago. The Town collects the 1% fee to administer the loans on behalf of the State. This loan is set to expire in FY2024.

ARTICLE 25. Water System Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems; or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The Town has two public water systems, one for Town Hall, the other at Pompositticut Community Center. This money pays for monthly water testing of these systems.

ARTICLE 26. Select Board's Small Purchases Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Select Board; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article funds a Small Purchases fund for projects or to help out other Departments with engineering projects. The balance in this account as of March 31, 2022, is \$6,282.44.

ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, or any other sum, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations, including all costs incidental and related thereto; or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The balance in this account as of March 31, 2022, is \$14,720.40.

ARTICLE 28. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Nine Thousand Five Hundred Dollars (\$9,500) to be added to any balance remaining from the previous appropriation, and to be expended under the direction of the Lake Boon Commission, for the purpose of weed control, including all costs incidental and related thereto; or take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This money is used to fight weeds in Lake Boon. The balance in this account as of March 31, 2022, is \$30,354.96.

ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The balance in this account as of March 31, 2022, is \$22,503.45.

ARTICLE 30. Community Preservation Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from FY 2023 Community Preservation Fund Annual Reserves the sum of Forty Five Thousand Dollars (\$45,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for FY 2023, in accordance with a budget prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures.

Note that residents pay a separate 3% CPA tax which funds Community Preservation Act (CPA) Programs.

ARTICLE 31. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve the following sums for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from FY 2023 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

- | | |
|---------------------------------------|-----------|
| 1. Preservation of Historic Resources | \$112,000 |
| 2. Preservation of Open Space | \$112,000 |
| 3. Affordable Housing | \$112,000 |
- (Community Preservation Committee)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures.

This article does not affect the tax rate as the Article transfers funds to their statutorily defined allocations.

ARTICLE 32. Veterans’ Benefits

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

It is worth noting that this expense has reduced this year which reflects either healthier veterans that need less health care or that veterans have moved out of town. The Town pays this budget first and then the State reimburses the Town at 75% of the total. The balance in this account as of March 31, 2022, is \$35,793.35.

ARTICLE 33. Tax Title Proceedings

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Two Thousand Dollars (\$2,000) to be added to any balance remaining and previously appropriated for Tax Title Proceedings for tax taking and land court foreclosure, including all costs and legal expenses incidental and related thereto, to be expended by the Treasurer-Collector; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The balance in this account as of March 31, 2022, is \$4,964.80.

ARTICLE 34. Online Permit and License Fees

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Six Thousand Dollars (\$6,000), to be added to any balance remaining and previously appropriated for fees associated with the implementation of online permits and licenses, including any other expenses related thereto; or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

These fees are expected to be raised in revenue with increased permit fees, but in accordance with municipal finance law, the revenue is general fund, and the cost must be billed separately. It is expected to be a budget neutral item.

ARTICLE 35. Online Budgeting Software

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000), to be added to any balance remaining and previously appropriated or any other sum for the annual cost associated with the online budgeting software, including any other expenses related thereto; or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

These are the subscription costs associated with the new budget & capital software purchased in FY22 after Town Meeting approved funding.

ARTICLE 36. Replacement of Personal Protective Equipment for Structural Firefighting

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), to be added to any balance remaining and previously appropriated for the purpose of replacing Personal Protective Equipment for structural Firefighting, to be expended under the direction of the Fire Chief, for the purpose of annually replacing PPE that does not meet NFPA Standards; or take any other action relative thereto.

(Fire Chief)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

Last year, Town Meeting approved \$71,000 for PPE Turnout Gear, which accounted for 25 sets of gear. These funds will allow the department to replace three (3) sets of gear per year, so we would not need to make another bulk purchase.

ARTICLE 37. Department of Unemployment Assistance

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for the purpose of paying Department of Unemployment Assistance claims; or to take any other action relative thereto.
(Treasurer)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The State DUA rules are such that a Town is liable for unemployment for employees even after they leave the Town’s employ. This request has been decreased from prior years. Most claim are based on subsequent employment or former employees’ separation from new jobs. Balance in this account as of March 31, 2022, is \$18,448.31.

ARTICLE 38. Complete Streets Prioritization Funds

(CONSENT CALENDAR)

To see if the Town will transfer from available funds appropriated through Article 5 of the 2019 Special Town Meeting for the purpose of Complete Streets Construction Administration and Bidding and Awarding services, the sum of Twenty Thousand and Ninety dollars (\$20,090), to the Complete Streets Committee for the purpose of ongoing implementation of the Complete Streets Prioritization Plan.
(Complete Streets Committee)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

Article 5 of the 2019 Special Town Meeting appropriated funds to hire an engineering firm to provide construction oversight and administration for two Complete Streets Program funded construction projects, which are now completed. The Complete Streets Committee did not expend all funds due to the construction administration experience of the Superintendent of Streets, and now seeks to transfer the remaining funds to enable ongoing implementation of Complete Streets projects in various parts of Stow.

ARTICLE 39. Lake Boon Patrol

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for the purpose of Lake Boon patrol and call outs from May-October; or take any other action relative to thereto.
(Police Department)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This item is funded annually depending on the number of patrols and call outs for the previous year. The balance in this account as of March 31, 2022, is \$5,494.58.

CONCLUSION OF CONSENT CALENDAR

ARTICLE 40. Capital Requests

To see if the Town will vote to transfer from FY21 Free Cash the funds the monies as set forth below for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

	Department	Item	Amount
1.	Police Department	Replacement of Cruiser with Hybrid SUV	\$48,750
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		
2.	Highway Department	Feasibility Study – Highway Barn	\$100,000
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		
3.	Highway Department	Resurfacing/Curbing of Farm Road	\$55,000
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		
4.	Highway Department	Lake Boon Dam Repairs (Year 1)	\$300,000
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		
5.	Highway Department	Replacement of 6-Wheel Dump Truck (S-3)	\$300,000
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		
6.	Nashoba Regional School District	Hale Gymnasium Floor Refinishing	\$19,750
	<i>The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.</i>		

ARTICLE 41. National Guard/Reserve Tax Relief

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 56, whereby the Board of Assessors may grant real and personal property tax abatements up to 100 percent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service, subject to eligibility to be established by the Board of Assessors to be effective beginning in the fiscal year 2023. The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote by the town.

(Assessors)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures. Funding for this article comes from the overlay account.

ARTICLE 42. Stow Municipal Affordable Trust, Red Acre Road Community Housing

To see if the Town will vote to appropriate and transfer the sum of One Million One Hundred Thousand Dollars (\$1,100,000), or any lesser sum, from the Community Preservation Fund, comprised of Nine Hundred Thousand Dollars (\$900,000) from the Affordable Housing Allocation and Two Hundred Thousand Dollars (\$200,000) from the Unreserved Fund Balance, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Stow Municipal Affordable Trust, in consultation with the Community Preservation Committee, for development of not more than six (6) affordable housing units on Red Acre Road, and other costs or fees incidental thereto and to authorize the Select Board, or its designee, to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

(SMAHT and the Community Preservation Committee)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures as funds would come from the Community Preservation Account.

ARTICLE 43. Funding Support for Stow Town Hall Restoration

To see if the Town will vote to appropriate and transfer the sum of Fifty Thousand Dollars (\$50,000), or any lesser sum, from the Community Preservation Fund reserve for Historic Preservation purposes, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Town Administrator, in consultation with the Community Preservation Committee, for the purpose of funding support for updates to the Town Hall plans and specifications and to conduct public forums and presentations; or to take any action relative thereto.

(Community Preservation Committee and Town Hall Restoration Committee)

The Finance Committee recommends XXX of this article. Passage of the article does NOT increase expenditures as funds would come from the Community Preservation Account.

ARTICLE 44. Renovations to the Randall Library

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of Eight Million Eight Hundred and Fifty Thousand Dollars (\$8,850,000) to pay for the project consisting of the design, construction and equipping of renovations to the Randall Library, including the payment of all costs incidental and related thereto;

And, to fund the said project, to appropriate and transfer One Million Dollars (\$1,000,000) from the Community Preservation Fund, comprised of Three Hundred Thousand Dollars (\$300,000) from the Historical Allocation and Seven Hundred Thousand Dollars (\$700,000) from the Unreserved Fund Balance, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Library Director, in consultation with the Community Preservation Committee to design and construct renovations to the historical portion of the Randall Library;

And further, to fund the said project, to appropriate and transfer Nine Hundred Thousand Dollars (\$900,000) from two library trust funds as follows: Five Hundred Thousand Dollars (\$500,000) from the Randall Library Trust; and Four Hundred Thousand Dollars (\$400,000) from the Hale High School Trust Fund;

And further, to authorize the Select Board, or its designee, to apply for, accept and expend any funds that may be received from donations or fundraising, or any other funding sources, for the purpose of funding the said Randall Library Renovation project;

And further, that to meet this appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow all or a portion of the funds required for the said project, reduced by the sums received by transfers or by donations and fundraising or any other funding source, as authorized under M. G. L. c. 44, and/or any other enabling authority, and to issue notes and bonds of the Town therefor; and the said board is further authorized to take any other action necessary or convenient to carry out this vote; and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of the costs approved by this vote in accordance with MGL c. 44 sec. 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or to take any other action relative thereto; and further provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town on a ballot question presented to exempt the amounts required for the payment of interest and principal on said borrowing from the limitation on taxes imposed by M.G.L. c. 59 sec. 21C (Proposition 2 1/2). **Requires 2/3's affirmative vote**

(Randall Library Building Committee and Community Preservation Committee)

The Finance Committee recommends XXX of this article. Passage of this article will require a debt exclusion ballot question to pass on May 22, 2022. If both pass, it will increase expenditures.

The Randall Library Building Committee was formed in 2020 to explore what to do with library. The Committee has worked over the last two years and put forth a renovation project that will maintain the historical component of the building but tear down the "newer" addition and rebuilt an addition that is structurally sound with better accessibility and space. If both the article and debt exclusion vote pass, we will proceed with the full design plans, with input from the public prior to putting the project out to bid for the renovations.

ARTICLE 45. To Supplement Prior Borrowing Votes to Permit the Application of Sale Premium to Pay Project Costs for the Renovations for the Randall Library

To see if the Town will vote to appropriate \$140,235.90, representing the net premium paid to the Town upon the previous sales of Bond Anticipation Notes and to reduce the amount authorized to be borrowed for the Library Renovation project. And furthermore, vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of Capital Projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

This would allow \$140,235.90 in premium payments, previously received from selling debt, to be applied against the Library Renovation project and therefore lower the amount needed for a Debt Exclusion.

ARTICLE 46. Repurpose Previously Allocated Funds

To see if the Town will vote to reallocate the sum of One Hundred Three Thousand Dollars, Three Hundred Fifty-Two Dollars and Sixty-Four Cents (\$103,352.64) previously approved in Article 33 at the 2020 Annual Town meeting, to Replace the Flat Roof and AC Unit on the Randall Library to the Randall Library Renovation Project; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

This would allow \$103,352.64 in funds previously approved to replace the roof and a/c unit on the library to be applied against the Library Renovation project and therefore lower the amount needed for a Debt Exclusion.

ARTICLE 47. Transfer to Stabilization Fund

To see if the Town will vote to transfer Two Hundred Thousand Dollars (\$200,000) from Fiscal Year 2021 Town Free Cash to the Stabilization Fund Account; or take any other action relative thereto. **Requires 2/3's affirmative vote**

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article would add to our "rainy day" fund and continue to build up our reserves to the target 10% - 15% of the general fund budget. Current balance of the Stabilization account is \$741,035.80

ARTICLE 48. Creation of Capital Stabilization Fund

To see if the Town will vote to establish a special purpose stabilization fund to be known as the Capital Stabilization Fund, which fund shall be used for the purpose of funding any capital-related project or the purchase or acquisition of capital equipment, or payment of debt service related thereto, as authorized by MGL Chapter 40, Section 5B as amended, and for that purpose, to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2021 Free Cash into said account; or take any other action relative thereto. **Requires 2/3's affirmative vote**

(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This article would create a dedicated stabilization fund for capital expenditures, allowing us to build up a reserve for larger costing capital projects.

ARTICLE 49. Debt Rescission

To see if the Town will vote to rescind the authorization for unissued debt that has been determined is no longer needed for the completion of various projects; or take any other action relative thereto.
(Town Administrator)

<u>Originally Voted</u>	<u>Authorized</u>	<u>Unissued</u>	<u>Purpose</u>
10/19/2009	\$35,629,870	\$18,756,870	Center School Construction
02/23/2015	\$9,000,000	\$430,000	Pompositticut Community Center
05/07/2019	\$625,000	\$31,000	Fire Pumper Truck
05/07/2019	\$850,000	\$43,000	Town Building HVAC
05/22/2021	\$620,000	\$620,000	Hallock Point Purchase

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

State law requires that Town Meeting vote to rescind authorized and unissued debt that is no longer required for its intended purpose.

ARTICLE 50. Legal Services

To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars, (\$100,000) to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account; or take any other action relative thereto.
(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

There are a number of on-going litigations that are now moving through the courts. The balance in this account as of March 31, 2022, is \$23,867.15 with invoices posted through January 2022.

ARTICLE 51. MS4 Stormwater Permit Requirements

To see if the Town will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be added to any balance remaining and previously appropriated for the purpose of implementing the requirements of the Storm Water Management Plan as required by the town’s storm water discharge permit issued by the U.S. Environmental Protection Agency or take any other action relative thereto.

(Highway Superintendent)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to implement the requirements of the Town's NPDES MS4 Stormwater permit. This will be an on-going expense. The balance in this account as of March 31, 2022, is \$4,644.73.

ARTICLE 52. Purchase of Highway Equipment

To see if the Town will vote to raise and appropriate the sum of Sixteen Thousand Five Hundred Dollars (\$16,500) to be expended by the Highway Department, for the purpose of purchasing an air compressor and an industrial pressure washer, including all costs incidental and related thereto; or take any other action relative thereto.

(Highway Superintendent)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This will allow the Highway Department to replace aging equipment, both pieces are more than 15 years old, and provide for better maintenance of the equipment and provide better safety for the employees.

ARTICLE 53. Purchase of Cemetery Equipment

To see if the Town will vote to raise and appropriate the sum of Eight Thousand Five Hundred Dollars (\$8,500) to be expended by the Cemetery Department, for the purpose of replacing a grave lowering device, as well as a casket truck, including all costs incidental and related thereto; or take any other action relative thereto.

(Highway Superintendent)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

This will allow the Cemetery Department to purchase much needed equipment to ensure proper burials and continued safety for employees.

ARTICLE 54. Former Gleasondale School Lot

To see if the Town will vote to transfer the land on Gleasondale Road known as the "School Lot" and being the entirety of Map U8, Parcel 12, comprising 0.28 acres, from the temporary care and custody of the Conservation Commission, as voted in Article 8 of the Annual Town Meeting of 1962, to the care and custody of the Recreation Commission to be used for a neighborhood park; or take any action relative thereto.

(Conservation Commission, Recreation Commission)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

ARTICLE 55. Green Advisory Committee Funds

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000), to be expended by the Green Advisory Committee in their execution of duties including the development of a Climate Action Plan for the Town; or to take any other action relative thereto.
(Town Hall Restoration Committee)

The Finance Committee recommends XXX of this article. Passage of this article increases expenditures.

The Green Advisory Committee was formed in September-2021 with a mission to assist the Select Board and Town Administrator in areas associated with reducing greenhouse gas emissions, mitigating against climate change impacts, and advising the town toward a clean energy future. Funds to be used in developing a plan, giving community engagement, and other expenses.

ARTICLE 56. Amend General Bylaw Article 11 – Personnel Administration

To see if the Town will vote to amend the General Bylaw by amending the following sections of Article 11 – Personnel Administration; or to take any other action relative thereto.
(Town Administrator)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

This is the first step in providing much needed updates to the Personnel Administration section of the Town’s General Bylaws. Last year, Town Meeting accepted the newly proposed Wage and Classification Schedules, this Article incorporates those new schedules in the Bylaw. In addition, the Select Board do not oversee Town personnel – that falls under the Town Administrator and therefore many of these changes are to conform with the Charter.

Changes are noted as:
~~Strike through~~ – text is to be deleted
Bolded, Underlined & Italics – text is to be added

Amend Section 9 – Holidays

- a. Add **Juneteenth** as a recognized legal holiday

Amend Section 11 – Sick Leave

- f. Upon request of the department head, the ~~Select Board~~ **Town Administrator** may advance sick leave to an employee by an amount not to exceed thirty (30) days. Advanced sick leave shall be repaid to the Town out of leave not used during the following years.

Add a new section “m.”

- m. Employees are eligible to use up to five (5) sick days per year for the medical care of immediate family. Immediate family shall mean the employee’s spouse, children, grandchildren, parents, brother, sisters, father-in-law, mother-in-law, daughter-in-law, son-in-law, and grandparents.

Additional family sick leave may be approved by the Town Administrator under extenuating circumstances and with a recommendation from the Assistant Town Administrator.

Amend Section 20. Classification and Salary Plan

- a. The positions of all employees of the Town, except those filled by popular election, those under the control of the School Committee and those covered by collective bargaining agreements, shall be classified by titles. ~~Those employees who hold Hourly Rate Positions shall also be classified by groups.~~ Each group shall include those positions which involve substantially similar work or which have substantially equal responsibilities. These titles and groups are set forth in the schedules referred to in clause h. of this section. The title of any position shall be used to designate that position in all payrolls, budget estimates, official reports, records or other matters involving the personnel or fiscal processes of the Town.
- b. ~~The minimum, maximum and range of salaries, or the single rate salaries, for the groups and positions in this plan are to be established by the vote of the Town in town meeting and are set forth in the schedules referred to in clause h. of this section. The minimum salary set for a position shall be the starting salary for that position, unless the Select Board~~ **Town Administrator** ~~authorizes a higher starting salary within the applicable range. To authorize a higher starting salary, the Select Board~~ **Town Administrator** ~~shall consider the recommendations of the department head or other administrative authority, supported by evidence of exceptional circumstances satisfactory to the Board. Except as provided below, in order to advance to the next step in a salary range, an employee will have to have been continuously employed in the position as described below for the following periods of time:~~
- c.

Minimum to Step 1	_____	One Year at Minimum
Step 1 to Step 2	_____	Two Years at Step 1
Step 2 to Step 3	_____	Two Years at Step 2
Step 3 to Maximum	_____	Three Years at Step 3

(amended 5/1/95)

In accordance with the below schedule eligible employees shall receive a Step increase as indicated. Employees in all Grades are entitled to a Cost of Living Adjustments, annually as they are provided.

(Employees are eligible if their current Step is from 1 to 11)

Positions in Grades 1 - 5

<u>As of July 1, 2022</u>	<u>Eligible employees will receive one Step</u>
<u>As of July 1, 2023</u>	<u>Eligible employees will receive one Step</u>

<u>As of July 1, 2025</u>	<u>Eligible employees will receive one Step</u>
<u>As of July 1, 2027</u>	<u>Eligible employees will receive one Step</u>

Positions in Grades 6 – 8

<u>As of July 1, 2022</u>	<u>Eligible employees will receive one Step</u>
<u>As of July 1, 2024</u>	<u>Eligible employees will receive one Step</u>
<u>As of July 1, 2026</u>	<u>Eligible employees will receive one Step</u>
<u>As of July 1, 2028</u>	<u>Eligible employees will receive one Step</u>

An employee may be advanced to the next step in a range without regard to the time provisions upon receipt of an outstanding performance appraisal, and/or with the written approval of the ~~Select Board~~ **Town Administrator**. Temporary employees shall be paid the minimum salary set for the position, regardless of amount of time in the position, unless the ~~Select Board~~ **Town Administrator** authorize a higher step based on the experience and qualifications of the employee.

- d. No person may be appointed, employed or paid as an employee of the Town in any position subject to the Classification and Salary Plan
 - (1) under any position title, or titles, other than those in the Classification and Salary Plan;
 - (2) under a position title other than that of the position, or positions, the duties of which the person actually performs;
 - (3) at a salary, or rate, other than that set in the salary schedule for the position, or positions, the duties of which the person actually performs; nor
 - (4) unless the ~~Select Board~~ **Town Administrator** has determined that the employment of such person is consistent with all provisions of this bylaw.

- d. Every three years, or more often if it appears advisable, ~~the Select Board shall appoint a Personnel Advisory Committee to review~~ **the Assistant Town Administrator/HR Director shall oversee a review:**
 - (1) all positions subject to the Classification and Salary Plan to determine whether each group continues to include those positions which involve substantially similar work or which have substantially equal responsibilities, and
 - (2) the Classification and Salary Plan to determine whether it sets forth fair and equitable pay levels.

After each review, ~~the committee~~ **there** shall **be** report to the **Town Administrator, who** ~~Select Board,~~ and ~~the Select Board~~ shall report to the Town the actions considered advisable. The **Town Administrator** ~~Select Board~~ may temporarily add a new position to the Classification Plan or reclassify an existing position to a different group. Any such action shall cease to be effective after the close of the next following town meeting, unless adopted by an amendment to the Classification and Salary

Plan at that meeting. Nothing herein shall be interpreted as limiting the authority of the ~~Select Board~~ **Town Administrator** to recommend to the town meeting changes in the Classification and Salary Plan whether or not a **review has occurred** ~~Personnel Advisory Committee is appointed~~ pursuant to this section.

- e. This Classification and Salary Plan may be amended by majority vote at a town meeting. Amendments to the Classification and Salary Plan voted at a town meeting shall be effective on the next succeeding July first unless the vote of the town provides otherwise, provided, however, that those amendments which confirm a temporary classification change as ordered by the ~~Select Board~~ **Town Administrator** shall be effective immediately.

- f. It shall be the responsibility of ~~each department head, or other appropriate supervisory authority~~ **the Assistant Town Administrator/HR Director**, to write a position description for each of ~~his/her subordinates~~ **position** and to keep it current. As a minimum, each position description shall contain the following:
 - (1) Title of the position.
 - (2) Knowledge required by the position.
 - (3) Supervisory controls.
 - (4) Complexity of the work.
 - (5) Physical demands of the work.
 - (6) Description of the work environment.

~~Copies of a pamphlet on how to write position descriptions shall be kept by the administrative assistant to the Select Board.~~ A copy of the position description shall be given to each employee and the **respective supervisor** ~~administrative assistant to the Select Board~~. The supervisor shall retain a copy, and a copy shall be included in each employee's personnel folder.

- g. When an employee is promoted into a new position, ~~his/her~~ **their** new pay rate will be determined as follows:
 - (1) Identify the person's present pay rate.
 - (2) Identify the Grade of the new position.
 - (3) Add four percent (4%) to the existing rate identified in (1) above and move the employee to the available Step of the new Grade, that is at least four percent (4%) more than they are currently making.

 - ~~(4) Increase that rate by one step. If the person is at his/her top step in his/her former position, then add the step increment value (the step increment value is the amount of the difference between each step in the former position).~~

 - ~~(5) By definition, a promotion must increase a person's pay to at least the figure identified in (2) above.~~

 - ~~(6) To find the proper pay rate in the new position, select the lowest rate in the new pay scale that is not less than the figure derived in step 2.~~

- h. The salaries of town employees covered by this bylaw shall be listed on the five (5) ~~seven (7)~~ schedules described below. Each schedule shall list the classification title of each position ~~(and the classification group as to Hourly Rate Positions)~~ and the salary rate or salary range of each position.

Schedule A - ~~Annual Rate~~ **Regular Employee** Positions

This schedule shall list all positions that are paid at an ~~annual~~ a set hourly rate and for which a salary range ~~from minimum to maximum~~ is listed.

Schedule B - ~~Hourly Rate~~ Positions

This schedule shall list all positions paid at an hourly rate and for which a salary range ~~from minimum to maximum~~ is listed.

Schedule ~~BC~~ - Single Rate Positions Paid Annually

This schedule shall consist of all positions paid on an annual basis and does not contain a range of pay for each position.

Schedule ~~CD~~ - Single Rate Positions Paid Hourly

This schedule shall consist of all positions that are paid at an hourly rate and does not contain a range of pay for each position.

Schedule D – Fire Department Annual Single Rates

This schedule shall consist of the fire department annual stipend positions, not included in their Collective Bargaining Agreement

Schedule E – Seasonal Employee Rate Schedule

This schedule shall list all seasonal positions that are paid an hourly rate and for which a salary range is listed.

Schedule ~~E~~ - Annual Rate Plus Hourly Single Rate Positions

This schedule shall consist of all positions paid a single annual rate plus an hourly rate for hours actually worked.

Schedule ~~F~~ - Fee Rate Positions

This schedule shall contain all positions paid on a fee basis.

Schedule ~~G~~ - Shift Incentive Premium for Emergency Medical Technicians

ARTICLE 57. Road Acceptance – Brandymeade Circle

To see if the Town will vote to accept as a public way the following street or portions thereof, as laid out by the Select Board according to a plan on file with the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, section 21-23, and to authorize the Select Board to take the fee or easement in said street by eminent domain or otherwise, including easements for drainage, utility or other purposes where shown on said plan or described in the Order of Layout.

Brandymeade Circle, a certain tract or parcel of land on the northerly side of West Acton Road, Stow: shown on a plan entitled “Street Acceptance Plan, scale: 1”=40’, October 30 2003, Orchard View Stow, MA prepared for R.M. Hicks, Inc. 124 Main Street, Westford, MA 01886, Landtech Consultants, Inc. Civil Engineers, Land Surveyors, Project Management, 484 Groton Road, Unit #1, Westford, MA 01886, and a plan entitled, “As-Built Plan & Profile, scale: 1”-40’, October 30, 2003, Orchard View Stow, MA prepared for R.M. Hicks, Inc. 124 Main Street, Westford, MA 01886, Landtech Consultants, Inc. Civil Engineers, Land Surveyors, Project Management, 484 Groton Road, Unit #1, Westford, MA 01886.” Subdivision plans of said road are recorded with the Middlesex South District Registry of Deeds as Plan No. 483 of 2001 at Book 32928, page 283.

And to authorize the Select Board to acquire by purchase, eminent domain, gift or otherwise, for highway purposes, the fee or any lesser interest, as well as easements for drainage, utility, sidewalk, slope and otherwise, in any lands that may be necessary for said Town way; or take any action relative thereto.

(Planning Board and Highway Superintendent)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures.

The town previously accepted Brandymeade Circle as a public way in 2004 and 2015, but due to conditional issues and administrative errors, the paperwork was never properly filed. Reacceptance of this article will allow the Town to file the required documentation and legally accept the roadway as public.

ARTICLE 58. Amend Zoning Bylaw Section 6.1 Hammerhead Lots

To see if the Town will vote to amend the Zoning Bylaw by amending section 6.1 to read in its entirety as stated below in section A of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures. See Appendix B for the fully annotated version of this article.

The proposed amendments to Section 6.1 are meant to clarify the dimensional requirements for Hammerhead Lots and ensure that the reduction in frontage that the Hammerhead Lot Special Permit provides is not used to further develop or otherwise disturb lands zoned for other uses.

A) Amend Section 6.1 to read in its entirety as stated below:

6.1 Hammerhead LOTS

In a Residential District, a LOT known as a "Hammerhead LOT" may be granted by special permit by the Planning Board, under the requirements and process for a special permit, provided that the Board is able to make a finding that all the following conditions have been met entirely within the Residential District:

- 6.1.1 The LOT has a frontage of at least 50 feet;
- 6.1.2 The LOT has an area of at least 180,000 square feet;
- 6.1.3 The LOT has sufficient area suitable for BUILDINGS. The area suitable for BUILDINGS shall be considered sufficient if
 - 6.1.3.1 a circle of 150 feet in diameter, or
 - 6.1.3.2 a rectangle with an area of 20,000 square feet and a minimum side of 80 feet can be drawn on the LOT plan within the buildable area and not overlap any LOT line or any wetlands or Flood Plain District;
- 6.1.4 The LOT has a minimum width of 50 feet between the STREET LINE and the buildable area. A LOT meets the minimum width requirement if a 50-foot diameter circle can move on the LOT plan from the STREET LINE to the buildable area without overlapping or crossing any LOT line or any Flood Plain District line.
- 6.1.5 Any BUILDING on the LOT be set back at least 40 feet from every property line;
- 6.1.6 A condition of the permit be that the LOT shall not be further divided; and
- 6.1.7 Sufficient sight distance to permit safe access to the way is provided in both directions at the point of access from the LOT across its frontage. Sight distance shall be deemed sufficient if, in feet, it is equal to at least six times the posted or allowable speed (miles per hour) of the way onto which access is provided.

ARTICLE 59. Amend Zoning Bylaw Section 5.3 Wireless Service Facility Overlay District

To see if the Town will vote to amend the Zoning Bylaw by amending section 5.3 to read in its entirety as stated below in sections A, B, C, and D of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

The Finance Committee recommends XXX of this article. Passage of this article does NOT increase expenditures. See Appendix B for the fully annotated version of this article.

Federal law protects a category of modifications to existing wireless service facilities, known as “eligible facilities requests” from the local Special Permit process. The Planning Board recently updated its Rules and Regulations for Wireless Service Facilities to account for these protections, and the proposed zoning amendment inserts new definitions and language to ensure compatibility with these revised rules. No new allowances are proposed for Wireless Service Facilities, besides those modifications explicitly protected from discretionary review by federal law.

A) Amend Section 5.3.3 by inserting the following definitions:

BASE STATION: Equipment and non-tower supporting structure at a fixed location that enable FCC-licensed or authorized wireless communications between user equipment and a communications network, including any equipment associated with wireless communications service including, but not limited to, radio transceivers, ANTENNAS, coaxial or fiber-optic cable, regular and backup power supply, and comparable equipment.

COLLOCATION: The mounting or installation of transmission equipment on any TOWER or BASE STATION for the purpose of transmitting or receiving radio frequency signals for communications purposes.

ELIGIBLE FACILITIES REQUEST: Any request for modification of an existing TOWER or BASE STATION that involves (a) COLLOCATION of new TRANSMISSION EQUIPMENT; (b) removal of TRANSMISSION EQUIPMENT; or (c) replacement of TRANSMISSION EQUIPMENT.

TRANSMISSION EQUIPMENT: Any equipment that facilitates transmission for any FCC-licensed or authorized WIRELESS SERVICE, including, but not limited to, radio transceivers, ANTENNAS and other relevant equipment associated with and necessary to their operation, including coaxial or fiber-optic cable, and regular and backup power supply.

B) Amend Section 5.3.3 by deleting the following definition:

~~CO-LOCATION: The use of a single MOUNT by more than one CARRIER and/or several MOUNTS on a building or structure by more than one CARRIER. Each service co-located at a site is a separate Wireless Service Facility. CARRIERS operating more than one service at a site will be considered to have more than one facility co-located at the site.~~

C) Amend Section 5.3.10.4 to read in its entirety as stated below:

5.3.10.4 Demonstrated Co-Locators – If proposing COLLOCATION with multiple CARRIERS, the APPLICANT shall submit written proof of commitment.

D) Amend Section 5.3.16 to read in its entirety as stated below:

5.3.16 Modifications –

- 5.3.16.1 Any modification of an existing WIRELESS SERVICE FACILITY which is determined to be a qualifying ELIGIBLE FACILITIES REQUEST as defined in federal law and regulations shall require Site Plan Approval according to the Rules and Regulations for Wireless Service Facility Special Permits.

5.3.16.2 Any modification of an existing WIRELESS SERVICE FACILITY which is not a qualifying ELIGIBLE FACILITIES REQUEST shall be considered equivalent to an application for a new WIRELESS SERVICE FACILITY and shall require a Special Permit.

ARTICLE 60. TOWN ELECTION

To vote by ballot on May 21, 2022 at the Center School, 403 Great Road, in said Town of Stow the following officers and ballot question. The polls are open from 10 a.m. – 4 p.m.

One Town Moderator for three years;
Two members of the Select Board for three years;
One member of the Board of Assessors for three years;
One member of the Board of Health for three years;
One member of the Planning Board for five years;
One member of the Stow Housing Authority for an unexpired five year term expiring in 2024;
One member of the Stow Housing Authority for an unexpired five year term, expiring in 2026;
Three members of the Trustees, Randall Library for three years;
One member of the Nashoba Regional School District Committee for three years.

Ballot Question

1. Randall Library Renovation

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of (i) designing, (ii) constructing, and (iii) equipping renovations and additions to the Randall Library, including the payment of all costs incidental and related thereto?

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Select Board on or before the time of said meeting.

Given under our hands this 26th day of April in the year 2022.

SELECT BOARD

Ellen Sturgis, Chair
Megan Birch-McMichael, Clerk
Cortni Frecha
James H. Salvie
Zackory Burns (*resigned April 1, 2022*)

CONSENT CALENDAR PROCEDURES

Each year there are a number of warrant articles, for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting, these articles have been selected for inclusion in the Consent Calendar. The use of the Consent Calendar speeds the passage of warrant articles which the Select Board and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

The consent calendar will be taken up as one of the first orders of business at the Annual Town Meeting.

There will be a motion to take all of the Consent Calendar articles identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the Consent Calendar articles as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion or wishes an explanation of any article included in the Consent Calendar, the voter should say the word **“Hold”** in a loud voice when the article number is called by the Moderator.

The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request is merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request is to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant, to be brought up, debated, and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern.

After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **passed as a unit** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Before Town Meeting, please review the Consent Calendar articles. The articles begin after Article 5 and are marked **“(CONSENT CALENDAR)”** in the upper right-hand corner of the article. Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motion or procedures, please feel free to call the Town Administrator (978-897-2927) **before Town Meeting**.

CONSENT CALENDAR MOTION

Move that the Annual Town Meeting take action on Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 as printed in the warrant, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

APPENDIX A – Annual Report of Revolving Funds

Recreation – pursuant to M.G.L. Ch. 44, §53D

FY22 Beginning Balance: \$99,075.40
Revenue through March 31, 2022: \$ 153,863.30
Expenses through March 31, 2022: \$ 163,869.84
Balance as of March 31, 2022: \$ 89,068.86

Inspection Fees – pursuant to M.G.L. Ch. 44, §53E-1/2

GAS

FY22 Beginning Balance: \$14,909.01
Revenue through March 31, 2022: \$ 4,612.00
Expenses through March 31, 2022: \$ 2,654.10
Balance as of March 31, 2022: \$ 16,866.91

PLUMBING

FY22 Beginning Balance: \$25,694.24
Revenue through March 31, 2022: \$ 8,632.80
Expenses through March 31, 2022: \$ 4,755.00
Balance as of March 31, 2022: \$ 29,572.04

WIRING

FY22 Beginning Balance: \$36,768.10
Revenue through March 31, 2022: \$ 13,231.00
Expenses through March 31, 2022: \$ 9,585.00
Balance as of March 31, 2022: \$ 40,414.10

WEIGHTS AND MEASURES

FY22 Beginning Balance: \$99.00
Revenue through March 31, 2022: \$ 0.00
Expenses through March 31, 2022: \$ 0.00
Balance as of March 31, 2022: \$ 99.00

Advanced Life Support Services – pursuant to M.G.L. Ch. 44, §53E-1/2

FY22 Beginning Balance: \$325.00
Revenue through March 31, 2022: \$ 1,125
Expenses through March 31, 2022: \$ 1,500
Balance as of March 31, 2022: \$ 0.00

APPENDIX B – Annotated Versions of the Zoning Bylaw Articles

ANNOTATED ARTICLE 58. Amend Zoning Bylaw Section 6.1 Hammerhead Lots

To see if the Town will vote to amend the Zoning Bylaw by amending section 6.1 to read in its entirety as stated below in section A of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

Amend Section 6.1 to read in its entirety as stated below:

6.1 Hammerhead LOTs

In a Residential District, a LOT known as "Hammerhead LOT" may be granted by special permit by the Planning Board, under the requirements and process for a special permit, provided that the Board is able to make a finding that all the following conditions have been met entirely within the Residential District:

- 6.1.1 The LOT has a frontage of at least 50 feet;
- 6.1.2 The LOT has an area of at least 180,000 square feet;
- 6.1.3 The LOT has sufficient area suitable for BUILDINGs. The area suitable for BUILDINGs shall be considered sufficient if
 - 6.1.3.1 a circle of 150 feet in diameter, or
 - 6.1.3.2 a rectangle with an area of 20,000 square feet and a minimum side of 80 feet can be drawn on the LOT plan within the buildable area and not overlap any LOT line or any wetlands or Flood Plain District;
- 6.1.4 The LOT has a minimum width of 50 feet between the STREET LINE and the buildable area. A LOT ~~means~~ meets the minimum width requirement if a 50-foot diameter circle can move on the LOT plan from the STREET LINE to the buildable area without overlapping or crossing any LOT line or any Flood Plain District line;
- 6.1.5 Any BUILDING on the LOT be set back at least 40 feet from every property line;
- 6.1.6 A condition of the permit be that the LOT shall not be further divided; and
- 6.1.7 Sufficient sight distance to permit safe access to the way is provided in both directions at the point of access from the LOT across its frontage. Sight distance shall be deemed sufficient if, in feet, it is equal to at least six times the posted or allowable speed (miles per hour) of the way onto which access is provided.

ANNOTATED ARTICLE 59. Amend Zoning Bylaw Section 5.3 Wireless Service Facility Overlay District

To see if the Town will vote to amend the Zoning Bylaw by amending section 5.3 to read in its entirety as stated below in sections A, B, C, and D of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.
(Planning Board)

Amend Section 5.3.3 by inserting the following definitions:

BASE STATION: Equipment and non-tower supporting structure at a fixed location that enable FCC-licensed or authorized wireless communications between user equipment and a communications network, including any equipment associated with wireless communications service including, but not limited to, radio transceivers, ANTENNAS, coaxial or fiber-optic cable, regular and backup power supply, and comparable equipment.

COLLOCATION: The mounting or installation of transmission equipment on any TOWER or BASE STATION for the purpose of transmitting or receiving radio frequency signals for communications purposes.

ELIGIBLE FACILITIES REQUEST: Any request for modification of an existing TOWER or BASE STATION that involves (a) COLLOCATION of new TRANSMISSION EQUIPMENT; (b) removal of TRANSMISSION EQUIPMENT; or (c) replacement of TRANSMISSION EQUIPMENT.

TRANSMISSION EQUIPMENT: Any equipment that facilitates transmission for any FCC-licensed or authorized WIRELESS SERVICE, including, but not limited to, radio transceivers, ANTENNAS and other relevant equipment associated with and necessary to their operation, including coaxial or fiber-optic cable, and regular and backup power supply.

B) Amend Section 5.3.3 by deleting the following definition:

~~CO-LOCATION: The use of a single MOUNT by more than one CARRIER and/or several MOUNTS on a building or structure by more than one CARRIER. Each service co-located at a site is a separate Wireless Service Facility. CARRIERS operating more than one service at a site will be considered to have more than one facility co-located at the site.~~

C) Amend Section 5.3.10.4 to read in its entirety as stated below:

5.3.10.4 Demonstrated Co-Locators – If proposing ~~CO-LOCATION~~ COLLOCATION with multiple CARRIERS, the APPLICANT shall submit written proof of commitment.

D) Amend Section 5.3.16 to read in its entirety as stated below:

5.3.16 Modifications -

~~5.3.16.1 Modification of a WIRELESS SERVICE FACILITY may be considered equivalent to an application for a new WIRELESS SERVICE FACILITY and will require a Special Permit when the following events apply:~~

- ~~5.3.16.2 The APPLICANT and/or co-APPLICANT wants to alter the terms of the Special Permit by changing the WIRELESS SERVICE FACILITY in one or more of the following ways:~~
- ~~a. Change in the number of facilities permitted on the site;~~
 - ~~b. Change in the facilities that materially changes the facilities approved by the Massachusetts Department of Public Health, and~~
 - ~~c. Change in the operating parameters of a facility, including, but not limited to, ANTENNAS and cables that increases their quantity or size, that changes in a material way their orientation or other visible characteristics, or that exceeds specifications on the special permit.~~
- ~~5.3.16.3 The APPLICANT and/or co-APPLICANT propose to add any equipment or additional height not specified in the original approval.~~
- 5.3.16.1 Any modification of an existing WIRELESS SERVICE FACILITY which is determined to be a qualifying ELIGIBLE FACILITIES REQUEST as defined in federal law and regulations shall require Site Plan Approval according to the Rules and Regulations for Wireless Service Facility Special Permits.
- 5.3.16.2 Any modification of an existing WIRELESS SERVICE FACILITY which is not a qualifying ELIGIBLE FACILITIES REQUEST shall be considered equivalent to an application for a new WIRELESS SERVICE FACILITY and shall require a Special Permit.

APPENDIX C - Definitions of Commonly Used Terms at Town Meeting

Appropriation – An authorization by the Town Meeting to make expenditures and incur liabilities for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation – A valuation set upon real estate or other property by the Assessors as a basis for levying taxes.

Bond – A written promise to pay a specified sum of money by a fixed date, and carrying with it interest payments at a fixed rate, paid periodically. A **Note** is similar, but issued for a shorter period.

Debt and Interest – The amount of money necessary annually to pay the interest and the principal on the Town's outstanding debt. Also known as "Debt Service."

Fiscal Year – The budget period used by the Town running from July 1 of one year to June 30 of the next year. At the end of this period, the Town closes its books in order to determine its financial condition and the results of its operation.

Free Cash (Available Funds) – The amount of money left after all prior years' uncollected taxes have been deducted from surplus revenue. This amount may be used as available funds by vote of the Town Meeting.

Overlay – The amount, up to 5% of the tax levy, raised by the Assessors in excess of appropriations and other charges to cover abatements and exemptions.

Overlay Reserve – Unused amount of the overlay for previous years, which the Town may transfer to Surplus Revenue after all abatements for such fiscal year are settled.

Reserve Fund – A fund voted by the Annual Town Meeting and controlled by the Finance Committee for extraordinary and unforeseen expenditures incurred by Town departments during the year.

Stabilization Fund – Special Reserve Fund that can be used by a 2/3 vote of the Town Meeting.

Surplus Revenue – The amount by which cash, accounts receivable and other assets exceed the liabilities and reserves. Used in calculating free cash.

Transfer – The movement of funds from one account to another. Transfers between accounts (other than the Reserve Fund) can be made only by vote of the Town Meeting, unless it is the last two months of the fiscal year.

Unexpended Balance – That portion of an appropriation or account not yet expended. Any such balances left at the end of the fiscal year are generally used as Surplus Revenue in calculating Free Cash.

APPENDIX D - Table of Motions

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Rank		Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
PRIVILEGED MOTIONS							
1	Dissolve or adjourn sine die	Yes	No	No	Majority	No	No
2	Adjourn to fix time or recess	Yes	Yes	Yes	Majority	No	No
3	Point of no quorum	No	No	No	None	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
SUBSIDIARY MOTIONS							
6	Lay on the table	Yes	No	No	2/3	Yes	No
7	The previous question	Yes	No	No	2/3	No	No
8	Limit or extend debate	Yes	No	No	2/3	Yes	No
9	Postpone to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Majority	Yes	No
INCIDENTAL MOTIONS							
*	Point of order	No	No	No	None	No	Yes
*	Appeal	Yes	Yes	No	Majority	Yes	No
*	Division of a question	Yes	Yes	Yes	Majority	No	No
*	Separate consideration	Yes	Yes	Yes	Majority	No	No
*	Fix the method of voting	Yes	Yes	Yes	Majority	Yes	No
*	Nominations to committees	No	No	No	Plur.	No	No
*	Withdraw or modify a motion	No	No	No	Majority	No	No
*	Suspension of rules	Yes	No	No	2/3***	No	No
MAIN MOTIONS							
None	Main Motion	Yes	Yes	Yes	Var.	Yes	No
**	Reconsider or rescind	Yes	**	No	Majority	No	No
None	Take from the table	Yes	No	No	Majority	No	No
None	Advance an article	Yes	Yes	Yes	Majority	Yes	No

* Same rank as motion out of which they arise.

** Same rank and debatable to same extent as motion being reconsidered.

*** Unanimous if rule protects minorities; out of order if rule protects absentees.

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**TOWN OF STOW
MASSACHUSETTS
2021-2022**

SELECT BOARD

Ellen Sturgis, Chair
Megan Birch Mc-Michael, Clerk
Cortni Frecha
James H. Salvie
Zack Burns (resigned April 1, 2022)

TOWN ADMINISTRATOR

Denise M. Dembkoski

FINANCE COMMITTEE

Erica Benedick
Christopher Buck
Kevin Gross
Brian Patuto
Evgenia Petrova