

TRAFFIC SAFETY ADVISORY COMMITTEE MEETING

Wednesday, May 18th at 1pm

Stow Town Building

380 Great Road, Stow, MA 01775

Town Building and
On-line

Topic: TSAC

Time: May 18, 2022 01:00pm PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81756295320?pwd=am4zQVZCZXM0NVBUUGxEeGpGVFIQdz09>

Meeting ID: 817 5629 5320

Passcode: 364920

1.	1:00 PM	Call to Order
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Traffic Safety Advisory Committee Administrative Items

2.		Public Input
3.		Review Minutes
4.		Member Updates

Appointments/Discussion/Action Items

5.		Letters to Select Board A) Private Way Management B) Rules and Orders Signature for 25 mph and public notice C) Rules and Orders Signature for Stop Sign at Garner Road at Harvard Road
6.		Hudson Road at Great Road RFP
7.		Speed Enforcement -stats from April 13 to May 11
8.		Heights St Update
9.		Delineators/Bollards/Speed Table A) Cost of Speed Tables vs Bollards B) Circuit Drive Complaint C) Whitney Road Complaint D) Boxboro Road
10.		Complaints A) Circuit Drive at Gleasondale Fence B) Sudbury Road Speed Limit Signs C) Sudbury Road Speed Limit Safety Zone D) 32 Sudbury Road, Speeders, Apple Traffic, Jake Brake (verbal complaint at PD) E) Boxboro Road
11.		Speed Feed Back Signs A) Temporary Signs Next Locations B) Time Line of Installation C) Boxboro Road
12.		School Zone Lights A) Time Line on Installation
13.		Blinking Signs A) Letter from Resident over illuminated signs
14.		Apple Traffic Mitigation Plan
15.		Letters to Approve A) Boxboro Road

Town of Stow

TRAFFIC SAFETY ADVISORY COMMITTEE

Minutes of April 13, 2022 Traffic Safety Advisory Committee Meeting

Committee Members Present: Chief Michael Sallese, Fire Chief John P Benoit, Steve Nadeau

(Jesse Steadman – Arrived at 1:30PM)

Chief Sallese called meeting to order 1:05 PM

Public Input

A resident from 40 Sawmill Rd was present via Zoom to discuss traffic concerns at the Circuit Drive neighborhood. The resident indicated concern with residents of the neighborhood, delivery companies and visitors speeding along the development's associated roadways.

Review of Minutes

March 16, 2022

Steve Nadeau moved to approve the minutes from March 16, 2022

Chief Sallese seconded.

Voted: 3-0 unanimously in favor (Chief Sallese -Yea; Chief Benoit -Yea; Steve Nadeau – Yea)

Member updates

Steve Nadeau reported that the Town-wide 25 MPH signs are being installed throughout town.

Steve Nadeau also reported that the No Name and Harvard Rd Stop sign proposal has been submitted to the Selectboard for approval.

Speed Enforcement

Chief Sallese reported that the reporting software has been updated. Since July 1, 2021 the Police Department has made 760 stops for moving violations. 25% of the stops have been residents

Chief Sallese reported that Police shifts are continuing traffic enforcement through out the town each shift.

Heights Street Update

Steve Nadeau reported that the Highway Department is clearing the left side of Heights Street. It has been determined that Heights St is a private way and that the owners need to agree on further improvements to the way.

Steve Nadeau noted that it was determined that the French drains installed were from the original developer of the Assabet Heights subdivision. Steve Nadeau indicated that the Highway Department had made repairs to the existing French drains 12 years ago. Given the drainage concerns raised by residents, Steve Nadeau said that the Highway Department will look into options for removal or redirection of drainage from the property.

Chief Sallese said he will schedule a site visit in a couple weeks.

Traffic Islands

Steve Nadeau reported that in order to remove the traffic island at the intersection of White Pond Road and Hastings Street would cost an estimated \$125,000. Steve Nadeau recommends that this work be done at the time when the roadway is scheduled for improvements to create efficiencies.

Boxboro Road - sign update/complaint

A verbal complaint regarding speeding on Boxboro Road was received by the Committee. The complainant was advised that the new speed limit signs are being installed this spring.

16 Circuit Dr - Complaint

Jesse Steadman arrived at the meeting.

Residents presented concerns regarding speeding on Circuit Drive and associated roadways. The Committee advised the resident that new 25MPH signs are in process of being installed, which would reduce speed from 30 MPH to 25 MPH in development. The Committee further recommended residents create safety signs of their own to show the local opposition to speeding. The Traffic Safety Advisory Committee will also look at placing traffic delineators at the entrance of the development to slow vehicles along the straight away portions of the roadway. Chief Saleese noted that the Police Dept will add the neighborhood as an area for traffic enforcement. Lastly, the Committee indicated that they will review the availability of portable speed feedback signs for the neighborhood to alert drivers to their actual speeds.

11 Great Rd

Complaint Moved

Letters to Residents

The Traffic Safety Advisory Committee reviewed a letter to a resident at Lowell Drive.

Chief Saleese moved to approve the letter as drafted.

Jesse Steadman seconded.

Voted: 4-0 unanimously in favor (Chief Sallese -Yea; Chief Benoit -Yea; Steve Nadeau – Yea; Jesse Steadman – Yea)

Traffic Delineators

Steve Nadeau reported that the curb stops have been removed from Sudbury Rd and Hudson Rd. Steve Nadeau added that traffic delineators have been replaced on Sudbury Rd due to damage and the Highway Department will be installing additional delineators on Wheeler Road in the coming week.

Speed Feed Back Signs

Steve Nadeau reported that the Highway Department is working on tree removal on Wheeler Road. Once the removal is completed, the speed feedback sign will have sufficient sunlight to charge the solar array and the unit will be installed within the month

School Zone Lights

Steve Nadeau reported that the Center School signs have been ordered.

Chief Sallese motioned to adjourn

Steve Nadeau seconded

Voted: 4-0 unanimously in favor (Chief Sallese -Yea; Chief Benoit -Yea; Steve Nadeau – Yea; Jesse Steadman – Yea)

Meeting adjourned at 2:10 PM

Respectfully Submitted,

Jesse Steadman



Domestic Violence Services Network, Inc. (DVSNI)

A collaboration among the Acton, Bedford, Boxborough, Carlisle, Concord, Lexington, Lincoln, Maynard, Stow, Sudbury, Wayland, and Weston Police Departments, Hanscom Air Force Base, Emerson Hospital, Eliot Center, Concord District Court, Community Volunteers, and DVSNI's Board of Directors

Recipient of the Concord-Carlisle Human Rights Council's Climate for Freedom Award

Member of Jane Doe, Inc.

Services Provided to the STOW Police Department – FY2022

July 1, 2021, through June 30, 2022

Services provided in FY2021 by the Executive Director, Jacquelin Apsler, and the Staff and Volunteer Advocates of Domestic Violence Services Network, Inc. (DVSNI)

DIRECT SERVICE and SUPPORT of POLICE PARTNERS and TOWN RESIDENTS:

- Follow up with all reported incidents of domestic abuse to Stow PD and all Stow residents referred by Stow PD, other partner police departments, and Emerson Hospital, or those Stow residents who call DVSNI's Help Line.
- Provide validation, support, safety planning, resources, and connections to appropriate community agencies at no cost to the victims.
- Provide a toll-free, confidential Help Line for DV victims.
- Accompany and support Stow residents through court hearings and restraining order petitions.
- Provide Information Handbooks, brochures, and other materials for Stow police to distribute to victims of domestic violence and display in local Rache's Boxes.
- Regularly review and update all protocols for collaborating with police and providing services to victims of domestic violence.
- **Obtain grants and raise funds to supplement 88% of the cost of services to Stow police and Stow residents.**

COORDINATED COMMUNITY RESPONSE:

- Meet regularly with Stow PD DV liaison to review cases and update safety plans.
- Facilitate and supervise the monthly CMAST high-risk assessment team, coordinate all high-risk referrals to CMAST for monitoring high-risk offenders and servicing their victims, and insure frequent and consistent communication among all the members of the team (8 police departments, HAFB Security Forces, MDAO representatives, Victim Witness Advocate, ADAs, Superior Court ADA, parole, probation, Sheriff's Office, Billerica House of Correction, DVSNI staff, and appropriate service providers).
- Coordinate communication and collaboration among the Stow PD, another 11 collaborating police departments, Hanscom Air Force Base, and DVSNI's staff, volunteer advocates, and board of directors.
- Organize and conduct quarterly Chiefs Council meetings with the Chiefs of all departments, representatives from other referring partners, and DVSNI staff.

TRAINING in a typical year:

- Recruit, train, supervise, and mentor volunteer advocates to support all victims of domestic violence incidents reported to Stow PD or are residents of Stow.
- Organize and present twice yearly a 40 to 50-hour training for volunteer advocates and police personnel activating 12-15 new advocates each year.
- Invite at least 1-2 Stow officers and/or dispatchers to participate in the 40-hour classroom segment of the advocate training program annually. To date, 5 Stow police personnel have participated.
- When grant money is available, train all Stow police officers and dispatchers about advanced domestic violence interventions, high risk court teams, and law updates.
- Provide all training materials for advocates and police personnel free of charge.

ANNUAL OUTREACH & EDUCATION EVENTS to which all Stow police personnel, town leaders, and community agencies are invited at no cost: Appreciation Breakfast, Speakers Series, Candlelight Vigil, Annual Meeting Celebration, and a Clergy Symposium when presented.

DVSNI Board

Rebecca Neale
President
Christine Francis
Vice President
Melinda Gladden
Treasurer
Sandy Bornstein
Lindsey Dempsey
Nicholas DePasquale
Jane McFarland
Ken Meltz
Nate O'Loughlin
Marilyn Peterson
Nicole Sala
Susan Schwartz

DVSNI Chiefs Council

Chief Richard Burrows
Acton Police Dept.
Chief Kenneth Fong
Bedford Police Dept.
Chief Warren Ryder
Boxborough Police Dept.
Chief John Fisher
Carlisle Police Dept.
Chief Joseph O'Connor
Concord Police Dept.
Major Brandon Casso
Hanscom Air Force Base
Chief Michael McLean
Lexington Police Dept.
Chief Kevin Kennedy
Lincoln Police Dept.
Chief Michael Noble
Maynard Police Dept.
Chief Michael Sallase
Stow Police Dept.
Chief Scott Nix
Sudbury Police Dept.
Interim Chief Ed Burman
Wayland Police Dept.
Chief Thomas Kelly
Weston Police Dept.

Executive Director

Jacquelin Apsler

HELP LINE

888.399.6111

Toll-free & Confidential

DVSNI • PO Box 536 • Concord, MA 01742

Business Line: 978.318.3421 • Fax: 978.318.3442 www.dvsni.org

www.dvsni.org • dvvap@concordma.gov



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

**Town of Stow
Traffic Safety
Advisory Committee**

Memo

To: Stow Select Board
CC: Denise Dembkoski – Town Administrator
From: Traffic Safety Advisory Committee
- Police Chief, Michael Sallese
- Fire Chief, John Paul Benoit
- Superintendent of Streets, Steve Nadeau
- Town Planner, Jesse Steadman
Date: May 3, 2022
Re: Private Way Management

The purpose of this letter is to provide the Select Board insight into the Town's obligations as it relates to Private Ways and a property owner's options for improving such Private Ways. This letter is not meant as a legal opinion and is rather a guide for determining potentially available options.

Overview

In response to resident complaints over the safety and adequacy of Private Ways in Stow, the Traffic Safety Advisory Committee has studied the distinction between winter maintenance and other road repairs. It is often assumed that the Town of Stow is obligated to *repair* Private Ways, as town trucks are often seen plowing and sanding such routes through the winter months. However, there are distinctions and limitations between typical winter maintenance and more advanced repairs on Private Ways.

The Town has adopted Massachusetts General Law (MGL) c.40 s.6c which provides for the plowing and sanding of *publicly accessible* Private Ways in Stow. However, the law makes a clear distinction between the removal of snow and ice and the 'repair of a way.'

"Section 6C. A city or town which accepts this section in the manner provided in section six D may appropriate money for the removal of snow and ice from such private ways within its limits and open to the public use as may be designated by the city council or selectmen; provided, that, for the purposes of section twenty-five of chapter eighty-four, the removal of snow or ice from such a way shall not constitute a repair of a way."

In 1979, the Town of Stow adopted *Section 3. Private Ways*, in its General Bylaw, regarding the repair and maintenance of private ways in accordance with Section 6N of Chapter 40. The applicable language is copied to the appendix of this letter. The adoption of this Section is meant to provide further clarification regarding the obligations of the Town for the repair of Private Ways, as well as to provide options for property owners who wish to request certain repairs.

Options for Private Way Repair

The aforementioned Section 3(a) of the Stow General Bylaw provides the Select Board and Superintendent of Streets the power to appropriate funds for repair of a private way when such repairs are “required by public necessity and convenience.”

Where the Select Board or Highway Superintendent chooses not to allocate funds for repairs of Private Ways through a finding under Section 3(a), the following Section 3 (b) provides for the establishment of a “betterment” program to address the Private Way in need of repair. According to the Bylaw, the property owner may present a signed petition by 75% of residents on the road in question to the Select Board, requesting a Special Article to be placed on the Warrant, detailing the repairs to be made.

The costs of the repairs can either be borne by the abutting property owners owning the Private Way through a cash deposit into an escrow account that is equal to the cost of the proposed work, or through the assessment of “betterment” fees in accordance with the provisions of MGL Ch.80. The *betterment* process essentially sets up an amortization program for the repayment of funds allocated for the repair of the private way.

Conclusion

Despite complaints received regarding lack of repairs on various Private Ways in Stow, the Traffic Safety Advisory Committee believes it may not be legal for Chapter 90 road repair funds to be used for such improvements. From the statutory language described in this memo, and the Town’s General Bylaw, there appears to be three options for funding Private Way improvements:

1. A separate appropriation by the Select Board or Superintendent of Streets;
2. The placement of resident funds in escrow to cover the proposed repairs;
3. Or the approval of a betterment process establishing the associated costs for the property’s that will be impacted and an amortization program for repayment.

The Traffic Safety Advisory Committee offers this information as a primer to the Select Board on the topic and has not consulted with Town Counsel on any further specifics. The TSAC hopes it is helpful nonetheless.

Memo

To: Stow Select Board
CC: Denise Dembkoski – Town Administrator
From: Traffic Safety Advisory Committee
Date: 4.19.2022
Re: Amendments to Article VI, Section 7 | Traffic Rules and Orders

On February 22, 2022, the Stow Select Board approved a request to amend the Traffic Rules and Orders for reducing speeds in accordance with Ch.90 §17c, and reducing speeds on Town maintained private ways without a speed zone. In accordance with the vote of the Select Board, the Traffic Safety Advisory Committee recommends incorporation of the following language:

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

Article VI

Section 7. Speed

No person operating a motor vehicle on any way shall run at a rate of speed greater than reasonable and proper, having regard to traffic and the use of the way and the safety of the public. Unless a way is otherwise posted, it shall be prima facie evidence of a rate of speed greater than is reasonable and proper as aforesaid as follows:

- (1) on any other way outside a thickly settled or business district at a rate of speed exceeding forty (40) miles per hour for a distance of a quarter of a mile, or
- (2) inside a thickly settled or business district at a rate of speed exceeding thirty (30) miles per hour for a distance of one-eighth of a mile, or
- (3) on an un-zoned public way meeting the criteria of thickly settled pursuant to Ch.90 §17c and in accordance with the below subsection (a) "Schedule of Un-Zoned, Thickly Settled Public Ways" at a rate of speed exceeding twenty five (25) miles per hour for a distance of one-eighth of a mile, or
- (4) within a school zone established by the Town as provided in Section 2 of Chapter 85 of the General Laws, at a rate of speed exceeding twenty (20) miles per hour.

- (5) On a town-maintained Private Way in accordance with subsection (b) "Schedule of Town Maintained Private Ways" at a rate exceeding twenty five (25) miles per hour for a distance of one-eighth of a mile.

If a speed limit has been duly established upon any way, operation of a motor vehicle at a rate of speed in excess of such limit shall be prima facie evidence that such speed is greater than reasonable and proper.

a) Schedule of Un-Zoned, Thickly Settled Public Ways

- Adams Drive
- Birch Hill Road
- Catherine Circle
- Circuit Drive
- Conant Drive
- Dunster Drive
- Edgehill Road
- Eliot Drive
- Elm Ridge Road
- Evelyn Road
- Farm Road
- Forest Road
- Garner Road
- Gates Lane
- Hickory Lane
- Kirkland Drive
- Lowell Drive
- Middlemost Way
- Militia Circle
- No Name Road
- Nyra Road
- Peabody Drive
- Pine Ridge Road
- Robert Road
- Sandy Brook Drive
- Sawmill Road
- Timberedge Road
- Wedgewood Road

b) Schedule of Town Maintained Private Ways

- Apple Blossom Lane
- Barton Road
- Billadell Road
- Brandymeade Circle
- Canterbury Road

- Center Place
- Davis Road
- Dawes Road
- Deer Field Lane
- Elizabeth Drive
- Hale Road
- Hallocks Point Road
- Homestead Lane
- Kingland Road
- Lakewood Road
- Laws Lane
- Mitchell Road
- North Shore Drive
- O'Connell Way
- Queen's Lane
- Samuel Prescott Drive
- Seven Star Lane
- Sunset Road
- Sylvan Drive
- Thicket Circle
- Walnut Ridge Road
- Wildwood Road

(September 5, 1989) Any person convicted of a violation of this rule shall be punished by a fine of Fifty Dollars (\$50.00) for each offense. (September 5, 1989)

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

**Town of Stow
Traffic Safety
Advisory Committee**

Memo

To: Stow Select Board
CC: Denise Dembkoski – Town Administrator
From: Traffic Safety Advisory Committee
Date: 4.19.2022
Re: Amendments to Article VI, Section 1 | Traffic Rules and Orders

In accordance with the warrants described in the February 9, 2022 Memo to the Select Board, the Traffic Safety Advisory Committee formally requests the Select Board vote to amend Article VI, §1(a) to read as follows:

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

- Southbound drivers on Garner Road at Harvard Road



TOWN OF STOW, MA
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of Stow on May ____, 2022, it is hereby

VOTED: In accordance with M.G.L. Chapter 85, Section 2 and Chapter 90, Section 17c, Article 6, Section 7, of the Stow General Bylaw shall be amended to read as follows:

No person operating a motor vehicle on any way shall run at a rate of speed greater than reasonable and proper, having regard to traffic and the use of the way and the safety of the public. Unless a way is otherwise posted, it shall be prima facie evidence of a rate of speed greater than is reasonable and proper as aforesaid as follows:

- (1) on any other way outside a thickly settled or business district at a rate of speed exceeding forty (40) miles per hour for a distance of a quarter of a mile, or
- (2) inside a thickly settled or business district at a rate of speed exceeding thirty (30) miles per hour for a distance of one-eighth of a mile, or
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- (4) within a school zone established by the Town as provided in Section 2 of Chapter 85 of the General Laws, at a rate of speed exceeding twenty (20) miles per hour.
- (5) On a town-maintained Private Way in accordance with subsection (b) "Schedule of Town Maintained Private Ways" at a rate exceeding twenty five (25) miles per hour for a distance of one-eighth of a mile.

If a speed limit has been duly established upon any way, operation of a motor vehicle at a rate of speed in excess of such limit shall be prima facie evidence that such speed is greater than reasonable and proper.

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- Dunster Drive
- Edgehill Road
- Eliot Drive
- Elm Ridge Road
- Evelyn Road
- Farm Road
- Forest Road
- Garner Road
- Gates Lane
- Hickory Lane
- Kirkland Drive
- Lowell Drive
- Middlemost Way
- Militia Circle
- No Name Road
- Nyra Road
- Peabody Drive
- Pine Ridge Road
- Robert Road
- Sandy Brook Drive
- Sawmill Road
- Timberedge Road
- Wedgewood Road

b) Schedule of Town Maintained Private Ways

- Apple Blossom Lane
- Barton Road
- Billadell Road
- Brandymeade Circle
- Canterbury Road
- Center Place
- Davis Road
- Dawes Road
- Deer Field Lane
- Elizabeth Drive
- Hale Road
- Hallocks Point Road

- Homestead Lane
- Kingland Road
- Lakewood Road
- Laws Lane
- Mitchell Road
- North Shore Drive
- O'Connell Way
- Queen's Lane
- Samuel Prescott Drive
- Seven Star Lane
- Sunset Road
- Sylvan Drive
- Thicket Circle
- Walnut Ridge Road
- Wildwood Road

(September 5, 1989) Any person convicted of a violation of this rule shall be punished by a fine of Fifty Dollars (\$50.00) for each offense. (September 5, 1989)

SELECT BOARD

Date of Passage _____

Attest of Town Clerk _____



Town of Stow
Traffic Safety Advisory Committee
380 Great Road
Stow, Massachusetts 01775

February 9th, 2022

To: Town of Stow, MA Select Board

Via: Denise Demboski, Town Administrator

From: Traffic Safety Advisory Committee

Re: Traffic Signage – Harvard Road @ Garner Road

Per the Manual on Uniform Traffic Control Devices (MUTCD) Chapter 2B, the guidance for implementation of stop signs are as follows:

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

For the intersection of Garner Road and Harvard Road, implementation of a stop sign under 2B.05.A would certainly apply, as Harvard Road makes a sweeping left-hand turn for northbound traffic heading from Stow into Harvard where drivers could not reasonably be expected to yield the right-of-way to southbound traffic coming off of Garner Road.

Additionally, implementation of a stop sign under 2B.05.D would also apply as the line-of-sight of southbound traffic on Garner Road is restricted by trees in the Delany Wildlife Management Area. It is nearly impossible for commuters on Garner Road to see southbound traffic from Harvard Road until they are already in the intersection in question.

Thank you for your consideration and support on this matter,

Traffic Safety Advisory Committee



TOWN OF STOW, MA
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of Stow,
it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General
Laws, the following street is designated as a stop street at the intersection
and in the direction indicated:

South-eastbound drivers on GARNER ROAD must stop at the
intersection of HARVARD ROAD.

SELECT BOARD

Date of Passage _____

Attest of Town Clerk _____

stowpolice

From: Claudia Dragun <cadragun@gmail.com>
Sent: Wednesday, May 4, 2022 9:45 AM
To: stowpolice; Steve Nadeau; Stow Fire
Subject: Re: request for Traffic Safety Advisory Committee

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good Morning All,

I know you've been super busy with other intersections and traffic enforcement around town. Just checking if any progress was made at that January meeting at adding signage to the intersection referenced below. I couldn't find any updates about it on the town website.

Thanks!
Claudia

----- Forwarded message -----

From: stowpolice <stowpolice@stow-ma.gov>
Date: Fri, Jan 7, 2022, 2:42 PM
Subject: RE: request for Traffic Safety Advisory Committee
To: Claudia Dragun <cadragun@gmail.com>

Hi,

Please be advised that your concern is on the agenda for Wednesday, January 12th at 1pm.

<https://www.stow-ma.gov/traffic-safety-advisory-committee/events/150061>

Stow Police
305 Great Road
Stow, MA 01775
978-897-4545

From: Claudia Dragun <cadragun@gmail.com>
Sent: Wednesday, November 3, 2021 2:45 PM

To: Steve Nadeau <highway@stow-ma.gov>; stowpolice <stowpolice@stow-ma.gov>; stowfire@stow-ma.gov; Jesse Steadman <planning@stow-ma.gov>; Denise Demboski <townadministrator@stow-ma.gov>
Subject: request for Traffic Safety Advisory Committee

Hello!

I'm writing with concern about the Harvard/Garner Rd intersection north of the Delaney project and before the first Kirkland Dr.

There is no signage - no stop or yield signs coming from Finn Rd - and recently I witnessed a truck at full speed turning right (south) onto Harvard Rd. while a car traveling south on Harvard Rd. could have hit it because the truck didn't yield.

Can you let me know what can be done to make this intersection more safe? There are also a lot of bikers, runners, kids and people walking their dogs in this intersection so I'm concerned for their safety as well.

Thanks,

Claudia

978-897-0605

Claudia Dragun

Sylvan Dr.

Stow, MA

Disclaimer

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**Town of Stow
Planning Department
380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321**

5.18.2022

Request for Proposals

Consulting Services

--

Great Road / Hudson Road Intersection Improvements

Due Date: June 17, 2022

Due Time: 1:00 p.m.

Town of Stow

**380 Great Road
Stow, MA 01775**

Town of Stow Notice of Request for Proposals	2
SECTION I. RFP Process Timeline.....	Error! Bookmark not defined.
SECTION II. Project Description	Error! Bookmark not defined.
SECTION III. Scope of Services Sequence	Error! Bookmark not defined.
SECTION IV. Proposal Submission.....	11
SECTION V. Amendments	13
SECTION VI. Proposal Preparation, Evaluation & Selection	13
SECTION VII. Award and Contract:.....	19 Error! Bookmark not defined.
SECTION VIII. Contact Information.....	19
SECTION XI. Required Forms and Exhibits	20
EXHIBIT A. Proposal Signature Page	21
EXHIBIT B. Price Proposals Signature Page.....	22
EXHIBIT C. Certificate of Non-Collusion.....	23
EXHIBIT D. Certificate of Tax Compliance	24
EXHIBIT E. Certificate of Authority	25

May 18, 2022 | Town of Stow Notice of Request for Proposals
Consulting Services for Great Road / Hudson Road Intersection Improvements

Description: The Town of Stow Planning and Highway Departments are seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

RFP Packages: RFP Packages will be available beginning **May 18, 2022 at 1:00 PM**. Packages are available via email by contacting planning@stow.ma.gov. Packages are also available for download at <https://www.stow-ma.gov/highway-department/pages/bids-and-proposals>.

Due Date & Time: Proposals are due by **1:00 PM on June 17, 2022**.

Place: RFP's are to be submitted to:
Town of Stow Planning Department
380 Great Road
Stow MA 01775

and in digital format to:

planning@stow-ma.gov

Pre-Proposal Conference: A pre-proposal conference will be held on **May 25th, 2022** at 1:00 PM via Zoom video conference at <https://us06web.zoom.us/j/81527448076> and accessed via phone at 1-929-205-6099, with a Meeting ID of 81527448076#. The purpose of the conference is to assist prospective Proposers in the interpretation of the RFP, and other technical and contractual matters. This conference is not mandatory.

Questions/RFI's: If you have questions about this RFP or have a request for information or clarification, please contact Town Planner Jesse Steadman at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **12:00PM May 27, 2022**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by **12:00 PM on June 1, 2022**.

Contract Info: The Town of Stow will negotiate an industry standard contract with the successful proposer. Any contract issued in response to a successful proposal must be approved by the Town's Chief Procurement Officer.

Project Period: The Town endeavors to expedite all contracts within a timely fashion. Typically a contract will be awarded within sixty (60) days of the proposal opening if not sooner, and services under the contract will commence immediately thereafter. The Term of the awarded Contract shall be for one (1) year. The Town, at its sole election, may renew this contract for two additional one-year terms.

SECTION I. RFP TIMELINE

May 18, 2022	RFP legal notice appears in the <i>Stow Independent</i> .
May 18, 2022	RFP available at 10:00 AM
May 25, 2022	Pre-proposal conference at 1:00 PM.
May 27, 2022	Last day to submit questions or requests for clarification. All questions must be submitted in writing via email to planning@stow-ma.gov by 12:00 PM.
June 1, 2022	Compilation of all questions and responses will be distributed via email to prospective Proposers
June 8, 2022	Last Addendum issued
<u>June 17, 2022</u>	Proposal due date. Deadline for proposals is 1:00 PM EST.
June 20 - 24, 2022	Project Team reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal as necessary.
On or before July 1, 2022	Notification of Award
July 2022 (Exact date TBD)	Project kick-off meeting with Project Team.

SECTION II. PROJECT DESCRIPTION

A. Description

The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

The project scope of services includes:

- Site Visit and Coordination with Highway and Planning Department;
- Existing Conditions Survey;
- Draft Base and Concept Plans;
- 25% Design Plans and Technical Memo
- 100% Design and Construction Plans;
- Construction specifications and preparation of documents for Bid Administration;
- Construction Administration Services.

The construction of the described project is anticipated to be the subject of a MassWorks Infrastructure Program Grant Application. It is expected that the design for each corresponding *Part* will conform to all relevant standards, including but not limited to: The Massachusetts Department of Transportation Project Design and Development Guidebook; the United States Department of Transportation Federal Highway Administration's Manual of Uniform Traffic Design Controls; the Architectural Access Board 521 CMR Rules and Regulations; and/or the AASHTO Highway Manual.

Part 1: Engineering and Design | Great Road/ Hudson Road Intersection Improvements

The intersection at Great Road and Hudson Road is a top priority for traffic safety improvements in Stow. A 2016 Metropolitan Planning Organization (MPO) report by the Community Transportation Planning Staff found that aspects of the intersection operate at level D and F; the intersection meets applicable signal warrants 1,2 and 7 and the crash data suggests that a left-hand turn lane, as well as management of the curb-cuts to the adjacent gas station are priority measures for consideration. These issues are expected to be exacerbated by proposed development of a ~140 unit mixed income housing development along Hudson Road, that is anticipated to create an additional 794 vehicle trips per day, as well as a proposed 700 student boarding school at the former Bose facility, approximately ¼ mile to the west of the intersection and 189 unit mixed income neighborhood at the Stow Acres Country Club.

The Town seek engineering and design services to reach 100% design plans for the signalization and related improvements to the Great Road/Hudson Road Intersection. The plans shall address the following design considerations:

1. Signalization of the intersection, including signal timing, design and coordination with signal at Harvest Drive as applicable;
2. Upgrades to Hudson Road and Route 117 intersection approaches, including addition of turning lanes, pedestrian and bike enhancements, striping, signage and other updates consistent with recommendations from prior planning documents and in accordance with findings of relevant traffic studies;
3. Conceptual design upgrades to the circulation pattern for the adjacent gas station and liquor store, including but not limited to potential use of inter-lot connections, curb-cut design and limitations on entering or exiting existing curb-cuts.

The Town anticipates that previous MPO study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs

of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements.

Part 2: Construction Administration Services

The Town of Stow seeks services necessary to administer the owner/contractor contract in accordance with the Project Manual, including on-site personnel for monitoring construction activity and resident engineering services. It is anticipated that the work could be performed on a part – time basis.

B. Limit of Work

The project will encompass:

- A portion of Route 117 / Great Road at the intersection of Hudson Road, extending west to the intersection of Harvest Road and Route 117; 200' feet to the east of the Hudson Road centerline to approximately the bridge over Elizabeth Brook and approximately 500' feet south along Hudson Road (see attached plan);
- Areas outside of the Town's Right-of-Way which may be reasonably assumed to contribute to drainage or design considerations of the Improvements, including areas subject to potential permanent or temporary construction/Right-of-way easements or agreements as well as parcels containing Gulf gas station and adjacent liquor store.

Existing county layout and survey plans are attached for reference.

C. Project Period

The term of the contract is for one (1) year, with provisions for renewal if deemed necessary.

SECTION III. SCOPE OF SERVICES SEQUENCE

Part 1: ENGINEERING & DESIGN | INTERSECTION IMPROVEMENTS

The following services and activities are anticipated to be performed by the Consultant in the following sequence proposed. In the event the Consultant believes an alternative sequence would more accurately reflect the goals of the project, an amended sequence shall be proposed.

A. SITE VISIT / COORDINATION / TRAFFIC ANALYSES

The Town anticipates that previous Metropolitan Planning Organization study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements. The goal of Task A is to flag for the project team any gaps in data that may be necessary prior to advancing concepts/25% design plans.

1. Determine gaps in necessary traffic analyses, such as turning counts, vehicle trip data, and other traffic data necessary based upon review of existing plans on file, including but not limited to relevant county layout and survey plans, Complete Streets Tier 3 Project Application forms, estimates and project descriptions, private traffic studies relating to proposed developments in the area, past intersection assessments by the Metropolitan Planning Organization, as well as updated crash data from the Stow Police Department. (Information to be provided by the Planning Department in RFP package);
2. Determine necessity/extent of field survey;

3. Perform additional traffic analysis as applicable;
4. Submit Design Schedule.
5. Initial site visit and Meeting #1 with the Town of Stow Superintendent of Streets, Planning Department Staff and applicable members of relevant Boards and Committees to discuss findings of Task A.

B. UPDATE FIELD SURVEY

If it is determined, upon review of the plans provided herein, that there is additional survey work required to perform the scope of work as outlined in Section 1(a-b) the survey engineer shall review and update existing survey data to create a topographic survey within the project limits defined in this Request for Proposals. The proposal provided shall include the rationale for the additional survey, as well as a description of the areas within the project area that require further study. Any necessary survey shall be based on the Massachusetts State Plane Coordinate System in compliance with the most recent edition of the MassDOT Survey Manual. The specific tasks to be performed by the survey engineer may include, but are not necessarily limited to:

1. Boundary Research - Research shall be based on Town of Stow, Middlesex South Registry of Deeds, MassDOT and the Massachusetts Land Court.
2. Survey Traverse – Establish random traverse(s) to locate right of way monumentation, and existing conditions within the limits of work described above, and re-establish any recorded State County or Town record baselines.
3. Location of all physical features within the survey limits including, but not limited to all visible utilities, edge of roads, stone walls, tree lines, trees over 9” diameter at breast height; and topographic conditions at one foot contours intervals with spot elevations to the nearest 1/100th of a foot at all low points and high points, or any large expanse of level land requiring spot elevation detail in the absence of reasonable contour representation. Topographic limits of work shall extend to the right-of-way bounds. In the event proposed work requires grading or construction easements on private property outside of the Town right-of-way, the consultant shall prepare an additional services request for review and approval of the Complete Streets Committee.
4. Highway layout lines, Town layout lines, and abutting property lines will be plotted as accurately as possible based on record information and monumentation acquired by the surveyor at state and local offices and the registry of deeds.
5. Owners information taken from Assessor’s records will be shown on the plans for all lots within and abutting the limit of work. The plotted information will include the owner’s name(s) and Book/Page references along with the lot legal address of the property.
6. The surveyor shall prepare and provide digital files of the base survey in current AutoCAD format including a Triangular Irregular Network (TIN) file. Base survey plans will be on the Mass State Plane Coordinate system and NGVD 88. Plans shall conform to MassDOT Survey Manual and provide the appropriate detail and drafting standards for future project development as required by the MassDOT Project Development and Design Guidelines found in the latest edition of the Highway Design Manual relative to accuracy, content and presentation.
7. Obtain plans for private and public utilities within the project limits from the various utility purveyors and plot the information on the existing condition base plans. For subsurface utilities that cannot be directly accessed, the utility layout on the existing conditions plan will be compiled from record plans, fit to the most reasonable level of evidence that can be found within the limit of work, and noted so on the base plan. For drainage systems, the surveyor shall open and record the invert and pipe sizes of all pipes visible within each structure. The surveyor will be responsible for coordinating with the Stow Highway Department to access structures that are full of debris or that have covers that cannot be removed with hand tools.

8. The Surveyor will be required to coordinate their field survey activities with the Town of Stow Police Department and make necessary arrangements for police detail support when working within existing travel ways. The surveyor will provide proper safety signing and devices.
9. Base plans shall be prepared such that they can be plotted at a scale of 1" = 20' for future construction plan preparation.
10. Presentation of a draft base plan and concept plans to the Superintendent of Streets, based upon Complete Streets project description and input from the kickoff meeting. The plan shall tie into State Plane Coordinates, North American Datum 1983 (NAD 83) for horizontal and North American Vertical Datum 1988 (NAVD 88) for vertical. Proposer will coordinate with Mass DOT District #3 Survey Section to provide GPS coordinates to establish the survey.
11. Identify all environmental issues and assessment of the need for preparation of permits including NPDES, Notice of Intent with DEP and Town of Stow Conservation Commission and others as may be applicable.

C. CONCEPTUAL PLANS

Prepare and submit conceptual plans and Preliminary Design Memo for review and feedback by the Project Team based upon assessment of existing data, any additional traffic analyses performed and existing conditions survey. The Conceptual Plans and Preliminary Design Memo shall include but not be limited to:

1. Summary of findings of applicable traffic analyses;
2. Description of preliminary design rationale, including recommendations for managing traffic and circulation patterns at adjacent gas station/businesses and summary of existing traffic analyses;
3. Identification of design alternatives related to managing the proximity of Elizabeth Brook, adjacent resource areas or other variables that may affect applicable design alternatives.
4. Analysis of potential sidewalk addition along the west side of Hudson Road between Route 117 Intersection and mid-block crosswalk approximately 400 feet to the south;
5. Submission of preliminary construction cost estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices;
6. Presentation at public meeting to present conceptual design plans and associated design rationale;
7. Attendance at Meeting #2 of project team to finalize feedback and advance to 25% design.

D. SUBMISSION OF TECHNICAL MEMORANDUM AND 25% Design Plans

It is the Consultant's responsibility to review the information requested for submission of 25% Design Plans and note in the submitted Proposal any items that may be missing from this RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFP. The Consultant shall update the Preliminary Design Memo to add any additional information for the purpose of providing a 25% Design Technical Memorandum.

The 25% shall include, but not be limited to the following:

1. Completion of draft existing condition base plan, based upon input from the initial meetings. The plan shall tie into State Plane Coordinates, North American Datum 1983 (NAD 83) for horizontal and North American Vertical Datum 1988 (NAVD 88) for vertical. Proposer will coordinate with Mass DOT District #3 Survey Section to provide GPS coordinates to establish the survey;
2. Submittal of a Technical Memorandum and 25% Design Plan consistent with MassDOT standards and specification format, and in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. The Plans shall consist of:
 - a. Typical Sections;
 - b. Construction Plans and specifications, including all signal hardware and associated pedestrian signals as appropriate;
 - c. Preliminary Drainage and Utility Plans;
 - d. Conceptual Traffic Management Plans;
 - e. Pavement Marking and Signage Plans;
 - f. Coordination Plan for managing utilities;
 - g. Right-of-way plans showing temporary and/or permanent easement locations;
3. Determination of potential signal coordination and traffic effects on nearby intersections, including Route 117/Harvest Drive;
4. Identification of all environmental permitting requirements, including but not limited to approvals under the Wetlands Protection Act and Stow Wetlands Bylaw, and the National Pollution Discharge and Elimination System;
5. Wetland/Riverfront resource area delineations in accordance with the Wetlands Protection Act and Stow Wetlands Bylaw;
6. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
7. Attendance at Meeting #3 with the Project Team to gain feedback for incorporation into 100% Design Plans.

E. 100% DESIGN PLANS

Submittal of 100% Design and Construction Plans and Specifications in MassDOT format in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. Similar to Task D, it is the Consultants responsibility to review the information requested for submission of 100% Design Plans and note in the submitted Proposal any items that may be missing from this RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFP.

100% Design Plans shall be tied to County Road Layouts where applicable and shall include the following:

- a. Construction Plan and specifications showing pedestrian improvements, sidewalk and roadway features such as sidewalks, curbing, pavement, vehicular and pedestrian signals, drainage, utility work, etc.

- b. Utility Plans
- c. Pavement Markings and Signage plan
- d. Traffic Control Design Plan
- e. Traffic Management Plan
- f. Erosion Control and sedimentation Plan

The Consultant shall indicate the need for the following plans as applicable and necessary to the nature of the work proposed.

- a. Profiles
- b. Plan of temporary and permanent takings or easements
- c. Curb Tie and Grading Plans
- d. Drainage and Stormwater Pollution Prevention/Management Plan
- e. Any other items required to accomplish the task

F. SUBMITTAL OF CONSTRUCTION DOCUMENTS

It is the Town’s intention to utilize the Stow Highway Department’s “front end” bid documentation for the purpose of advertising the project for construction.

- 1. Updated Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
- 2. Construction specifications and bid documents

Part 2: CONSTRUCTION ADMINISTRATION SERVICES

The Town of Stow is seeking qualified civil and transportation engineering firms to provide construction administration and resident engineering services for proposed intersection improvements at the Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

A. Construction Administration

- 1. Resident Engineering;
- 2. Perform scheduled site visits;
- 3. Confirm correct drainage installation methods as necessary;
- 4. Ensure compliance with Americans with Disability Act requirements
- 5. Ensure compliance with the Stormwater Pollution Prevention Plan as necessary;
- 6. Verify asphalt mix design and quality assurance;
- 7. Verify asphalt quantities applied;
- 8. Ensure roadway compaction requirements are met;
- 9. Keep records of workforce levels and police detail presence;
- 10. Quantify work performed;
- 11. Maintain adherence of work to contract documents and bid specifications;
- 12. Provide written status/field reports on a weekly basis that include, but are not limited to updates on the pace of construction scheduling and the identification of any risks or potential overages.

B. Management of Contract Administration

- 1. Interpret contract documents to contractor
- 2. Process and approve shop drawings, requests for information, claims reviews, change orders, schedule extensions, etc.
- 3. Monitor adherence to and progress toward budget and cost thresholds

4. Review and maintain schedule of operations
5. Review and approve contractor pay applications/requisitions

C. Project Closeout

1. Establish criteria for reaching substantial completion and perform final inspection of work performed
2. Generate and maintain project punch list
3. Provide assistance in procuring bond release approval
4. Coordinate final contractor payment
5. Provide assistance with final Complete Streets grant walk-through as necessary

D. Construction advice and pre-construction meeting

1. Provide advice relative to shop drawing review and attendance at the pre-construction meeting as needed.

SECTION IV. PROPOSAL SUBMISSION

A. Minimum Requirements

At a minimum, Proposers must submit all materials requested in accordance with the exact specifications of this request for proposals. Proposers who meet these minimum criteria will have their proposals reviewed. Meeting minimum requirements does not mean that a Consultant will be selected for the project.

B. Proposal Contents

One (1) original bound copy and one (1) digital copy of the Proposal marked "Proposal - Professional Engineering Services for Stow Great Road" must be received per the time frame outlined in Section II. It is the sole responsibility of the proposer to insure that the Proposal arrives on time and at the designated place.

Within the technical portion and price portion of the Proposal, please supply each of the following items and clearly structure and label the Proposal:

Technical Portion

1. Cover letter with response, acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this Request for Proposal, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
2. A narrative describing the proposer's understanding and approach toward completing the scope of work outlined in the Scope of Services as defined in the RFP, including overall methodology.
3. A Scope of Services itemizing and detailing the tasks to be performed and deliverables associated with the proposer's scope shall be provided.
4. A schedule of Services.
5. The identification of all sub-consultants and/or subcontractors who will work with the Proposer.
6. Certificates of insurance.

Price Portion

1. Consultant shall provide the Town with a lump sum fee itemized to correspond to specific Tasks and deliverables included in Section III, Part 1.
2. For specific tasks and deliverables associated with Section III, Part 2, a time and materials fee proposal for those items that correspond to work in the field is acceptable.

3. Rates for individuals or positions. Ranges for positions are acceptable.

C. Required Forms

Proposal shall include completion of the following forms (attached to Request for Proposals):

1. Certificate of Non-Collusion
2. Statement of Tax Compliance
3. Price Quote

D. Preparation of Proposal

1. General proposal elements

- a. Periods of time, stated as a number of days, shall be calendar days unless otherwise indicated.
- b. It is the responsibility of all Proposers to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.
- c. All proposals must contain Exhibits A - F: the Proposal Signature page, Price Proposal Signature page, and all applicable Certifications provided.
- d. Any exceptions to this RFP stated on a separate page of the proposal.
- e. The proposal document must be submitted with an original ink signature by the person authorized to sign the proposal.
- f. Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the authorized person signing the offer.
- g. Submit one (1) unbound original and 4 bound copies of the non-price proposal.
- h. Submit one (1) electronic copy of the non-price proposal on a CD, using a widely accessible software format.
- i. Submit one (1) copy of the price proposal in a signed, sealed envelope.

2. Qualifications Narrative

The Proposal shall detail the firm's or individuals' qualifications, experience and expertise. Proposal evaluation will include an examination of the Proposer's qualifications, experience, project action plan and expertise in conducting similar work.

- a. Proposer shall provide a brief history of their firm, organization or relevant professional experience;
- b. Proposer shall list the number of current personnel that it employs, if applicable;
- c. Proposer shall detail the firm's or their own experience with similar projects completed during the past three (3) or more years;
- d. Proposer shall provide a list of specific qualifications the Consultant has in supplying the services listed in this proposal, including professional degrees, designations, affiliations, certifications and/or licenses;
- e. Proposer shall submit the names and resumes and level of participation of staff particularly staff assigned as the lead coordinator to this engagement and their respective experience in these types of engagements if applicable;
- f. Identification of any and all sub-consultants and/or subcontractors who will work with the Proposer
- g. Proposer shall provide a list of a minimum of three (3) references from current and/or former clients for projects of similar size and scope. List shall include current contact information including client contact name, agency, address and phone number.

h. Certificates of insurance.

3. *Scope of Services and Approach to Work*

The proposal must confirm the Proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:

- a. A cover acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this RFP, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
- b. A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including a timeline for major activities. Proposer shall provide a written scope of work schedule of deliverables, which should conform to the work items, timelines, tasks and deliverables identified in the RFP;
- a. Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed;
- b. Proposer shall submit three (3) samples of its most relevant and recent work product;
- c. Proposer shall affirm financial stability of Proposer's firm or organization, as applicable.

4. *Price Proposal Elements*

Fee Proposals for the various items shall be stated both in figures and words in the appropriate spaces shown on the proposal form, and all proposals will be considered informal which contain items not specified in said form.

- a. Consultant shall provide the Town with a lump sum fee itemized to correspond to specific tasks and deliverables included in Section III, Part 1.
- b. For Tasks associated with Section III, Part 2, the Consultant shall provide a lump sum fee itemized to correspond to specific deliverables, and as necessary for certain Tasks and activities, an hourly rate with an estimate-not-to-exceed fee proposal for those items that correspond to work in the field. Materials and incidental costs shall be included.

SECTION V. AMENDMENTS

If any changes are made to this Request for Proposal, an addendum will be issued. Addenda will be mailed, emailed or faxed to firms invited to quote.

The Town may cancel this Request for Proposal, or reject in whole or in part any and all Proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

SECTION VI. PROPOSAL PREPARATION, EVALUATION & SELECTION

Proposals

Proposals must be submitted on the forms provided, in accordance with all specified proposal submission requirements as specified in the RFP.

Competency of Proposers

Only those Proposers who submit all forms and materials as required will be considered responsive and responsible.

No proposal will be considered unless the Proposer submitting the same shall furnish evidence satisfactory to the Town that he has the necessary equipment, ability, and financial resources to fulfill the conditions of the contract and specifications. Previous experience and responsibility of the Proposer will be considered in awarding the contract. No contract will be awarded to any Proposer who is in arrears to the Town upon debt or contract, or who is a defaulter as to surety or otherwise upon any obligation to the Town of Stow.

Withdrawal of Proposal

Permission will not be given to withdraw or modify any proposal after the RFP deadline.

Acceptance or Rejection of Proposal

The Town reserves the right to accept proposals at any time within thirty-five (35) days after the same are received as provided. The Proposer shall submit the proposal on the proposal-contract forms if so provided.

The Town reserves the right to reject any or all proposals and waive informalities. Any proposal deemed incomplete will be rejected outright for non-responsiveness to the requirements of the RFP.

Names of Proposers

Each proposal must contain the full name and address of each person or company interested therein. In the case of a partnership, the name and address of each partner must be stated on the proposal form. The firm, corporate, or individual name must be signed by the Proposer in the space provided for signature on the forms. In the case of a corporation, the title of the officer signing must be stated and the corporate seal must be affixed. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term “members of firm”. Individuals use the term “doing business as _____,” or “Sole Owner.”

Selection Criteria

The Town believes that the selection of the most highly advantageous offer for these services requires comparative judgment of factors in addition to cost. The Selection Committee shall determine a composite rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable for each proposal reviewed. The Town reserves the right to conduct interviews and check references in order to better aid the Selection Committee in making its decision.

Determination of Best Price

The Selection Committee will open the fee proposals once the general qualification review has been completed. Once the fee proposals are included in the evaluation the Selection Committee will make a recommendation to the Chief Procurement Officer (Town Administrator).

All proposals shall remain valid and acceptable for ninety (90) days from the last proposal due date. This time may be extended by mutual consent of selected Proposer and the Town. Upon award, the engagement must commence within ten (10) days of the executed contract.

Exceptions

Any exceptions taken to the conditions or specifications cited herein must be clearly stated on a separate page of the proposal.

Minimum Requirements

At a minimum, Proposers must submit all materials requested in accordance with the exact specifications of this request for proposals. Proposers who meet these minimum criteria will have their proposals reviewed. Meeting minimum requirements does not mean that a Consultant will be selected for the project.

Preparation of Proposal

1. The proposal shall detail the firm's or individuals' qualifications, experience and expertise. Proposal evaluation will include an examination of the Proposer's qualifications, experience, project action plan and expertise in conducting similar work.
 - a. Proposer shall provide a brief history of their firm, organization or relevant professional experience;
 - b. Proposer shall list the number of current personnel that it employs, if applicable
 - c. Proposer shall detail the firm's or their own experience with similar projects completed during the past three (3) or more years;
 - d. Proposer shall provide a list of specific qualifications the Consultant has in supplying the services listed in this proposal, including professional degrees, designations, affiliations, certifications and/or licenses;
 - e. Proposer shall submit the names and resumes and level of participation of staff particularly staff assigned as the lead coordinator to this engagement and their respective experience in these types of engagements if applicable;
 - f. Proposer shall provide a list of a minimum of three (3) references from current and/or former clients for projects of similar size and scope. List shall include current contact information including client contact name, agency, address and phone number.

2. The proposal must confirm the Proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:
 - a. A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including a timeline for major activities. Proposer shall provide a written schedule of deliverables, which should conform to the work items and timeline identified in the RFP.
 - b. Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed.
 - c. Proposer shall submit three (3) examples of its most relevant and recent work product
 - d. Proposer shall affirm financial stability of Proposer's firm or organization, as applicable.

3. General proposal elements:
 - a. Periods of time, stated as a number of days, shall be calendar days unless otherwise indicated.
 - b. It is the responsibility of all Proposers to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.
 - c. All proposals must contain Exhibits A - F: the Proposal Signature page, Price Proposal Signature page, and all applicable Certifications provided.
 - d. Any exceptions to this RFP stated on a separate page of the proposal.
 - e. The proposal document must be submitted with an original ink signature by the person authorized to sign the proposal.
 - f. Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the authorized person signing the offer.
 - g. Submit one (1) unbound original and 1 bound copy of the non-price proposal.
 - h. submit one (1) electronic copy of the non-price proposal in USB drive format.
 - i. Submit one (1) copy of the price proposal in a signed, sealed envelope.

Education and Qualifications

The Proposer is responsible for ensuring the timely completion of all project objectives. The ideal candidate should have the demonstrated knowledge and background in the field of Civil and Traffic Engineering and a minimum of five years of relevant experience.

Proposer minimum qualifications:

1. Proposer must be an individual or an organization that has experience Civil Engineering practice and knowledge-familiarity with the Massachusetts Department of Transportation..
2. Proposer should have experience working with municipalities and the Department of Transportation.
3. If the Proposer is an individual, he/she must propose a team with depth and expertise to complete the required tasks.
4. Proposers must have demonstrated ability to be an effective communicator both orally and in writing and possess the capacity to conduct presentations.

RFP Evaluation

Candidates who have met the minimum stated qualifications will be evaluated and ranked by the Selection Committee based on the criteria listed below. Proposals will be ranked on the following scale of maximum benefit to the Town: Highly Advantageous (HA – 3 points), Advantageous (A – 2 points), Not Advantageous (NA – 1 point), or Unacceptable (U–0 points). Any proposal that receives an “Unacceptable” rating for any of the criteria sections may be rejected outright. Proposers should be responsive to the requested information set forth in the RFP. Consultants submitting proposals deemed to be non-responsive shall be given a ranking of “Unacceptable.”

In addition to the materials submitted within the proposal, the Selection Committee may ask for additional information or a clarification of any written responses. The rankings done by the individual committee members for each proposal will be combined to determine an overall score for each Proposer. These scores will then be used to determine the initial ranking of the Proposers and to identify the top-ranking firms/individuals to be interviewed. Following interviews with finalists, the Selection Committee may conduct reference checks and then meet to discuss and agree upon final applicant rankings. Applicants may be interviewed during the selection process.

The proposal submitted should specifically address the following evaluation criteria:

1. **Past Experience** – Past experience is calculated by the extent and suitability of Proposer’s past work. Both the total number of projects and similarity of projects and history of having met the work schedule budget are relevant to this criterion. The amount of experience of the Proposer in both consulting with municipalities and experience with transportation engineering projects in Massachusetts of similar size and scope will impact significantly on this evaluation factor.

Highly Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least five (5) or more similar projects within the past five (5) years and has worked in the field of transportation engineering for **ten (10)** or more years.

Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least **two (2) to four (4)** similar transportation engineering projects within the past **five (5)** years, or has worked in the field of transportation engineering for **(5) five** years.

Not Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least one (1) similar transportation engineering project within the past ten (10) years, or has worked in the field of transportation engineering for 1-5 years.

Unacceptable – The Proposer has not provided verifiable evidence of having successfully completed any similar transportation engineering projects in the past ten (10) years, or has worked in the field of transportation engineering for less than 1 year.

2. **Quality of Work – The quality of work will be determined by examples provided.**

Highly Advantageous – Proposal includes detail on five (5) or more examples of successful comparable projects, together with list of at least 20 comparable projects. Work is exemplary and examples are impressive. Projects were delivered on time and on budget.

Advantageous – Proposal includes two (2) to four (4) examples of successful comparable projects. Work is relevant and examples are good. Projects were delivered with desired outcomes.

Not Advantageous – Proposal includes one (1) example of a successful comparable project or includes one or more examples of projects that are not of similar size or scope, or prove to be less than successful.

Unacceptable – Proposal includes no comparable projects, or all projects cited prove to be less than successful.

3. **Capacity** - Capacity will be measured by the depth and relevancy of team members and/or sub-contractors. This criterion will consider who is on your project team and the skills those individuals will contribute to the project. Also judged will be the size of the firm relative to its present work-load. Key personnel should be immediately available to begin the project, as well as be available throughout the project process.

Highly Advantageous – Résumés demonstrate exceptional qualifications of key staff within field(s) of transportation engineering or similar field. All members of the technical team have more than ten (10) years of relevant work experience and technical qualifications. Key personnel are immediately available to begin the project and are available throughout the project.

Advantageous – Résumés demonstrate moderate qualifications of key staff within field(s) transportation engineering or similar field. All members of the technical team have between five (5) and ten (10) years' experience and technical qualifications. Key personnel are available to begin the project soon and may be available throughout the project.

Not Advantageous – Résumés demonstrate very minimal qualifications of key staff within field(s) of transportation engineering or similar field. All members of the technical team have less than five (5) years' experience and technical qualifications. Key personnel are not available any time soon to begin the project and may not be available throughout the project.

Unacceptable – Résumés demonstrate key staff has no experience within field(s) of Transportation engineering or similar field. Key personnel are not available.

4. **Project Approach** - The project approach will be determined by the quality and depth of the proposal, and technical approach to the Scope of Work. The proposal should make appropriate reference to all items under the Scope of Work and Submission Requirements.

Highly Advantageous – Proposal is viewed as an excellent response and describes in depth how all tasks will be accomplished. Proposer's responses to tasks are clear, thorough, and timely. Innovative techniques and planning processes are presented.

Advantageous – Proposal is viewed as an adequate response and describes with some particularity how all tasks will be accomplished. Proposer’s responses provide minimal explanation for planning processes to meet standards requested.

Not Advantageous – Proposal is viewed as a minimal response and describes generally how tasks will be accomplished. Proposal does not contain clear processes or timetables for completion of tasks.

Unacceptable – Proposal is inadequate and addresses less than all tasks.

5. **Readiness to Proceed** - Readiness will be evaluated as follows:

Acceptable - Able to begin upon execution of contract (within two weeks of Notice to Proceed) and complete entire scope within the projected time frame.

Unacceptable - Unable to begin within 15 days of Notice to Proceed, or unable to complete entire scope of project.

6. **References** - The proper will provide at least three references. References will be evaluated as follows:

Highly advantageous – All references are positive;

Advantageous – References are positive with some minor negative feedback;

Non-advantageous – One (1) negative reference; and

Unacceptable – Two (2) or more negative references.

7. **Interview** - Interviews will likely be conducted with final candidates and evaluated as follows:

Acceptable

Unacceptable

SECTION VII. AWARD AND CONTRACT

The Town anticipates awarding the contract to the responsive and responsible Proposer offering the lowest price for all required services. If necessary, in order to distinguish the qualifications and clarifications between finalists, firms may be invited to make a presentation before the Selection Committee.

The Town of Stow reserves the right to reject any Proposal or to waive any informality in the process if it is in the best interest of the Town.

The project and services provided by the successful candidate will comply with all Stow and Commonwealth of Massachusetts standards and codes, and with MGL Chapter 30.

All fee prices submitted in response to this Request for Proposal shall remain firm for ninety (90) days following the Proposal opening.

If, at the time of the scheduled Proposal opening, Town Building is closed due to unforeseen events, the Proposal opening will be postponed until 12 noon on the next business day.

SECTION VIII. CONTACT INFORMATION

Please contact the Town of Stow for clarification of this Request for Proposals, and direct all inquiries regarding the Request for Proposals to:

Jesse Steadman – Town Planner
Stow Planning Department
Stow, MA 01775
978-897-8071
978-897-5682 (Fax)
planning@stow-ma.gov

The Town of Stow is an equal opportunity employer.

SECTION IX. REQUIRED FORMS AND EXHIBITS

The following pages contain forms that *must* be included with the proposals.

- Exhibit A.....Proposal Signature Page
- Exhibit B.....Price Proposal Signature Page
- Exhibit C.....Certificate of Non-Collusion
- Exhibit D.....Certificate of Tax Compliance
- Exhibit E.....Certificate of Authority
- Exhibit F.....Equal Opportunity Certification

EXHIBIT A - Proposal Signature Page

Complete this page and return as a cover sheet for the completed non-price proposal.

Town of Stow RFP to Provide Design and Engineering Services

Company Name _____
Contact Person (Please Print)

Street _____
Phone

City, State, Zip _____
Fax

Email

Submit the attached proposal for this Request for Proposals to the Town of Stow on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP and its resulting contract, to perform any tasks and deliver any documents required, and to execute a Contract with the Town of Stow.

Proposer acknowledges receipt of the following addenda.*

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Authorized Agent of the Contractor:

Signature (blue ink please)

Printed Name

Title

Date

*If a corporation, attach
certificate of vote or apply
corporate seal here*

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Contractor should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

** to be filled in by Proposer, if addenda are issued.*

EXHIBIT B - Price Proposal Signature Page

Complete the following pages and submit with any attachments in a separate, sealed envelope from non-price proposal.

Town of Stow RFP to Provide Design and Engineering Services

The undersigned proposes to provide services to the Stow in accordance with the response to its Request for Proposals (RFP). This price includes all services and out of pocket expenses as per the terms and specifications stated in the non-price proposal.

Price includes but is not limited to all deliverables listed in the RFP.

**Include Estimated hourly worksheets & rate charts as applicable.*

Signature (*blue ink please*) Date

Printed Name

Title

Company Name Email

Street Phone

City, State, Zip Fax

EXHIBIT C – Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, club, or other organization, entity, or group of individuals.

(Signature of individual submitting Quote)

EXHIBIT D - Certificate of Tax Compliance

Pursuant to Massachusetts General Law Chapter 62C, § 49A, I hereby certify under penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns and paid all state taxes required under law.

Social Security or Federal I.D. Number

Signature: Individual or Corporate Officer

Title

Date

Please Print:

Corporate Name (as used for tax filing)

Address

P.O. Box

City, State, Zip Code

* Your Social Security Number or Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Proposers who fail to correct their nonfiling or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. Ch. 62C, § 48A.

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Contractors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

EXHIBIT E - Certificate of Authority

Meeting of Board of Directors

At a meeting of the Directors of the _____ duly called and held at
(Corporation)

_____ on the _____ day of _____,
in the _____ year at

which a quorum was present and acting, it was voted, that _____ the

_____ of this Corporation is hereby authorized and empowered to
make,

(Name) (Title/position)

enter into, sign, seal and deliver, on behalf of this Corporation a Proposal and subsequent Contract
for:

(brief description) with the Town of Stow, and any performance and payment bonds (each in the amount
of the contract) in connection with such Contract, if applicable.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been

amended or repealed and is in full force and effect as of this date, and that _____

is a duly elected _____ of this Corporation.

Clerk or Secretary of the Corporation

If a corporation, attach certificate of vote or
apply corporate seal here)

**Stow Police Department
Race Data Statistics
04/13/2022 - 05/11/2022**

Selected Personnel: All Personnel
Selected Race: All Race Codes
Selected Zones: All Zones and Groupings

Race Stop Totals

Race	Totals
Black	1 4.0%
Asian or Pacific Islander	0 0%
Hispanic	3 12.0%
American Indian or Alaskan Native	0 0%
Middle Eastern or East Indian (South Asian)	0 0%
White	21 84.0%
Total	25 100.0%

Stop Reason Totals

Reason	Black	Asian	Hispanic	Amer. Ind.	Mid. East.	White	Total
Speeding	1 100.0%	0 0%	0 0%	0 0%	0 0%	10 47.6%	11 44.0%
Equipment Violation	0 0%	0 0%	2 66.7%	0 0%	0 0%	5 23.8%	7 28.0%
Other Traffic Violat	0 0%	0 0%	1 33.3%	0 0%	0 0%	5 23.8%	6 24.0%
Registration/Inspect	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Violation of City/To	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
CMVE	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Dispatch/Call for Se	0 0%	0 0%	0 0%	0 0%	0 0%	1 4.8%	1 4.0%
Investigatory	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Warrant	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
BOLO	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Motorist Assist/Cour	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
MV Crash	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Total	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%

Stop Outcome Totals

Outcome	Black	Asian	Hispanic	Amer. Ind.	Mid. East.	White	Total
M/V Citation - Civil	0 0%	0 0%	0 0%	0 0%	0 0%	2 9.5%	2 8.0%
Criminal Application	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Arrest	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Written Warning	0 0%	0 0%	0 0%	0 0%	0 0%	8 38.1%	8 32.0%
Verbal Warning	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	11 52.4%	15 60.0%
No Enforcement Action	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Total	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%

Stop Duration Totals

Duration	Black	Asian	Hispanic	Amer. Ind.	Mid. East.	White	Total
0-15 Minutes	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%
16-30 Minutes	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Over 30 Minutes	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Total	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%

Stop Searched Totals

Searched	Black	Asian	Hispanic	Amer. Ind.	Mid. East.	White	Total
Yes	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
No	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%
Total	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%

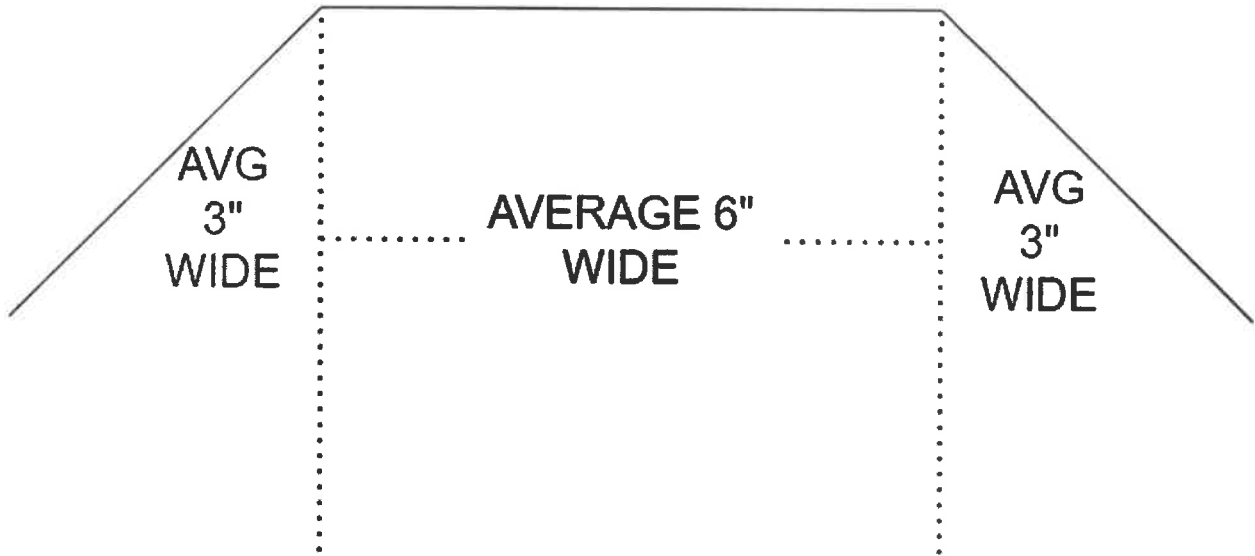
Stop Residency Totals

Residency	Black	Asian	Hispanic	Amer. Ind.	Mid. East.	White	Total
City/Town Resident	0 0%	0 0%	0 0%	0 0%	0 0%	3 14.3%	3 12.0%
Non-City/Town Residen	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	18 85.7%	22 88.0%
Non-Resident Student	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
No Year of Birth and	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Total	1 100.0%	0 0%	3 100.0%	0 0%	0 0%	21 100.0%	25 100.0%

COST ESTIMATE OF SPEED TABLES

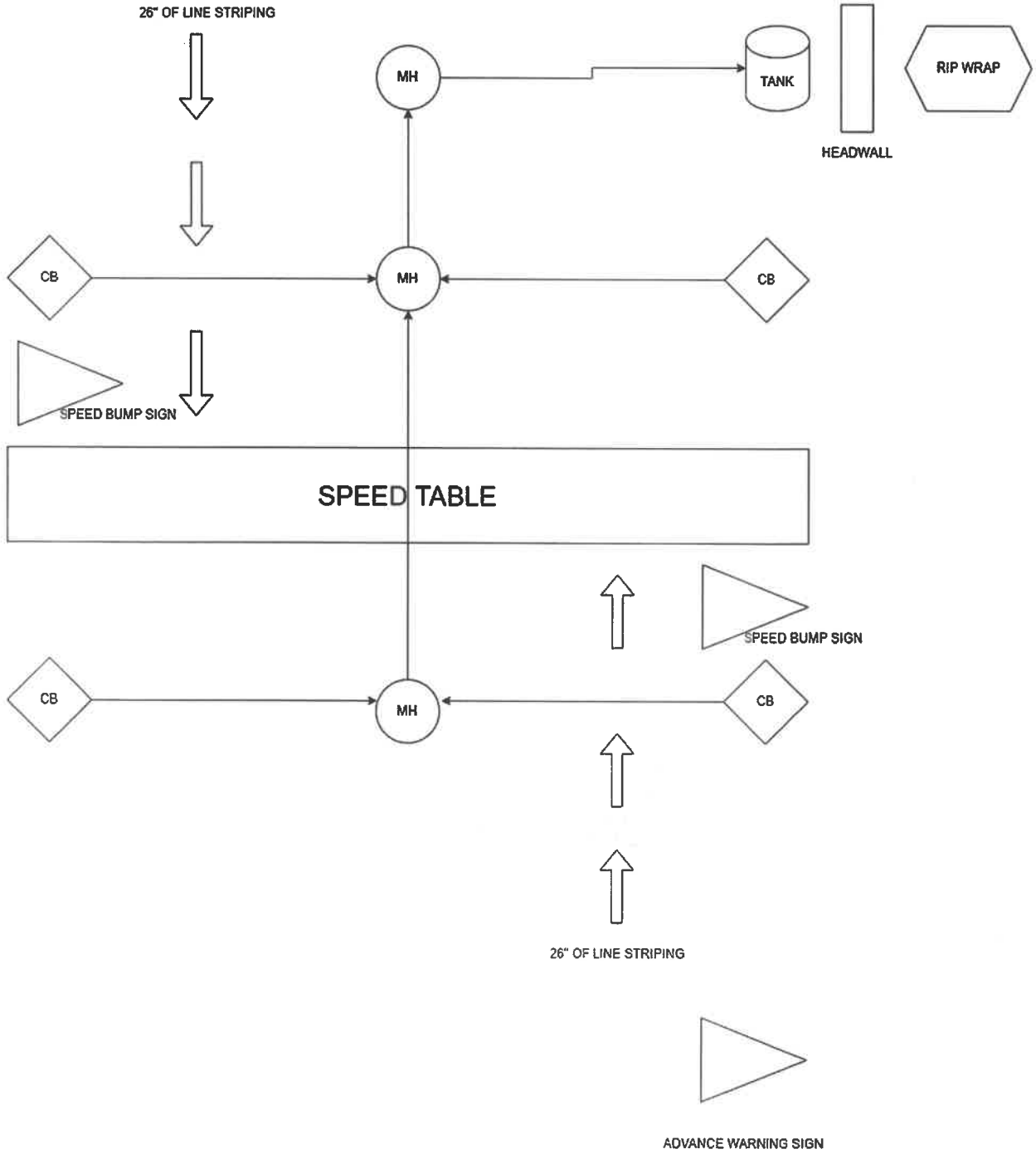
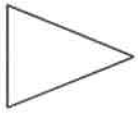
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL COST
4	Catch Basin	\$ 6,000.00	\$ 24,000.00
4	Catch Basin Grate	\$ 350.00	\$ 1,400.00
3	Manhole	\$ 4,000.00	\$ 12,000.00
3	Casting for Manhole	\$ 350.00	\$ 1,050.00
200	RCP Pipe	\$ 80.00	\$ 16,000.00
1	Permitting	\$ 15,000.00	\$ 15,000.00
1	Water Quality Tank	\$ 20,000.00	\$ 20,000.00
1	Headwall & Rip Wrap	\$ 10,000.00	\$ 10,000.00
4	Traffic Sign	\$ 350.00	\$ 1,400.00
20	Asphalt (Speed Table)	\$ 250.00	\$ 5,000.00
100	Asphalt (Drainage)	\$ 125.00	\$ 12,500.00
400	Milling	\$ 15.00	\$ 6,000.00
52	Line Striping (12" Wide)	\$ 3.90	\$ 202.80
		SUBTOTAL	\$ 124,552.80
1	Easement on Private Property	MARKET VALUE	?
		TOTAL	\$124,552.80 +

SIDE VIEW:



AERIAL VIEW:

ADVANCE WARNING SIGN



WHAT IF QUESTIONS/SITUATIONS

1. What happens if someone refuses to grant an easement?

Drives up cost and time to completion while the town finds another suitable area; alternatively, town could choose to use eminent domain, which is likely to upset homeowners. Most towns try to avoid a forced easement or forced taking of someone's land.

2. Why is all the drainage necessary?

Drainage is needed because the speed table will act as a dam, forcing water into private yards. So, we want to capture the water on either side of the speed table before it causes washout on private property or undermines the infrastructure of the roadway.

3. Why a speed table versus a speed bump?

Speed tables are easier to make ADA compliant (and since Stow has almost no sidewalks, any measure must be ADA compliant).

4. Ledge/Rock could be encountered unless borings are taken during the permitting phase. Ledge number would have to be carried, resulting in a change order which will drive up costs.

5. Why is permitting so expensive?

To meet the requirements of our Stormwater Discharge Permit (MS4) granted by the EPA, the Town would need to go before the Conservation Commission to get a permit to discharge more stormwater into Stow's waterways. Additionally, the Town does not have the resources to do much of this in-house, i.e. engineering, surveying, etc.

6. Why is a Water Quality Tank needed?

To ensure that sand/silt, petroleum products, and trash are removed from the water before the water is discharged into the waterways, as required by MS4 permitting. This will increase annual maintenance costs.

stowpolice

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Friday, April 29, 2022 3:01 PM
To: stowpolice
Subject: Form submission from: Traffic Safety Advisory Committee Request Submittal Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Submitted on Friday, April 29, 2022 - 3:01pm
Submitted by anonymous user: [24.218.182.175](#)
Submitted values are:

First Name: Susan
Last Name: Perry
Street Address: 4 Circuit Dr
Address Line 2:
City, State, Zip (if other than Stow): Stow
E-Mail Address: sperry4u@aol.com

Please describe the location of the traffic concern: the newly installed yellow poles in front of our property on Circuit Dr are an eyesore and are not doing anything to slow the traffic down. why can't a yellow line be painted, like on Wheeler Rd? The cars speed in from Rt 62 and these poles are not placed in a location that even impacts that. Radar more frequently on Rt 62 near Circuit, where the posted speed is 35 mph, would be more useful.

Please describe the nature of the neighborhood traffic problem you are concerned with : yellow poles are an eyesore and ineffective

Please list possible solutions to the problem that you would like the Town of Stow to consider: remove the poles and paint a yellow line, more radar

Please attach any documents you would like the Committee to review here:

The results of this submission may be viewed at:
<https://www.stow-ma.gov/node/143221/submission/2776>

stowpolice

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Sunday, May 8, 2022 12:19 PM
To: stowpolice
Subject: Form submission from: Traffic Safety Advisory Committee Request Submittal Form

Submitted on Sunday, May 8, 2022 - 12:18pm
Submitted by anonymous user: 2601:18f:901:c1e0:f9d5:18a8:3bc5:64ed
Submitted values are:

First Name: Jill
Last Name: Ikens
Street Address: 18 Whitney Rd
Address Line 2: 18 Whitney Rd
City, State, Zip (if other than Stow): 01775
E-Mail Address: j.ikens@comcast.net

Please describe the location of the traffic concern: Wheeler Road

Please describe the nature of the neighborhood traffic problem you are concerned with : While we are happy about solutions to slow cars down, the yellow bollards are making it difficult to walk on parts of Wheeler Road. Since there is no sidewalk the cars can't move over. A bit stressful for people that walk Wheeler Road everyday.

Please list possible solutions to the problem that you would like the Town of Stow to consider: I wish I had a solution but I don't. I see police cars monitoring the street from time to time. I saw the mph sign but I guess that's not working. Wheeler is a cut through road from 62 to 117. Everyone in a hurry all the time. I hate to complain without a solution. Please attach any documents you would like the Committee to review here:

The results of this submission may be viewed at:
<https://www.stow-ma.gov/node/143221/submission/2821>

stowpolice

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Thursday, April 14, 2022 7:55 AM
To: stowpolice
Subject: Form submission from: Traffic Safety Advisory Committee Request Submittal Form

Follow Up Flag: Follow up
Flag Status: Flagged

Submitted on Thursday, April 14, 2022 - 7:55am
Submitted by anonymous user: [170.63.67.137](#)
Submitted values are:

First Name: Julie
Last Name: Walrath
Street Address: 40 Evelyn Road
Address Line 2:
City, State, Zip (if other than Stow): Stow
E-Mail Address: jaw1129@comcast.net

Please describe the location of the traffic concern: The corner of Circuit Drive and Rt. 62

Please describe the nature of the neighborhood traffic problem you are concerned with : It is very challenging to take a left out of the Juniper Hill neighborhood (Circuit Drive) on any given day. Now there is a solid fence that is being put up and it is blocking the ability to fully see traffic coming down Rt. 62 especially for smaller/lower to the ground vehicles.

Please list possible solutions to the problem that you would like the Town of Stow to consider: Unsure

Please attach any documents you would like the Committee to review here:

The results of this submission may be viewed at:
<https://www.stow-ma.gov/node/143221/submission/2721>

stowpolice

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Wednesday, April 20, 2022 5:15 PM
To: stowpolice
Subject: Form submission from: Traffic Safety Advisory Committee Request Submittal Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Submitted on Wednesday, April 20, 2022 - 5:14pm
Submitted by anonymous user: [98.118.127.217](#)
Submitted values are:

First Name: Pat
Last Name: Walrath
Street Address: #20 middlemost way
Address Line 2:
City, State, Zip (if other than Stow):
E-Mail Address: reppatwalrath@aol.com
Please describe the location of the traffic concern:
New fence at corner of Rt 62 & Rt 117 impedes visibility to turn out of Circuit Drive.

This is an accident waiting to happen. What can be done?
Please describe the nature of the neighborhood traffic problem you are concerned with : See above.
Please list possible solutions to the problem that you would like the Town of Stow to consider: The fence needs moving.
Please attach any documents you would like the Committee to review here:

The results of this submission may be viewed at:
<https://www.stow-ma.gov/node/143221/submission/2736>



stowpolice

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Monday, April 18, 2022 10:29 AM
To: stowpolice
Subject: Form submission from: Traffic Safety Advisory Committee Request Submittal Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Submitted on Monday, April 18, 2022 - 10:29am

Submitted by anonymous user: [96.252.41.127](#)

Submitted values are:

First Name: Frank

Last Name: Bemis

Street Address: 310 Sudbury rd

Address Line 2: Rd

City, State, Zip (if other than Stow): 01775

E-Mail Address: fjuniorbe@yahoo.com

Please describe the location of the traffic concern: Sudbury rd

Please describe the nature of the neighborhood traffic problem you are concerned with : Speeding, reckless driving, Improper operations of motor vehicles ATV and dirtbike riding on town streets

Please list possible solutions to the problem that you would like the Town of Stow to consider: Proper posting of Sudbury Road. Coming from State Road all the way to Pine Bluff there is one speed limit sign indicating 30 miles an hour for over a mile. The majority of the street has no proper posting of speed limits in either direction. State law dictates that unless it's properly posted the speed limit in a residential area is 30 miles an hour. My impression of that would be that if it's posted at state and Sudbury Road that it's 35 until there are no signs. When there are no signs in a residential area state law is that it's 30 miles an hour. Cars routinely multiple times a day drive well in excess of 35 miles an hour down this road. There has been at least in my estimation an uptick in aggressive driving cars passing people in the last year there of been several accidents including Person riding a bicycle. Some of my older neighbors that have lived in this neighborhood for decades no longer walk Sudbury Road. It's become far too dangerous. On several occasions we i've had people drive right through my daughter who is eat her bus stop. I've seen multiple near collisions after soccer practice of people just trying to pull out of Pine Bluff rec area. Routinely there are improper and illegal riding of ATVs and dirt bikes especially at night with no lights or helmets up and down the road. The entire neighborhood is covered in 200 foot burnouts all the way around the lake up please and Gleason Dale Whitman Sudbury Road Barton Rd., State Road. In my opinion with the addition of new housing gonna be built at stow acres, The addition of additional developments off of Sudbury Road the availability and usage of apps such as Google and Waze are contributing to this issue. Primarily the majority of these issues are at prime commuting times. More speedLimit signs , lowering the speed limit to 30 mph max , and 25 threw the park and congested areas of Sudbury rd and the implementation of radar or flashing speed limit signage to get driver attention and aggressive ticketing will help. I believe these things will help the residents improve quality of life and help the police

Please attach any documents you would like the Committee to review here:

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/143221/submission/2726>

stowpolice

From: robert kitzelman <bobkitz@icloud.com>
Sent: Monday, April 11, 2022 12:59 PM
To: stowpolice
Subject: Attn: Chief Sallese. Photos ras equested

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Chief Sallese,

Thanks for your productive conversation regarding traffic safety issues. Appreciate the time.

Attached, as requested, you will find 3 annotate photos of the street signs we spoke about. Unfortunately I do not have time to track down other examples.

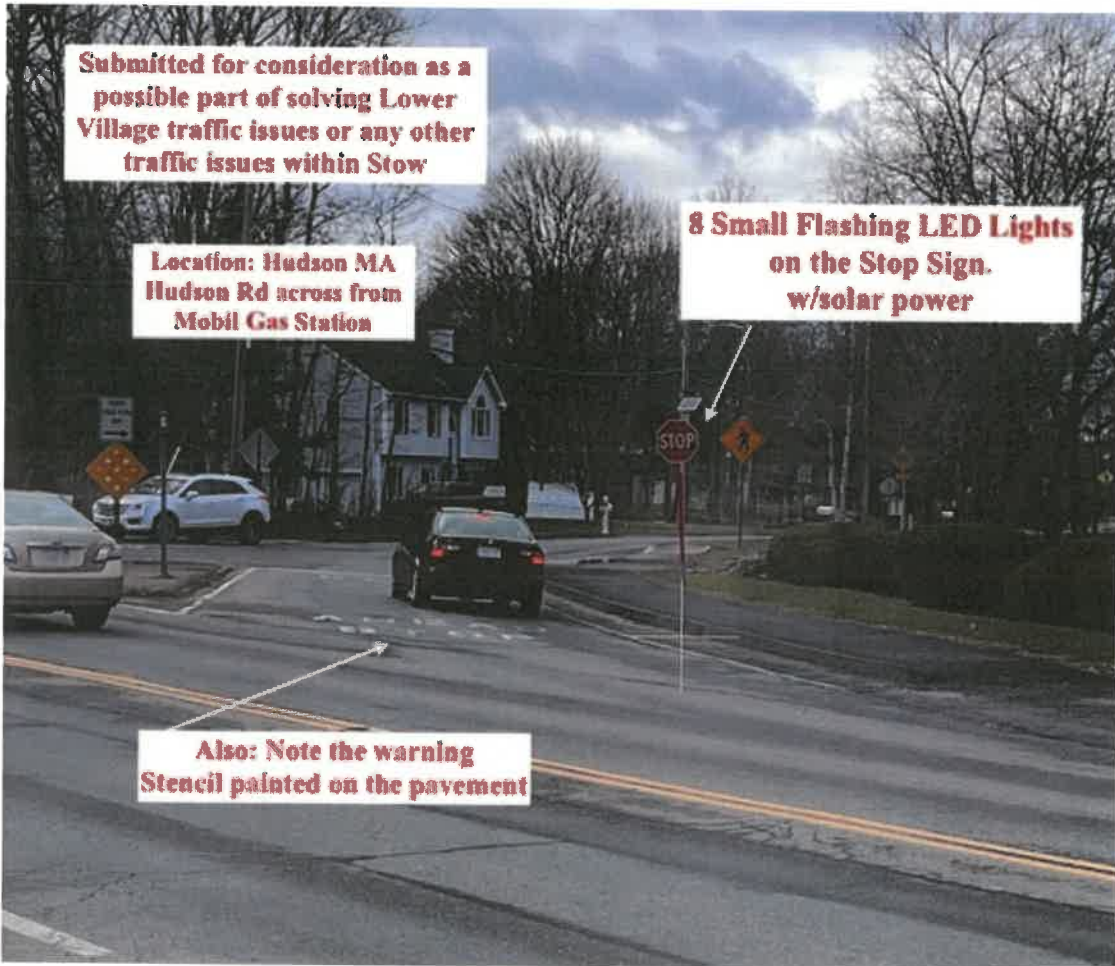
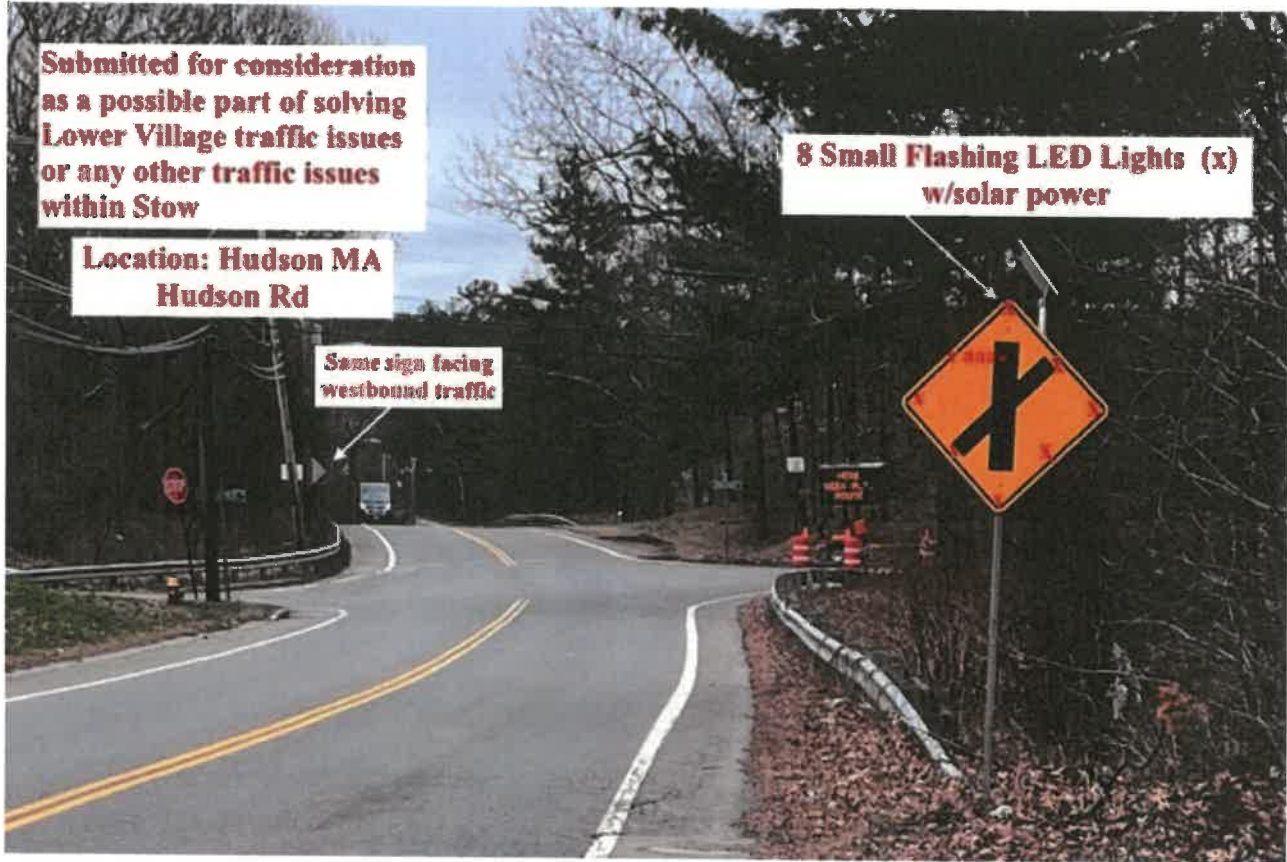
The thing that confuses me is why does Hudson have the resources, ability & funds to have so much safety signage to protect citizens.

I hope these help as you develop road safety mitigation in Stow.

I know you are doing your best to deal with this & trust that you understand my concerns. If nothing happens so be it.

Your transparency & concern are refreshing & appreciated.

Best regards,
bob



Date & Time: Wed Apr 6 18:12:04 EDT 2022

**Submitted for consideration
as a possible part of solving
Lower Village traffic issues
or any other traffic issues
within Stow**

**Location: Hudson MA
Hudson Rd.**

**The angled sign
as shown in other picture**



**8 Small Flashing
w/solar p**



STOW PUBLIC SAFETY

Traffic Mitigation Plan

Stow Fire Department
Chief Joseph Landry

Stow Police Department
Chief William Bosworth

The following Traffic mitigation plan has been developed by the Public Stow Public Safety Officials as a pro-active measure to protect the citizens and all who visit Stow during peak Apple Season and any scheduled or non-scheduled events that contribute to a hazardous traffic condition. The intent of this plan is to alleviate traffic congestion which would hamper the movement of public safety vehicles during an emergency either related or non-related to the venue.

This plan has been developed as a multiple stage program to accommodate a number of locations and conditions with a seamless transition from one stage to the next as a situation escalates.

This plan will require actions from multiple agencies in conjunction with the local business owners. It is our commitment to offer the residents and all that visit Stow a safe and pleasant experience.

DISPATCH COPY
complete PLAN

LIFE SAFETY FIRST PRIORITY

LEAVE IN DISPATCH CENTER

Table of Content

Stow Police Operating Guidelines	Page 3
Honey Pot Orchard	Page 6
Shelburne Farm Plan	Page 12
Collings Foundation Plan	Page 14
Carver Hill Orchard Plan	In Development
Derby Orchard Plan	In Development
Town of Stow By-Laws	Page 16
Collective Bargaining Agreement Regarding Details	Page 18

Stow Police Operating Guidelines

Special Events Planning Stow Police Department Policy & Procedure No. 7.02

I. General Considerations and Guidelines

The purpose of this policy is to provide a guideline for employees assigned the task of planning for a special event.

II. Policy

It is the policy of this department to plan in advance for events whenever possible and, depending upon the scale of the event, distribute responsibilities for event planning and management.

II. Procedures [46.2.7]

A. Event Planning and Management

1. Duties

- a. The Chief of Police in conjunction with other public agencies will develop a written event plan to coordinate the actions of Public Safety Personnel during events.
- b. In the absence of the Chief of Police an Event Supervisor shall be designated to oversee the event, The supervisor will utilize the developed plan as a guideline to mitigate perceived public safety issues.
- c. Other employees may be assigned to manage subtasks as part of the overall event and report to the Event Supervisor:
 - 1) Traffic;
 - 2) Security;
 - 3) Medical Support;
 - 4) Logistics;

2. Event Plan Management

- a. Event proposals shall be filed with the Chief of Police.
- b. Copies of the event proposals shall be made available to all Public Safety Officials in advance, to be reviewed for planning feedback.
- c. An event plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.¹

B. Event Plan

1. Purpose [46.1.2]

- a. The event plan consists of a plan of command, control, and organized deployment of resources for a planned event.

- b. Existing event plans for this department include:
 - 1) Fourth of July Celebration i.e. Lake Boon Water Carnival
 - 2) Thanksgiving Day Turkey 5k Run
 - 3) Memorial Day Parade
 - 4) Springfest
 - 5) Run for the Woods 5k- Week of Springfest
 - 6) Apple Picking Season
 - 7) Collings Foundation

2. CONSIDERATIONS

The following items will be taken into account during the development of an event plan.

- a. CROWD CONTROL
 - 1) A written estimate of the number of attendees
 - 2) Age and mobility of attendees
 - 3) Anticipated crowd control problems
- b. TYPE OF EVENT
 - 1) Reason for attending the event
 - 2) Examples: political, celebratory, entertainment, protest
- c. SCOPE OF EVENT
 - 1) Geographic area
 - 2) Length of event, time-wise
- d. SECURITY CONSIDERATIONS
 - 1) Hostile participants
 - 2) Counterdemonstrations
 - 3) Weapons
 - 4) Terrorism
- e. TRAFFIC
 - 1) Access to the event
 - 2) Egress from the event
 - 3) Emergency vehicles
 - 4) Street closings
 - 5) Traffic direction and control posts
- f. PARKING
 - 1) Authorized parking areas
 - 2) Handicapped parking access
 - 3) Bicycles
 - 4) Parking area security
- g. ANTICIPATED CRIME PROBLEMS
 - 1) Event participants
 - 2) Persons victimizing participants
- h. LOGISTICAL REQUIREMENTS
 - 1) Equipment
 - 2) Supplies
 - 3) Medical support

- 4) Staging area
- i. STAFFING
 - 1) Local personnel resources
 - 2) Available personnel resources from outside agencies
 - 3) Use of special operations personnel, if any
- j. COORDINATION
 - 1) Within the agency
 - 2) Within the municipality
 - 3) Outside of the municipality

C. Post Event Review

- 1. After Action review
 - a. The Chief of Police shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- 2. After Action Report
 - a. The Chief of Police shall create an after action report highlighting strengths and weakness of the plan and lessons learned.

Honey Pot Orchard

Phase I

The Phase 1 plan will be implemented every weekend, weather permitting from the Third weekend in September through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage.
2. The Stow Highway will place additional "Road Closed" signs at the following locations in the event of an unforeseen emergency.
 - Gleasondale Road @ Whitman Street
 - Gleasondale Road @ Boon Road
 - Sudbury Road @ State Road
3. Police will post the area around Honey Pot with No Parking signs, additional signs will be posted as needed.
4. Police and Fire Chief's meet with the Martin Family at Honey to discuss plans as needed and relay updated cell phone contacts.
5. A Police Detail consisting of 1 Officer from 11:00 am to 3:00 pm weather permitting at the Whitman Street, Boon Road and Sudbury Road intersection.
(The last 2 weekends in September through Columbus Day Weekend)
6. An additional Police Detail Officer from 11:00 am to 3:00 pm weather permitting at Sudbury Road in the vicinity of the Farm Stand exit and Lot "A".
(Sunday only on the last weekend of September and the 1st weekend of October)
(Columbus day weekend will require a detail all 3 days)
 - Detail Officer 2 may be utilized at other lot entrances depending on traffic volume
7. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.
8. Additional Fire Personnel will be recalled by the Shift Officers if necessary
9. Honey Pot Orchard will be prepared to open additional parking areas including Lot "E" immediately when requested by the Detail Officers in the interest of public safety
10. Town sign board will be utilized as needed

ONLY IF
NECESSARY *

11. Additional Stow Police no parking signs will be given to Honey Pot Orchards
12. Map of Honey Pot parking lots and Maze issued to Police and Fire personnel
13. Mutual aid Police and Fire assistance is available if necessary
14. Police and Fire personnel will be updated on procedures for the weekend
15. No parking signs posted on Apple Blossom Ln.
16. A Road Closed sign will be placed on Boon Road at the Farm Stand entrance to Sudbury Road intersection (*Town of Stow By-Law, Article II, section 2*)
17. All active lots must have a monitor with communications. This monitor will notify their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately. The Detail Officer will be notified of the change and direct traffic accordingly.
18. Honey Pot will supply a Farm Stand parking monitor to notify the Lot "C" monitor that no more spaces are available and shut down Boon Road to the Farm Stand.
19. Police have authority to shut down inbound traffic on public ways to Honey Pot if these roads are at capacity and causing a public safety issue. (*Town of Stow By-Law, Article II, section 2*)
20. Maze traffic to be restricted to "Right Turn Only" toward Gleasondale Road due to Boon Road closure. (*Town of Stow By-Law, Article II, section 1*)
21. Sudbury Rd. (south) through the orchard towards Gleasondale Rd. will be allowed to be a one way exit route for Honey Pot traffic with no traffic entering from Rte 62, residents only (*Town of Stow By-Law, Article II, section 1*)
22. Traffic leaving Sudbury Road at Gleasondale Road will be directed to Hudson Lower Main Street. (Reducing traffic returning to State Road via Boon Road)

Detail Officer Operating Guidelines

Detail Officer I

(Whitman Street @ Boon Road)

The Officer will report to the Farm Stand to meet with Chelcie Martin to review the days agenda and will be assigned a Honey Pot Orchard portable radio.

- Whitman Street traffic will be directed down Boon Road to enter into the Store or Lot's "C & B"
- Sudbury Road traffic from State Road will be directed up Sudbury Road to Lot "A"
- Detail Officer I will constantly monitor traffic levels on Whitman Street, Boon Road and Gleasondale Road
 - a. Andrew Martin cell # (978) 394-5911
 - b. Andrew Martin Cell # 2 (978) 394-5346
 - c. Chelcie Martin cell # (978) 875-2756

Detail Officer II

* ONLY IF NECESSARY / Sudbury Road @ Lot "A" / Farm Stand entrance)

- Place traffic cones allowing only inbound traffic to Lot "A" from Sudbury Road and exiting traffic from Lot "A" and the Farm Stand to exit south on Sudbury Road.
- Keep constant flow of traffic entering Lot "A" from Sudbury Road to eliminate back-up on Sudbury Road from State Road
- Assist with pedestrian traffic crossing Sudbury Road from the Farm Stand to Lot "A".
- Conditions permitting, Detail Officer II may be utilized in alternate locations to alleviate other traffic conditions.

Phase II

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations. (*Town of Stow By-Law, Article II, section 1*)

Whitman Street @ Birch Hill Road

- Traffic permitting Detail Officer I will allow traffic to move straight across to Lot "A" in addition to Lot's "B & C".
- If necessary Detail Officer I will implement the Road Closure at Gleasondale Road and Whitman Street to reduce traffic.

Gleasondale @ Boon Road

- Traffic Permitting Detail Officer I will remove the Road Closure between The Farm Stand and Whitman Street on Boon Road. This will allow direction of traffic up Sudbury to Lot "A".
- If necessary Detail Officer I will implement the Road Closure at Gleasondale Road and Boon Road to reduce traffic.

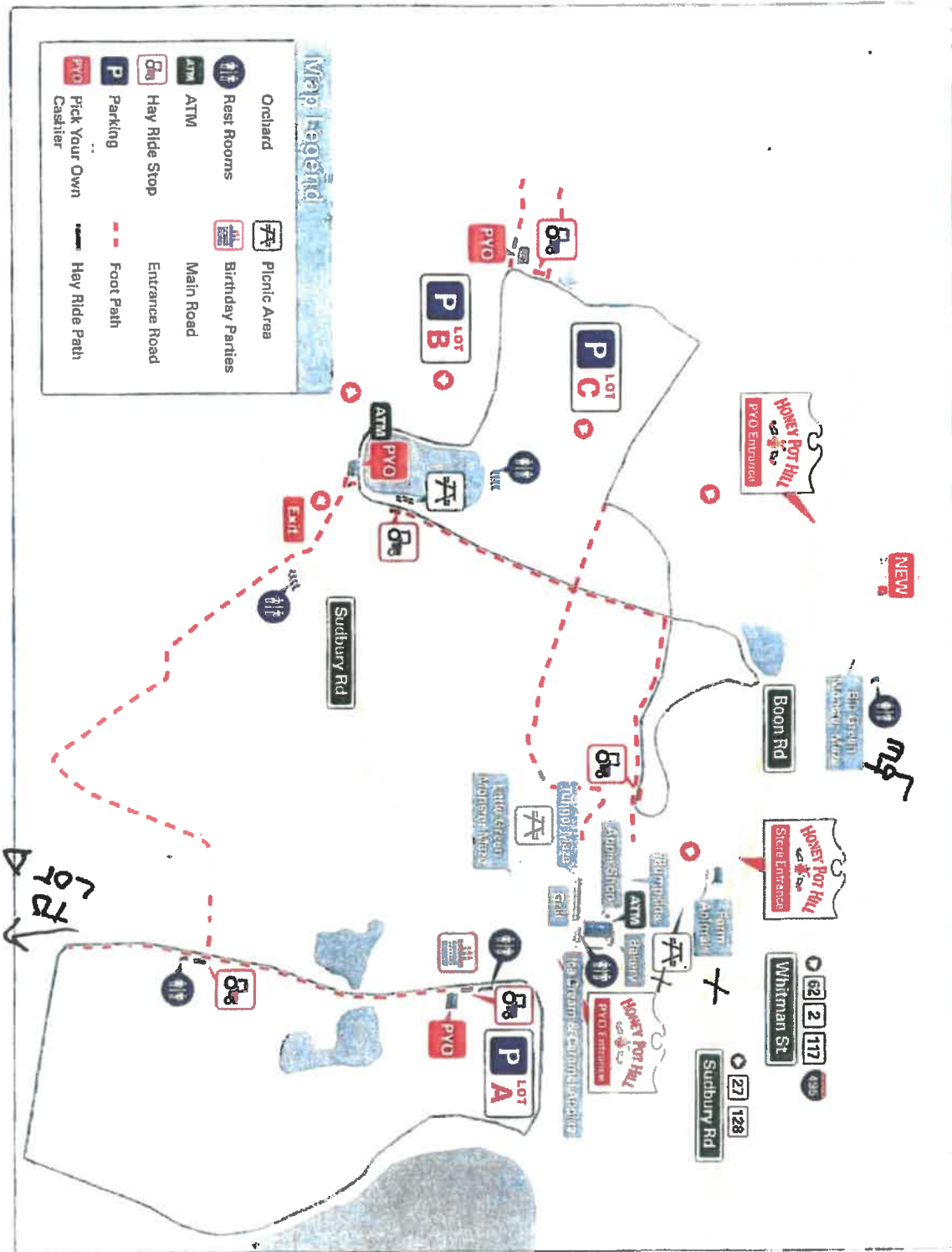
Sudbury @ State Road

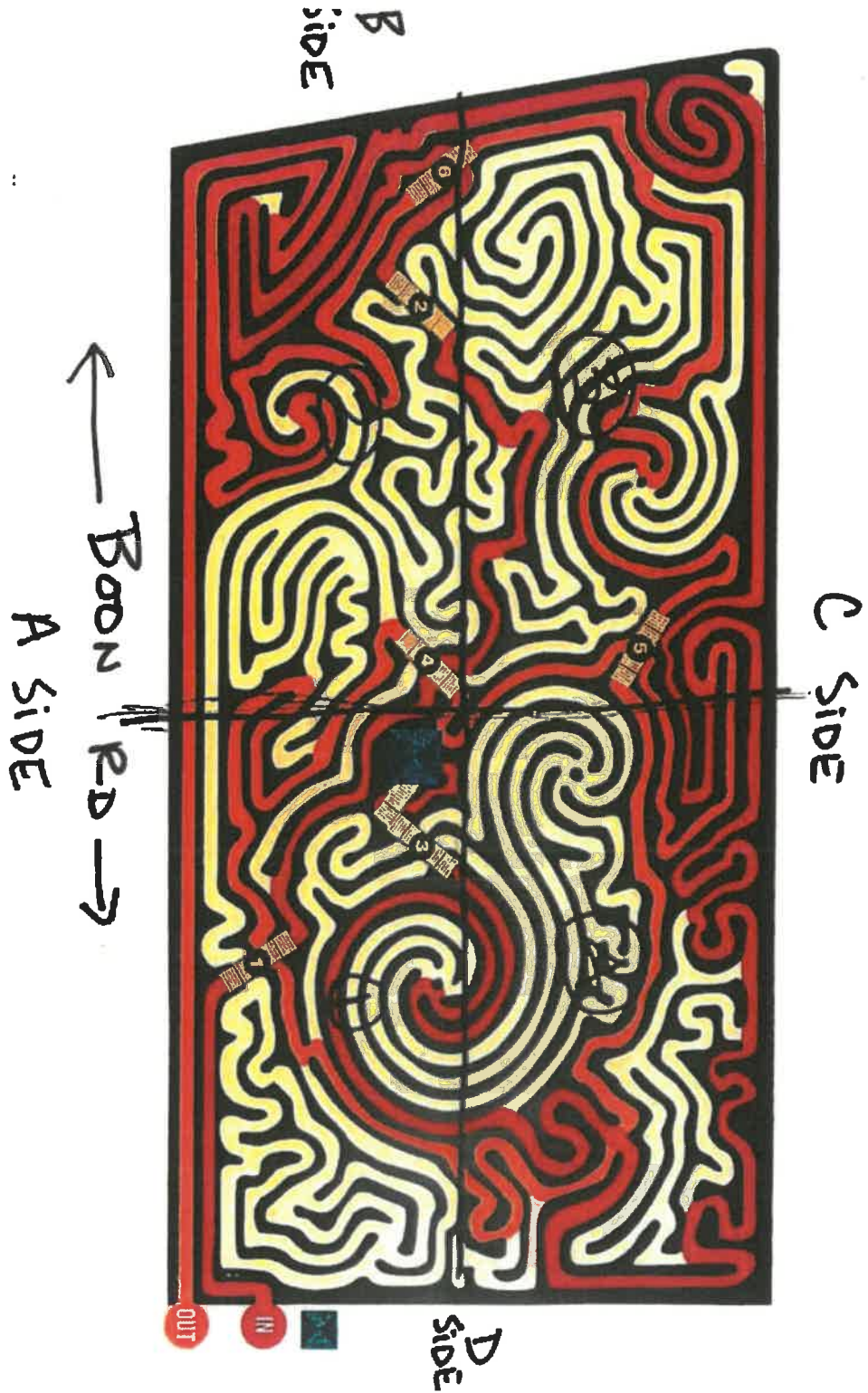
- Traffic permitting Detail Officer I will allow traffic to move straight across the Whitman Street intersection to Boon Road access to Lot "C" along with the Sudbury Road access to Lot "A"
- If necessary Detail Officer I will implement the Road Closure at State Road and Sudbury Road to reduce traffic.

Phase III

Phase III will be implemented in the event of a reported incident in the vicinity of or south of the Whitman Street intersection. (*Town of Stow By-Law, Article II, section 2*)

1. Dispatch will notify both Detail Officers of the incident and location.
2. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
3. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
4. Appropriate road closures will be implemented and remain up for the duration of the incident.





Shelburne Farms

Phase I

The Phase 1 plan will be implemented every weekend, weather permitting from Labor Day weekend through Columbus Day weekend.

1. Prepare all active cruisers with "Road Closed" signage
2. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.
3. Additional Fire Personnel will be recalled by the Shift Officers if necessary
4. Cell phone communication confirmed with the staff, they will be given Police and Fire Chief's cell numbers
5. Police will post the area around Shelburne Farm with No Parking signs, additional signs will be posted as needed.
6. Police and Fire Chief's meet with the Owner at Shelburne Farm to discuss plans as needed
7. Town sign board will be utilized as needed
8. Map of Shelburne Farm parking lots and issued to Police and Fire personnel
9. Mutual aid Police and Fire assistance is available if necessary
10. Police and Fire personnel will be updated on procedures for the weekend
11. All active lots must have a monitor with communications. This monitor will notify Their supervisor when the lot is 75% full. At this time an additional lot must be opened immediately.
12. Police have authority to shut down inbound traffic on public ways to Shelburne Farm if these roads are at capacity and causing a public safety issue.

Phase II

Phase II will be implemented when a report has been received by either detail officer regarding traffic back-ups in the following locations

West Acton Road @ Crescent Street

- On duty officers will place a "Road Closed" sign at the West Acton, Boxborough, and South Acton Intersection diverting traffic from West Acton Road to both South Acton Road and Boxborough Road. This action will quickly alleviate congestion for emergency vehicles to access West Acton Road if needed.
- If necessary Detail Officer I will implement the Road Closure at Crescent Street and West Acton Road to reduce traffic.

Phase III

Phase III will be implemented in the event of a reported incident in the vicinity of Shelburne Farms, on West Acton Road or any connecting road that will need access form outside agencies.

5. Dispatch will notify the On-Duty Officers of the incident and location.
6. Depending on the location immediate action will be taken by the Detail Officers to relieve traffic in the most direct route of travel for emergency services.
7. Mutual Aid will be dispatched if deemed necessary by the Detail Officers or the Fire and Police Shift Supervisors.
8. Appropriate road closures will be implemented and remain up for the duration of the incident.

COLLINGS FOUNDATION

Phase I

The Phase I plan will be implemented when the Collings Foundation is hosting a major scheduled event weather permitting

1. Prepare all active cruisers with "Road Closed" signage
2. Police will post the area around the Collings Foundation with no parking signs if needed; additional signs will be posted as needed.
3. Police and Fire Chief's meet with the Collings Foundation to discuss plans as needed
4. Police and Dispatch will have the authority to call in extra help as needed or call in the next shift early, if deemed necessary
5. Additional Fire Personnel will be recalled by the Shift Officers if necessary
6. Cell Phone communication confirmed with Collings Foundation staff
7. Collings Foundation will be prepared to open additional parking areas immediately if requested by Public Safety Officials
8. Town Sign Board will be utilized as needed
9. Additional Stow Police no parking signs will be given to Collings Foundation
10. Mutual Aid Police and Fire assistance is available if necessary
11. Police and Fire Personnel will be updated on procedures for the weekend
12. Collings Foundation will maintain multiple vehicle check in points within the Collings property to alleviate traffic congestion and delays on Barton Road in an attempt to keep traffic flowing.
13. All active lots must have a monitor with communications. This monitor will notify their supervisors when the lot is 75% full. At this time additional parking areas will be utilized immediately.
14. Police have the authority to shut down inbound traffic on public and private ways to the Collings Foundation if these roads are at capacity and causing a public safety issue (*Town of Stow By-Law, Article 11, section 2*)

PHASE II

Phase II will be implemented when Public Safety Officials receive information that Barton Road is backed up in such a manner that it could be considered a public safety concern.

- Barton Rd. will be closed by Public Safety Officials in the area of Barton Rd. @ Sudbury Rd. with road closed signs (*Town of Stow By-Laws Article II section 2*)
- Hudson Police Department will be notified to deploy road closure on their roads leading to Barton Road.

PHASE III

Phase III will be implemented in the event of a reported incident on Barton Rd. in the vicinity of the Collings Foundation.

- Dispatch will notify on duty officers of the incident and location.
- Immediate action will be taken by the on duty officers to relieve traffic in the most direct route of travel for emergency services.
- Mutual Aid will be dispatched if deemed necessary by the Police and Fire Department supervisors.
- Appropriate road closures will be implemented and remain in place for the duration of the incident.

Town of Stow By-Laws

Article 6. Police Regulations

Section 13.

a. No vehicle shall be parked on the left side of any street, road, square or way within the Town of Stow, nor shall any vehicle be parked so as to interfere with the normal flow of traffic, nor shall any vehicle be parked anywhere within the Town of Stow in such a manner as to hinder in the plowing or removal of snow from any street, road, square, or way. (amended 2/24/59)

b. No person, which term shall include any company, corporation or other entity and its agents and employees, shall block or obstruct the normal flow of vehicular traffic on any public way, or private way open to the public, for any reason, including repairs by any public utility, without first obtaining a permit from the Chief of Police, acting for or on behalf of the Selectmen. Such permits may be granted by the Chief of Police on such terms and conditions as he in his sole judgment and discretion shall determine to be in the interests of public safety. Any public utility or other person frequently engaged in activities in or near such a way may be granted a general permit for all such work; provided, however, that the Police Department shall be notified by the holder of such permit prior to the undertaking of any work thereunder. The denial of a permit, or any terms and conditions imposed, may be appealed by the applicant to the Board of Selectmen. Any person, prior to the issuance of such permit, shall agree in writing to indemnify and hold the Town and its officials harmless from any damages as may be awarded or legal fees incurred in any action for personal injury or property damage suffered as a result of the issuance of any permit. (added 5/8/84)

Town of Stow Traffic Rules and Orders

With amendments through October 6, 2009.

At a meeting of the Board of Selectmen held in Stow on November 23, 1971 the following vote was duly passed:

The Board of Selectmen of the Town of Stow acting by virtue of the power given to it by Chapter 40, Section 22 of the General Laws (Ter. Ed.) and by virtue of any other power it hereto enabling, hereby adopts and makes the following rules and orders for the regulation of traffic upon the streets and highways of said town, the same to be known as Traffic Rules and Orders of the Town of Stow, insofar as the said rules and orders or any of them are the same as any valid regulations, rules and orders now in force, they shall be deemed to be a continuation thereof.

Article II. Authority and Duties of Police

Section 1. Police to Direct Traffic

It shall be the duty of the Police Officers to enforce the provisions of these rules and orders. Police Officers are hereby authorized to direct all traffic either in person or by means of visible or audible signal in conformance with the provisions of these rules and orders, provided that in the event of a fire or other emergency, to expedite traffic or safe-guard pedestrians, officers of the Police or Fire Department may direct traffic as conditions may require, notwithstanding the provisions of these rules and orders.

Section 2. Police May Close Streets Temporarily

The Police may close temporarily any street or highway in an impending or existing emergency or for any lawful assemblage, demonstration or procession provided there is reasonable justification for the closing of such street.

Section 3. Police May Prohibit Parking Temporarily

The Police may prohibit, temporarily, parking on any street or highway or part thereof in an impending or existing emergency or for a lawful assemblage, demonstration or procession provided there is reasonable justification for such prohibition. Vehicles parked in places where parking is prohibited temporarily may be moved by or under the direction of an officer.

Section 4. Exemptions

The provisions of these rules and orders shall not apply to operators actually engaged in work upon a street or highway closed to travel or under construction or repair, to officers when engaged in the performance of public duties nor to drivers of emergency vehicles while operating in an emergency and in performance of public duties when the nature of the work of any of these necessitates a departure from any part of these rules and orders. These exemptions shall not, however, protect the driver of any vehicle from the consequences of a reckless disregard of the safety of others.

Article III. Traffic Signs, Signals, Markings and Zones

Section 1. Interference with Signs, Signals and Markings Prohibited

It shall be unlawful for any person to willfully deface, injure, move, obstruct or interfere with any official traffic sign, signal or marking.

Section 2. Obedience to Traffic Controls

No driver of any vehicle shall disobey the instructions of any official control signal, sign, marking, marker or legend, unless otherwise directed by a police officer.

Collective Bargaining Agreement Regarding Details

: Agreement Between the Town of Stow and Stow Police Unit Local 206 Massachusetts
Coalition of Police, AFL-CIO

Article XVII: Extra Paid Details

Section 1. Details, special details, road construction or repair, roadside improvements or public utilities construction or repairs, which may tend to hinder or endanger the normal flow of traffic, vehicular, pedestrian or otherwise, shall first be offered to the full-time Police Officers of the Stow Police Department...

Section 6. The Chief, when available, or the on duty shift commander in his absence, shall determine on a case by case basis, given the nature of a detail work request, the number of officers to be assigned to work the detail. Officer safety will be a primary consideration in determining the officer assignment numbers.



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

**380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4545**

4.19.2022

Warren Nelson
213 Boxboro Road
Stow, MA 01775

Hello Mr. Nelson,

Please see the attached map showing the location of signage approved for installation on Boxboro Road. The signs shown are anticipated to be installed this spring of 2022 and were approved through recommendation of the Town's Complete Streets Prioritization Plan.

Please be in touch if you have any questions.

Sincerely,

Chief Michael Sallese

On behalf of the Traffic Safety Advisory Committee

Town of Stow Planning Department

Boxboro Road - New Signage -

April 11, 2022



Bikes May Use Full Lane



Dangerous Curve - Left



Dangerous Curve - Right



Share the Road



Parcel Boundaries



Sources: Town of Stow, MassGIS

Coordinate System:

NAD 1983 State Plane Massachusetts

Mainland FIPS 2001 (Meter)

Map Created: 4/11/2022 by M Ragan

