



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**
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Stow, Massachusetts 01775-1122
(978) 897-4545

The following Traffic mitigation plan has been developed by the Stow Traffic Safety Advisory Committee as a pro-active measure to protect the citizens and all who visit Stow during fall time 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 several 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.

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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.ⁱ

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.
 - a. Gleasondale Road @ Whitman Street
 - b. Gleasondale Road @ Boon Road
 - c. Sudbury Road @ State Road
3. Police will post the area around Honey Pot with No Parking signs, additional signs will be posted..
 - a. Sudbury Rd @ Whitman to south side of Bridge
 - b. East side of Barton Rd
 - c. Appleblossom Ln
 - d. Robert Rd @ Boon Rd
 - e. Robert Rd @ Whitman
 - f. Boon Rd
 - g. Sudbury Rd @ Whitman to Gleasondale Rd
4. Police and Fire Chief's or designee will meet with the Martin Family at Honey to discuss plans as needed and relay updated cell phone contacts.
5. A Police Detail consisting of 2 Officers from 11:00 am to 3:00 pm weather permitting from third weekend in September to Columbus Day.
6. One shall be at the Whitman Street, Boon Road and Sudbury Road intersection.
7. One at Sudbury Road in the vicinity of the Farm Stand exit and Lot "A", this officer may be used to also alleviate traffic at Lots B & C or Gleasondale @ Sudbury Rd if needed.
8. Detail Officers will remove road closure sign at Gleasondale at end of each day.
9. Police and Dispatch will have authority to call in extra help as needed or call in the next shift early, if deemed necessary.

- 10.** Additional Fire Personnel maybe be recalled by the Shift Officers if necessary
- 11.** 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
- 12.** Town sign board will be utilized as needed
- 13.** Additional Stow Police no parking signs will be given to Honey Pot Orchards
- 14.** Map of Honey Pot parking lots and Maze issued to Police and Fire personnel
- 15.** Mutual aid Police and Fire assistance is available if necessary
- 16.** Police and Fire personnel will be updated on procedures for the weekend
- 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)
- 23.** Farm Store Exit traffic to be directed to Sudbury Road to Gleasondale
- 24.** Sign Board to be placed at Sudbury Road at Gleasondale Triangle to direct right turns before triangle for north on 62.

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 day's 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

(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".
- Assist traffic at the Entrance to B and C on Boon Road
- Assist Traffic at Gleasondale and Sudbury Road
- Ensure Barricade is up at beginning of Detail, leaving room for residents
- Remove Barricade at Gleasondale Road
- 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

- If necessary, Detail Officer I will implement the Road Closure at Gleasondale Road and Boon Road to reduce traffic.

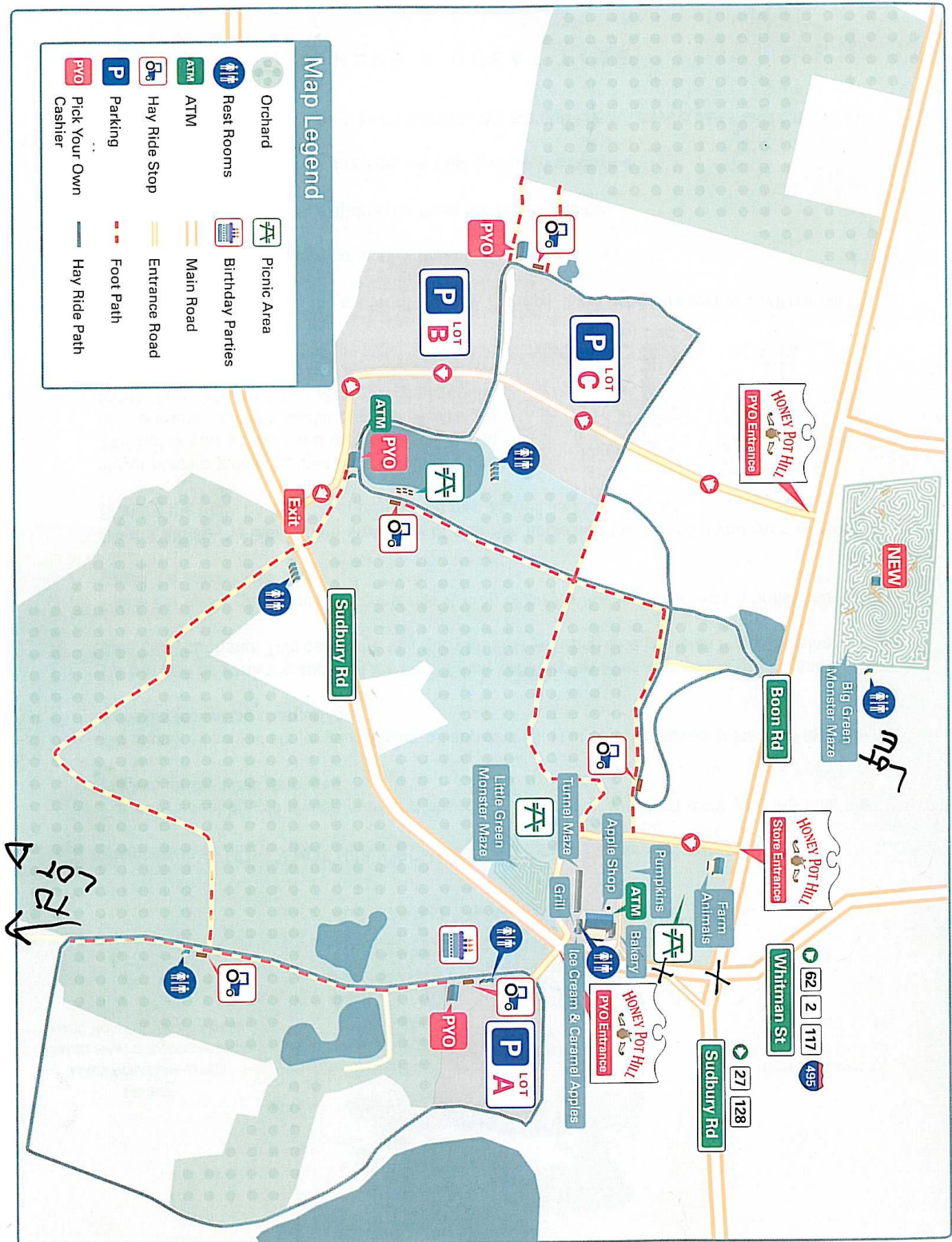
Sudbury @ State Road

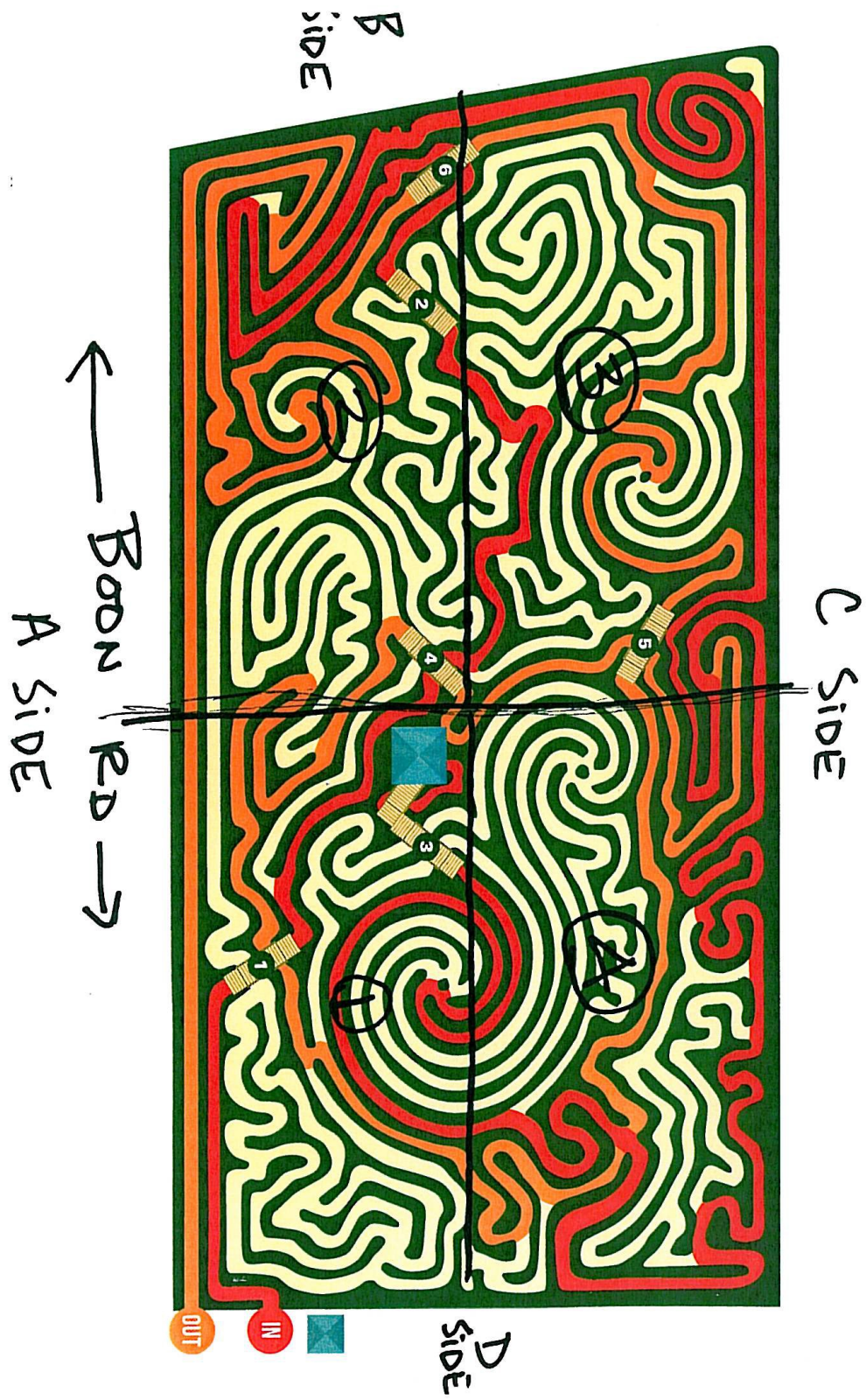
- Traffic permitting Detail Officer I will allow traffic to move straight across the Whitman Street intersection to Boon Road access to Lot "C" along with the Sudbury Road access to Lot "A"
- If necessary Detail Officer I will implement the Road Closure at State Road and Sudbury Road to reduce traffic.

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.
 - a. No Parking Signs on West Acton Road from South Acton to Brandy Meade
 - b. No Parking Signs on Brandy Meade
- 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.
- Shelburne Farm will be directed to close entrance to and use secondary parking lot on West Acton Road.
- 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 from outside agencies.

1. Dispatch will notify the On-Duty 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.

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.** 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.
- 13.** 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*)
- 14.** A chain across the fire access road with a Fire Department lock will be added to the entrance.

PHASE II

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.
