

WARRANT FOR
ANNUAL TOWN MEETING
Saturday, May 22, 2021
9:00 A.M.
Center School
403 Great Road



Annual Town Report of Officers and Committees available at Town Building, Police Station, and Randall Library. However, due to building closures, it is recommended the report be accessed via the Town website.

**PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY**

Anyone with a disability requiring special arrangements for Town Meeting should contact Town Clerk Linda Hathaway at (978) 897-5034 by 4 p.m. on Wednesday, May 12, 2021.

DRAFT

Note: Due to the COVID-19 Epidemic, the Board of Selectmen voted to change the dates of the 2021 Annual Town Meeting.

On January 12, 2021, the Stow Board of Selectmen voted to postpone the Annual Town Meeting from May 3, 2021 to May 22, 2021; pursuant to MGL Chapter 39, Section 9.

Contents

INTRODUCTION TO THE FINANCE COMMITTEE.....	5
FINANCE COMMITTEE REPORT - PLACEHOLDER.....	6
ARTICLE 1. Reports of Selectmen and Other Officers and Committees	8
ARTICLE 2. Reports of Special Committees.....	9
ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2022.....	9
ARTICLE 4. General Budget for Fiscal Year 2022.....	13
BEGINNING OF CONSENT CALENDAR.....	25
ARTICLE 5. Revolving Fund for Inspection Fees.....	25
ARTICLE 6. Revolving Fund for Advanced Life Support Services	26
ARTICLE 7. Smart911/RAVE Notification System.....	26
ARTICLE 8. Weights and Measures Testing.....	26
ARTICLE 9. Transfer to Conservation Fund.....	27
ARTICLE 10. Transfer from Wetlands Protection Fund.....	27
ARTICLE 11. Addition to Conservation Fund.....	28
ARTICLE 12. Assabet River Water Chestnut Control.....	28
ARTICLE 13. Update of Property Valuations.....	28
ARTICLE 14. Town Records Binding and Repair.....	29
ARTICLE 15. Highway Road Machinery, Private Ways, and Municipal Parking Lots	29
ARTICLE 16. Household Hazardous Waste Collection.....	29
ARTICLE 17. Municipal Solid Waste Disposal.....	30
ARTICLE 18. Stow TV Expenses	30
ARTICLE 19. Holiday Decorations and Lighting Fund	30
ARTICLE 20. Employee Educational Incentive Program.....	31
ARTICLE 21. Audit of Financial Records	31
ARTICLE 22. Transfer to OPEB Trust Fund	31
ARTICLE 23. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts	32
ARTICLE 24. Water System Expenses	32
ARTICLE 25. Board of Selectmen’s Small Purchases Fund.....	32
ARTICLE 26. Cemetery Sale of Lots Transfer.....	33
ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations	33
ARTICLE 28. Lake Boon Water Quality Remediation	33
ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses.....	33
ARTICLE 30. Economic Development and Industrial Commission (EDIC).....	34
ARTICLE 31. Community Preservation Expenses	34
ARTICLE 32. Community Preservation Reserves	34
ARTICLE 33. Veterans’ Benefits.....	35
ARTICLE 34. Tax Title Proceedings.....	35
CONCLUSION OF CONSENT CALENDAR.....	35
ARTICLE 35. Capital Requests	36
ARTICLE 36. Reauthorization of the OPEB Trust Fund	37
ARTICLE 37. Transfer to Stabilization Fund	38
ARTICLE 38. Legal Services.....	38
ARTICLE 39. Implementation of MS4 Stormwater Permit Requirements.....	38
ARTICLE 40. On Board Diagnostics Equipment (OBD2).....	38
ARTICLE 41. Cemetery Ground Protection Mats.....	39
ARTICLE 42. Shared Housing Services.....	39
ARTICLE 43. Norfolk County Agricultural High School Assessment	39
ARTICLE 44. Lake Boon Patrol.....	40
ARTICLE 45. Bylaws and Regulations amendment to change the Board of Selectmen Name.....	40
ARTICLE 46. Department of Unemployment Assistance.....	40
ARTICLE 47. Online Permit and License Fees	41
ARTICLE 48. Online Budgeting Software.....	41
ARTICLE 49. Salary Reserve Line to Implement Salary and Classification Changes	41
ARTICLE 50. Acceptance of Great Road Land Donation.....	42

ARTICLE 51. Hallock Point Chapter 61 Purchase.....	42
ARTICLE 52. Pickleball Court at Town Center Park.....	43
ARTICLE 53. Kane Land Walking Path Design and Construction.....	43
ARTICLE 54. Stow Acres Conservation Restriction Purchase.....	44
ARTICLE 55. New General Bylaw Governing Discharges to Municipal Storm Drain System.....	44
ARTICLE 56. Amend Zoning Bylaw Sections 1.3 (Definitions), 5.4 (ACTIVE ADULT NEIGHBORHOOD Overlay District), and 8.9 (Inclusionary Housing).....	51
ARTICLE 57. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses.....	70
CONSENT CALENDAR PROCEDURES.....	72
CONSENT CALENDAR MOTIONS.....	73
ARTICLE 5. Revolving Fund for Inspection Fees.....	73
ARTICLE 6. Revolving Fund for Advanced Life Support Services.....	73
ARTICLE 7. Smart911/RAVE Notification System.....	73
ARTICLE 8. Weights and Measures Testing.....	73
ARTICLE 9. Transfer to Conservation Fund.....	74
ARTICLE 10. Transfer from Wetlands Protection Fund.....	74
ARTICLE 11. Addition to Conservation Fund.....	74
ARTICLE 12. Assabet River Water Chestnut Control.....	74
ARTICLE 13. Update of Property Valuations.....	74
ARTICLE 14. Town Records Binding and Repair.....	74
ARTICLE 15. Highway Road Machinery and Private Ways.....	74
ARTICLE 16. Household Hazardous Waste Collection.....	75
ARTICLE 17. Municipal Solid Waste Disposal.....	75
ARTICLE 18. Stow TV Expenses.....	75
ARTICLE 19. Holiday Decorations and Lighting Fund.....	75
ARTICLE 20. Employee Educational Incentive Program.....	75
ARTICLE 21. Audit of Financial Records.....	75
ARTICLE 22. Transfer to OPEB Trust Fund Services.....	75
ARTICLE 23. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts.....	75
ARTICLE 24. Water System Expenses.....	76
ARTICLE 25. Board of Selectmen’s Small Purchases Fund.....	76
ARTICLE 26. Cemetery Sale of Lots Transfer.....	76
ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations.....	76
ARTICLE 28. Lake Boon Water Quality Remediation.....	76
ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses.....	76
ARTICLE 30. Economic Development and Industrial Commission (EDIC).....	76
ARTICLE 31. Community Preservation Expenses.....	77
ARTICLE 32. Community Preservation Reserves.....	77
ARTICLE 33. Veterans’ Benefits.....	77
ARTICLE 34. Tax Title Proceedings.....	77
APPENDIX A – Town Administrator’s FY22 Budget Recommendation Letter.....	78
APPENDIX B – Annual Report of Revolving Funds.....	80
APPENDIX C - Definitions of Commonly Uses Terms at Town Meeting.....	81
APPENDIX D - Table of Motions.....	82

INTRODUCTION TO THE FINANCE COMMITTEE

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

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

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

WHAT IS PROPOSITION 2 1/2?

Key to understanding any Massachusetts Municipal budget is possessing a working knowledge of Proposition 2 ½. One of the most confusing concepts of municipal taxation legislative initiative was enacted in 1980 to limit the increases of property taxes in Massachusetts. Proposition 2 ½ has performed its tax limiting function since then in the following manner.

- 1) A community cannot raise more than 2 ½ % of last year's levy limit plus new growth or override or debt exclusion amounts. A community therefore must live within the increases prescribed by Proposition 2 ½ or a community can choose to attempt to pass an override or debt exclusion by successful voting at the polls. This gives voters control over how much property tax they are willing to pay.
- 2) A community cannot raise more in taxes than an amount greater than 2 ½ % of the total community value. This is known as the levy ceiling. Even a tax override cannot exceed this amount. A community is therefore bound by two “2 ½’s” – 2 ½% of last year’s levy limit or if a community is nearing its levy ceiling, an amount no greater than 2 ½ % of the total community value (also known as the town-wide valuation which is the sum of valuations for all the Single Family Home in Stow).

The Finance Committee has reviewed the proposed Town of Stow (“Town” or “Stow”) budget and warrant the upcoming fiscal year, which runs from July 1, 2021 through June 30, 2022 (“FY22”).

FINANCE COMMITTEE REPORT - PLACEHOLDER

DRAFT

DRAFT



WARRANT FOR 2021 ANNUAL TOWN MEETING

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

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

CENTER SCHOOL

In said Town on
SATURDAY, THE TWENTY-SECOND DAY OF MAY 2021
AT 9:00 A.M.

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

ARTICLE 1. Reports of Selectmen and Other Officers and Committees

To hear and accept the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2020; or take any other action relative thereto.

(Board of Selectmen)

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

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

ARTICLE 2. Reports of Special Committees

To hear and accept the reports of special committees for Calendar Year 2020; or take any other action relative thereto.

(Board of Selectmen)

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

During Calendar Year 2020, special committees are created -- like the Town Building Committee -- and the committees produce official reports for the Town to review. This proforma article calls for the Town to accept and hear these reports.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2022

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

(Board of Selectmen)

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

This Wage and Salary Schedule does NOT include the \$145,000 from the Education Incentive Program (EIP) - see Article #20.

These Schedules were put together by the consultant (Collins Center) hired in 2019 to review Town of Stow Employee Compensation. There is an article (see Article #50) for the cost of implementing this classification schedule. Additionally, after this year, the Education Incentive Program will be eliminated and employees will be placed in the schedule, inclusive of the EIP and stipends, according to the third party review and recommendations.

SCHEDULE A

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

3	Department Assistant - Assessing Department Assistant - CPC Finance Committee Secretary Equipment Operator Highway Tree Worker Department Assistant - Health Department Assistant - Library Department Assistant - Planning Department Assistant - TA/BOS	Assessing CPC Finance Committee Highway Highway Health Library Planning TA / BOS
2	Custodian Van Driver Driver / Laborer Library Aide Stow TV Access Coordinator Stow TV Technical Assistant	Building / Facilities COA Highway Library Stow TV Stow TV
1	Library Page	Library

GRADE	1	2	3	4	5	6	7	8	GRADE
Step 1	\$15.38	\$17.68	\$21.22	\$24.40	\$28.06	\$30.87	\$35.50	\$44.38	Step 1
Step 2	\$15.76	\$18.12	\$21.75	\$25.01	\$28.76	\$31.64	\$36.39	\$45.49	Step 2
Step 3	\$16.15	\$18.57	\$22.29	\$25.64	\$29.48	\$32.43	\$37.30	\$46.63	Step 3
Step 4	\$16.55	\$19.03	\$22.85	\$26.28	\$30.22	\$33.24	\$38.23	\$47.80	Step 4
Step 5	\$16.96	\$19.51	\$23.42	\$26.94	\$30.98	\$34.07	\$39.19	\$49.00	Step 5
Step 6	\$17.38	\$20.00	\$24.01	\$27.61	\$31.75	\$34.92	\$40.17	\$50.23	Step 6
Step 7	\$17.81	\$20.50	\$24.61	\$28.30	\$32.54	\$35.79	\$41.17	\$51.49	Step 7
Step 8	\$18.26	\$21.01	\$25.23	\$29.01	\$33.35	\$36.68	\$42.20	\$52.78	Step 8
Step 9	\$18.72	\$21.54	\$25.86	\$29.74	\$34.18	\$37.60	\$43.26	\$54.10	Step 9
Step 10	\$19.19	\$22.08	\$26.51	\$30.48	\$35.03	\$38.54	\$44.34	\$55.45	Step 10
Step 11	\$19.67	\$22.63	\$27.17	\$31.24	\$35.91	\$39.50	\$45.45	\$56.84	Step 11
Step 12	\$20.16	\$23.20	\$27.85	\$32.02	\$36.81	\$40.49	\$46.59	\$58.26	Step 12

SCHEDULE B
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,686
Assistant Registrar of Voters	333
Registrar of Voters	166
Tree Warden	6,865
Veterans' Service Officer	2,301

SCHEDULE C
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	17.06
Assistant Counselor	13.50
Assistant Swim Instructor	13.50
Auxiliary Police Officer	17.77
Beach Checker	13.50
Camp Stow Director	20.22
COA Substitute Van Driver	16.57
COA Substitute Van Driver CDL	19.04
Dispatcher, part-time	22.66
Election Clerical Assistance	13.50
Election Clerk	16.52
Election Teller	13.84
Election Warden	16.52
Emergency Medical Technician (call)	19.50
EMT - w/Defib & Epi Pen (call)	21.29
Firefighter (call)	19.50
Firefighter/EMT - w/Defib & Epi Pen (call)	22.16
Firefighter/EMT (call)	20.39
Head Beach Checker	15.95
Head Counselor	13.97
Head Lifeguard	16.86
Junior Lifeguard	13.50
Junior Maintenance Person	13.97
Senior Lifeguard	13.97
Officers - Fire or Medical (call)	23.97
Per Diem Firefighter (call)	17.61
Police Matron	24.05

Police Officer, part-time	27.29
Recreation Maintenance Person	16.86
Street Lister	13.50
Street Listing Clerk	13.50
Street Numberer	13.50
Town Engineer	37.69
Waterfront Director	18.91
WSI Swim Instructor/Lifeguard	15.95

**SCHEDULE D
FIRE DEPARTMENT ANNUAL SINGLE RATES**

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,202
EMS Assistant Coordinator	402
EMS Quartermaster	323
EMS Records Coordinator	480
EMS Schedule Coordinator	241
Fire Captain (call)	801
Fire Engineer	1,042
Fire Lieutenant (call)	642
Fire Medical Officer	480

ARTICLE 4. General Budget for Fiscal Year 2022

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

(Town Administrator)

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

This General Budget amount includes the FY22 General Municipal Budget recommended to be funded at \$7,785,191, representing an approximate 5% INCREASE above the current fiscal year 2021 ending June 30, 2021. However, the overall FY22 increase of all budgets and articles is only up 2.46% from the prior fiscal year.

In large part, the General Municipal budget line item is the sum of the wage and salaries detailed in Article #3 plus expenses of all town departments. It also contains town-wide expenses such as property and casualty, and employee health insurance.

Departmental Salaries comprise 50% of the Municipal Budget and 11% of the General Budget.

Departmental Expenses comprise 31% of the Municipal Budget and 7% of the General Budget.

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

Please see the Warrant Report at the beginning of the warrant for more details.

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 74			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 34			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	45.00	45.00	45.00	
2	MODERATOR EXPENSES	46.00	46.00	46.00	
	TOTAL MODERATOR	91.00	91.00	91.00	0.00
	TOWN ADMINISTRATION				
3	SELECTMEN'S OFFICE WAGES	91,338.00	81,454.00	81,454.00	
4	SELECTMEN'S OFFICE EXPENSES	12,100.00	11,980.00	11,980.00	

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
5	TOWN ADMINISTRATOR SALARY	147,411.00	145,950.00	145,950.00	
6	ASSISTANT TOWN ADMINISTRATOR WAGES	9,333.00	85,000.00	85,000.00	
7	TOWN ADMINISTRATOR EXPENSES	5,500.00	11,250.00	11,250.00	
	TOTAL SELECTMEN	265,682.00	335,634.00	335,634.00	0.00
	FINANCE COMMITTEE				
8	FINANCE COMMITTEE WAGES	4,544.00	4,657.00	4,657.00	
9	RESERVE FUND	80,000.00	80,000.00	80,000.00	
10	FINANCE COMMITTEE EXPENSES	1,600.00	1,600.00	1,600.00	
	TOTAL FINANCE COMMITTEE	86,144.00	86,257.00	86,257.00	0.00
	TOWN ACCOUNTANT				
11	ACCOUNTANT SALARY	66,000.00	67,650.00	67,650.00	
12	ACCOUNTANT CLERK SALARY	400.00	450.00	450.00	
13	ACCOUNTANT EXPENSES	2,125.00	2,125.00	2,125.00	
	TOTAL TOWN ACCOUNTANT	68,525.00	70,225.00	70,225.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	ASSESSORS				
14	PRINCIPAL ASSESSOR'S WAGES	76,652.00	80,779.00	80,779.00	
15	ASSESSORS CLERICAL WAGES	75,781.00	80,091.00	80,091.00	
16	ASSESSORS EXPENSES	10,700.00	8,200.00	8,200.00	
	TOTAL ASSESSORS	163,133.00	169,070.00	169,070.00	0.00
	TREASURER-COLLECTOR				
17	TREASURER-COLLECTOR SALARY	76,794.00	78,714.00	78,714.00	
18	TREASURER-COLLECTOR CLERICAL WAGES	89,000.00	88,501.00	88,501.00	
19	TREASURER-COLLECTOR EXPENSES	45,054.00	49,174.00	49,174.00	
	TOTAL TREASURER-COLLECTOR	210,848.00	216,389.00	216,389.00	0.00
	INFO TECH				
20	IT CLERICAL WAGES	41,539.00	42,419.00	42,578.00	
21	IT EXPENSES	171,000.00	177,540.00	172,540.00	
	TOTAL INFO TECH	212,539.00	219,959.00	215,118.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	TOWN CLERK				
22	TOWN CLERK SALARY	79,822.00	81,818.00	81,818.00	
23	TOWN CLERK OTHER WAGES	69,384.00	81,345.00	66,566.00	
24	TOWN CLERK EXPENSES	19,755.00	18,615.00	18,615.00	
	TOTAL TOWN CLERK	168,961.00	181,778.00	166,999.00	0.00
	CONSERVATION COMMISSION				
25	CONSERVATION DIRECTOR	74,270.00	76,127.00	76,127.00	
26	CONSERVATION COMMISSION CLERICAL WAGES	34,050.00	36,855.00	36,855.00	
27	CONSERVATION COMMISSION EXPENSES	5,050.00	4,900.00	4,900.00	
	TOTAL CONSERVATION COMMISSION	113,370.00	117,882.00	117,882.00	0.00
	PLANNING BOARD				
28	TOWN PLANNER	84,303.00	86,411.00	86,411.00	
29	PLANNING BOARD CLERICAL WAGES	79,072.00	82,118.00	82,118.00	
30	PLANNING BOARD EXPENSES	5,750.00	5,850.00	5,850.00	
	TOTAL PLANNING BOARD	169,125.00	174,379.00	174,379.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	BOARD OF APPEALS				
31	BOARD OF APPEALS CLERICAL WAGES	15,560.00	28,887.00	21,610.00	
32	BOARD OF APPEALS EXPENSES	2,200.00	2,200.00	2,200.00	
	TOTAL BOARD OF APPEALS	17,760.00	31,087.00	23,810.00	0.00
	MUNICIPAL BUILDING				
33	MUNI BUILDING & PROPERTY WAGES	143,073.00	139,719.00	139,719.00	
34	MUNI BUILDING & PROPERTY EXPENSES	150,700.00	162,700.00	162,700.00	
	TOTAL MUNICIPAL BUILDING	293,773.00	302,419.00	302,419.00	0.00
	OTHER GENERAL GOVERNMENT				
35	TOWN REPORTS EXPENSES	7,850.00	7,500.00	7,500.00	
	TOTAL OTHER GENERAL GOVERNMENT	7,850.00	7,500.00	7,500.00	0.00
	TOTAL GENERAL GOVERNMENT	1,777,801.00	1,912,670.00	1,885,773.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>PUBLIC SAFETY</u>	LINES 36 - 43			
	POLICE DEPT				
36	POLICE CHIEF SALARY	129,867.00	131,514.00	131,514.00	
37	POLICE & DISPATCH WAGES	1,389,085.00	1,439,556.00	1,447,955.00	
38	POLICE & DISPATCH EXPENSES	93,500.00	98,850.00	116,850.00	
	TOTAL POLICE DEPT	1,612,452.00	1,669,920.00	1,696,319.00	0.00
	FIRE AND EMS				
39	FIRE CHIEF SALARY	110,871.00	113,643.00	113,643.00	
40	FIRE AND EMS WAGES	620,192.00	646,726.00	646,726.00	
41	FIRE AND EMS EXPENSES	79,500.00	79,500.00	79,500.00	
	TOTAL FIRE AND EMS	810,563.00	839,869.00	839,869.00	0.00
	BUILDING INSPECTOR				
42	BUILDING INSPECTOR WAGES	79,133.00	81,111.00	81,111.00	
43	BUILDING DEPT CLERICAL WAGES	53,840.00	57,567.00	57,567.00	
43	BUILDING DEPT EXPENSES	6,995.00	6,695.00	6,695.00	
	TOTAL BUILDING INSPECTOR	139,968.00	145,373.00	145,373.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL PUBLIC SAFETY	2,562,983.00	2,655,162.00	2,681,561.00	0.00
	<u>PUBLIC WORKS AND FACILITIES</u>	LINES 44 - 52			
	HIGHWAY AND GROUNDS				
44	SUPT OF STREETS SALARY	107,559.00	110,249.00	110,249.00	
45	HIGHWAY & GROUNDS WAGES	562,901.00	621,189.00	621,189.00	
46	HIGHWAY & GROUNDS EXPENSES	143,050.00	154,775.00	154,775.00	
47	SNOW AND ICE REMOVAL EXPENSE	165,000.00	165,000.00	200,000.00	
	TOTAL HIGHWAY & GROUNDS	978,510.00	1,051,213.00	1,086,213.00	0.00
	OTHER PUBLIC WORKS				
48	MUNICIPAL LIGHTING	7,500.00	7,000.00	7,000.00	
49	GASOLINE & DIESEL FUEL EXPENSE	80,000.00	80,000.00	76,000.00	
	TOTAL OTHER PUBLIC WORKS	87,500.00	87,000.00	83,000.00	0.00
	CEMETERY DEPT				
50	CEMETERY SUPERINTENDENT	70,180.00	71,935.00	71,935.00	

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
51	CEMETERY SALARY AND WAGES	500.00	19,384.00	9,450.00	
52	CEMETERY EXPENSES	6,000.00	6,450.00	6,450.00	
	TOTAL CEMETERY DEPT	76,680.00	97,769.00	87,835.00	0.00
	TOTAL PUBLIC WORK & FACILITIES	1,142,690.00	1,235,982.00	1,257,048.00	0.00
	<u>HUMAN SERVICES</u>	LINES 53 - 60			
	HEALTH DEPT				
53	HEALTH ADMINISTRATIVE ASSISTANT	59,277.00	60,759.00	60,759.00	
54	HEALTH DEPARTMENT WAGES	67,552.00	80,040.00	17,901.00	
55	HEALTH DEPARTMENT EXPENSES	6,600.00	6,150.00	65,876.00	
	TOTAL HEALTH DEPT	133,429.00	146,949.00	144,536.00	0.00
	COUNCIL ON AGING				
56	EXECUTIVE DIRECTOR SALARY	75,141.00	77,020.00	77,020.00	
57	COUNCIL ON AGING WAGES	162,786.00	165,115.00	165,115.00	
58	COUNCIL ON AGING EXPENSES	12,948.00	12,358.00	12,358.00	

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL COUNCIL ON AGING	250,875.00	254,493.00	254,493.00	0.00
	VETERANS' DEPT				
59	VETERANS' SERVICE OFFICER SALARY	2,245.00	2,301.00	2,301.00	
60	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	
	TOTAL VETERANS' DEPT	2,545.00	2,601.00	2,601.00	0.00
	TOTAL HUMAN SERVICES	386,849.00	404,043.00	401,630.00	0.00
	<u>CULTURE AND RECREATION</u>	LINES 61 -71			
	LIBRARY DEPT				
61	LIBRARY DIRECTOR SALARY	71,542.00	73,331.00	73,331.00	
62	LIBRARY WAGES	125,084.00	135,964.00	136,364.00	
63	LIBRARY EXPENSES	80,964.00	76,851.00	76,851.00	
	TOTAL LIBRARY DEPT	277,590.00	286,146.00	286,546.00	0.00
	RECREATION COMMISSION				
64	RECREATION DIRECTOR	66,673.00	71,935.00	71,935.00	
65	RECREATION WAGES	600.00	22,731.00	11,665.00	

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
66	RECREATION EXPENSES	24,500.00	24,500.00	24,500.00	
	TOTAL RECREATION COMMISSION	91,773.00	119,166.00	108,100.00	0.00
	LAKE BOON COMMISSION				
67	LAKE BOON COMMISSION WAGES	0.00	0.00	0.00	0.00
68	LAKE BOON COMMISSION EXPENSES	3,000.00	2,333.00	2,333.00	
	TOTAL LAKE BOON COMMISSION	3,000.00	2,333.00	2,333.00	0.00
	OTHER CULTURE & RECREATION				
69	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	
70	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	
71	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	0.00
	TOTAL CULTURE & RECREATION EXPENSES	374,563.00	409,845.00	399,179.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>TOWN WIDE EXPENSES</u>	LINES 72 -74			
72	GROUP INSURANCE	955,518.00	968,440.00	960,000.00	
73	INSURANCE AND BONDS	165,636.00	175,000.00	180,000.00	
74	TELEPHONE	20,000.00	20,000.00	20,000.00	
	TOTAL TOWN WIDE EXPENSES	1,141,154.00	1,163,440.00	1,160,000.00	0.00
	MUNICIPAL BUDGET TOTAL	7,386,040.00	7,781,142.00	7,785,191.00	0.00
	<u>EDUCATION</u>	LINES 75 - 76			
	SCHOOL DISTRICTS				
75	NASHOBA REG SCHOOL DIST ASSESSMENT	18,135,162.00	18,059,890.00	18,059,890.00	
76	MINUTEMAN VOC TECH ASSESSMENT	1,286,083.00	1,580,804.00	1,580,804.00	
	TOTAL DISTRICT ASSESSMENTS	19,421,245.00	19,640,694.00	19,640,694.00	0.00
	<u>DEBT SERVICE</u>	LINES 77 -79			
	PRINCIPAL				
77	MATURING PRIN LONG-TERM DEBT	1,232,000.00	1,322,000.00	1,322,000.00	
	TOTAL MATURING PRINCIPAL	1,232,000.00	1,322,000.00	1,322,000.00	0.00

LINE NO.	DEPARTMENT	FY 2021 ACTUAL BUDGET	FY 2022 BUDGET REQUEST	FY 2022 BUDGET TOWN ADMIN RECOMMEND	FY 2022 BUDGET FINANCE COMMITTEE RECOMMEND
	INTEREST				
78	INT ON LONG-TERM DEBT - BONDS	857,560.00	767,130.00	767,130.00	
79	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	
	TOTAL INTEREST ON MATURING DEBT	858,560.00	768,130.00	768,130.00	0.00
	TOTAL DEBT SERVICE	2,090,560.00	2,090,130.00	2,090,130.00	0.00
	TOTAL	28,897,845.00	29,511,966.00	29,516,015.00	0.00

BEGINNING OF CONSENT CALENDAR

ARTICLE 5. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2022, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Fifty Thousand Dollars (\$50,000) for FY 2022, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Board of Selectmen)

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

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

ARTICLE 6. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to reauthorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2022 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2022, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Fire Department)

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

Revolving funds allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. The Finance Committee advocates for revolving funds where appropriate because revenue and expenses are credited and debited for a specific service and carried from year to year in the same account without flowing in the General Fund at the end of the fiscal year. Specifically, it can allow certain departments or functions to at least pay for a significant portion of operating expenses and potentially become self-sustaining.

In this case, this article authorizes a revolving fund for the fire department to pay for administration costs of running the Town’s ambulances. Fees charged in association with the use of the Stow ambulances are deposited into this account, then transferred to the General Account as a revenue source.

ARTICLE 7. Smart911/RAVE Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Six Hundred Dollars (\$5,600), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as Smart911/RAVE; or take any other action relative thereto.

(Police Department)

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

The Smart911/RAVE system allows town officials to reach the appropriate constituencies when necessary. For example, if there is an emergency, the Police could reverse dial Stow citizens to tell them which roads are open or closed.

ARTICLE 8. Weights and Measures Testing

(CONSENT CALENDAR)

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

(Board of Selectmen)

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

This article funds the regulation for specific items such as Gas Station pumps.

ARTICLE 9. Transfer to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Three Thousand Six Hundred Fifteen Dollars (\$3,615) or any other sum; or take any action relative thereto.

(Conservation Commission)

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

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

ARTICLE 10. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Three Thousand Six Hundred Twenty-Seven Dollars and Fifty Cents (\$3,627.50) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

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

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

The Wetlands Protection Fund receives money from permit application fees paid by town members. These fees are paid if a town member wants to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. These funds are to be used for the costs associated with administration of the Wetlands Protection Act. The Wetlands Protection Fund has a balance of \$50,947.32 as of 1/31/2021, with a 5-year average balance of \$54,445.

ARTICLE 11. Addition to Conservation Fund

(CONSENT CALENDAR)

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

(Conservation Commission)

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

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

The Conservation Fund receives money from the Conservation Land Management account (see Article #9), and from this annual Special Article. The money is used to pay for legal work and for conservation land purchase appraisals, the care of the community gardens, invasive species control, purchase of tools and signage for conservation land and for the salary of our paid Land Steward. The fund has a projected balance of \$43,500 at the end of fiscal year 2021 and has averaged about the same amount for the last five years.

ARTICLE 12. Assabet River Water Chestnut Control

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Three Hundred Dollars (\$2,300), or any other sum, to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow; or to take any other action relative thereto.

(Conservation Commission)

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

This article funds river clean up expenses and possibly a small stipend for a volunteer coordinator. The Voters approved a similar amount of funds in FY21.

ARTICLE 13. Update of Property Valuations

(CONSENT CALENDAR)

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

(Assessors)

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

These funds pay for software maintenance, special appraisals, and listing and valuation services and an occasional consultant.

ARTICLE 14. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

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

These funds are used by the Town Clerk to fulfill her statutory requirement to keep archived hard copies of Town records.

ARTICLE 15. Highway Road Machinery, Private Ways, and Municipal Parking Lots

(CONSENT CALENDAR)

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

1. For the Road Machinery Account \$75,000
2. For Repairs on Private Ways \$15,000
3. For Repairs on Municipal Parking Lots \$10,000

(Highway Department)

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

This article allows Highway to spend money to build and repair our private ways, maintain our highway equipment, and make repairs to municipal parking lots on an annual basis.

ARTICLE 16. Household Hazardous Waste Collection

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center; or take any action relative thereto.

(Board of Health)

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

Stow, along with ten other towns, is a member of the Devens Regional Household Hazardous Products Collection Center (Collection Center). This article covers our membership fee.

ARTICLE 17. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

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

(Board of Health)

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

This article allows for the disposal of solid waste the Town accumulates from roadsides, etc.

ARTICLE 18. Stow TV Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of One Hundred Eighty-Three Thousand Sixty-Three Dollars (\$183,063), or any other sum, to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV; or take any action relative thereto.

(Stow TV)

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

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

ARTICLE 19. Holiday Decorations and Lighting Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Five Hundred Dollars (\$6,500), or any other sum, to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties; or take any other action relative thereto.

(Highway Department)

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

ARTICLE 20. Employee Educational Incentive Program

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), or any other sum to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town’s employee educational incentive program; or take any other action relative thereto.

(Town Administrator)

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

This article authorizes additional income for Town Employees that is NOT found in the Wage and Salary schedule Article #4.

The impetus that led to the creation of Stow’s town-wide employee EIP bonus pay program originated in 1999 when the Stow police union sought an increase in their already existing annual employee educational incentive bonus program. At that time, the police union contract provided 5%, 10% and 15% annual employee bonus pay respectively for individuals with an AA degree, BA degree or MA degree.

In 1999 only employees of the police and teachers unions were receiving EIP bonus pay. At the annual town meeting in May 2001, a proposed town-wide employee EIP bonus pay program, matching the police union percentages, was approved and put into force and effect for FY-2002.

This will be the final year of the program. Going forward, the Education Incentives will be factored in to the regular salaries beginning with the implementation of the new Salary and Classification Plan.

ARTICLE 21. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Five Thousand Dollars (\$25,000), or any other sum, for a Town financial audit and other Treasurer/Collector-related services; or take any action relative thereto.

(Treasurer-Collector)

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

ARTICLE 22. Transfer to OPEB Trust Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000), or any other sum, to be added to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any action relative thereto.

(Town Administrator)

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

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

ARTICLE 23. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Ten Dollars (\$56,210), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any action relative thereto.

(Treasurer-Collector)

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

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

ARTICLE 24. Water System Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Thirty-Two Thousand Dollars (\$32,000), or any other sum, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems; or take any action relative thereto.

(Town Administrator)

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

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

ARTICLE 25. Board of Selectmen's Small Purchases Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen; or take any other action relative thereto.

(Town Administrator)

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

This article funds a Small Purchases fund at the Selectmen's discretion for projects or to help out other Department with engineering projects.

ARTICLE 26. Cemetery Sale of Lots Transfer

(CONSENT CALENDAR)

To see if the Town will vote to transfer the sum of Twenty-Five Thousand Dollars (\$25,000), from the Cemetery Sale of Lots Account to the Cemetery Capital Article #45 from the ATM 7/20, for the purposes of making improvements to the Cemetery; or take any other action relative thereto.

(Cemetery Department)

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

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

(CONSENT CALENDAR)

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

(Fire Department)

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

ARTICLE 28. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty Thousand Dollars (\$20,000), or any other sum, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control; or take any other action relative thereto.

(Lake Boon Commission)

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

This money is used to fight weeds in Lake Boon.

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

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the

Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

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

ARTICLE 30. Economic Development and Industrial Commission (EDIC)

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Five Hundred Dollars (\$1,500), or any other sum to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Economic Development and Industrial Commission; or take any other action relative thereto.

(Town Administrator)

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

This article funds an EDIC whose mission is to increase business in town (and potentially increase business tax revenue).

ARTICLE 31. Community Preservation Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from FY 2021 Community Preservation Fund Annual Reserves the sum of Forty Thousand Dollars (\$40,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for FY 2022, in accordance with a budget prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

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

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

ARTICLE 32. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from FY 2022 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

- | | |
|---------------------------------------|-----------|
| 1. Preservation of Historic Resources | \$125,000 |
| 2. Preservation of Open Space | \$125,000 |
| 3. Affordable Housing | \$125,000 |
- (Community Preservation Committee)

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

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

ARTICLE 33. Veterans' Benefits

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Six Thousand Nine Hundred Dollars (\$26,900), or any other sum to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans; or take any other action relative thereto.

(Board of Selectmen)

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

It is worth noting that this expense has reduced this year which reflects either healthier veterans that need less health care or that veterans have moved out of town. The Town pays this budget first and then the State reimburses the Town at 75% of the total.

ARTICLE 34. Tax Title Proceedings

(CONSENT CALENDAR)

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

(Treasurer)

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

CONCLUSION OF CONSENT CALENDAR

ARTICLE 35. Capital Requests

To see if the Town will vote to appropriate and transfer from available funds as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

	Department	Item	Amount
1.	Building Department	Town Building ADA Exterior Doors & Key System	\$47,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
2.	Building Department	Police Station Interior Painting	\$26,800
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
3.	Building Department	Town Building Water System Study	\$30,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
4.	Fire Department	Firefighter Turnout Gear	\$71,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
5.	Highway Department	Bucket Truck – S12	\$185,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
6.	Highway Department	Small 6-Wheel Dump Truck – S8	\$135,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
7.	Highway Department	Pickup – S1	\$68,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
8.	Highway Department	October Lane Resurfacing/Curbing	\$35,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
9.	Nashoba Regional School District	Hartley Road Pickup Lane	\$37,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
10.	Planning Department	Town Center Corridor Study	\$60,000

	Department	Item	Amount
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
11.	Police Department	Replacement of 2 Police Cruisers	\$98,619
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		
12.	Police Department	Parking Lot Repairs	\$60,000
	<i>The Finance Committee recommends X of this article. Passage of this article increases expenditures.</i>		

ARTICLE 36. Reauthorization of the OPEB Trust Fund

To see if the Town will vote to reaccept the provisions of G.L. c.32B, §20, as amended by the Municipal Modernization Act, Chapter 218 of the Acts of 2016 (the “Act”), under which the Town has established an Other Post-Employment Benefits Liability Trust Fund (the “OPEB Fund”), for which the Treasurer serves as custodian of the Fund; designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the powers and responsibilities identified under the Act and this vote; authorize the Treasurer/Custodian, as Trustee, to employ investment consultant(s), as well as outside custodial service(s) to hold the monies in the Fund, and to pay for those services from the OPEB Fund; authorize the investment of the OPEB Fund under the prudent investor rule established under G.L. c.203C; authorize the Treasurer/Custodian, as Trustee, to execute any and all documents necessary to utilize outside custodial service(s) and/or investment consultant(s), including but not limited to trust agreements, participation agreements, investment agreements, and administrative services agreements; and designate the Treasurer/Custodian as the “Plan Administrator”, as may be necessary to utilize outside custodial service(s) and authorize the Treasurer/Custodian acting as Plan Administrator to take any other action as may be necessary to carry out the purposes of the vote taken hereunder; or take any other action in relation thereto.

(Town Administrator)

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

The fund was originally established with Article 44 of the 2013 Annual Town Meeting; however, Section 238 of the Municipal Modernization Act specifically provides that OPEB funds established before the effective date of the Act, November 7, 2016, must "reaccept said section 20 of said chapter 32B after the effective date of this act." Therefore, to operate an OPEB fund under the amended section 20, the city or town's legislative body would have to vote to reaccept MGL c. 32B, sec. 20 after November 7, 2016.

ARTICLE 37. Transfer to Stabilization Fund

To see if the Town will vote to transfer Two Hundred Thousand Dollars (\$200,000) from Fiscal Year 2020 Town Free Cash to the Stabilization Fund Account; or take any other action relative thereto.

(Town Administrator)

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

This article would add to our “rainy day” fund and continue to build up our reserves to the target 10% - 15% of the general fund budget.

ARTICLE 38. Legal Services

To see if the Town will vote to raise and appropriate, the sum of Seventy-Five Thousand Dollars, (\$75,000), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account; or take any other action relative thereto.

(Town Administrator)

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

There are a number of on-going litigations that are now moving through the courts.

ARTICLE 39. Implementation of MS4 Stormwater Permit Requirements

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

(Highway Superintendent)

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

The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to implement the requirements of the Town’s NPDES MS4 permit. This will be an on-going expense.

ARTICLE 40. On Board Diagnostics Equipment (OBD2)

To see if the Town will vote to raise and appropriate, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be expended by the Highway Department, for the purpose of

purchasing on board diagnostic equipment (OBD2) for the machine performing diagnostic checks of town equipment and vehicles; or take any other action relative thereto.
(Highway Superintendent)

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

ARTICLE 41. Cemetery Ground Protection Mats

To see if the Town will vote to raise and appropriate, the sum of Nine Thousand Dollars (\$9,000), or any other sum, to be expended by the Cemetery Department, for the purpose of purchasing ground protection mats to be used for protecting gravesites; or take any other action relative thereto.

(Cemetery Department)

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

ARTICLE 42. Shared Housing Services

To see if the Town will vote to raise and appropriate, the sum Fifteen Thousand Dollars (\$15,000) or any other sum, to be expended by the Stow Municipal Affordable Housing Trust or the Planning Board, for the purpose of contracting with the Town of Hudson for the purposes of procuring affordable housing-related services regionally, including but not limited to monitoring services, for the benefit of Stow residents; or take any other action relative thereto.

(Stow Municipal Affordable Housing Trust)

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

For the last 9 years, Stow Municipal Affordable Housing Trust (SMHT), on behalf of the Town, has contracted with the Town of Hudson to monitor our existing housing stock and to ensure none of it falls into foreclosure before SMAHT can consider purchasing it for affordable housing. It also funds some legal work letting the housing residents know their responsibilities as residents of the Town's Affordable housing stock.

ARTICLE 43. Norfolk County Agricultural High School Assessment

To see if the Town will vote to raise and appropriate, the sum of Thirty-Five Thousand Dollars (\$35,000), or any other sum, for the purpose of paying the FY 2022 Norfolk County Agricultural High School assessment and transportation for the attendance for one Stow student for one year; or take any other action relative thereto.

(Town Administrator)

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

This article funds the cost to send one Stow student to the Norfolk County Agricultural High School in FY-22.

ARTICLE 44. Lake Boon Patrol

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

(Police Department)

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

This item is funded annually depending on the number of patrols and call outs for the previous year.

ARTICLE 45. Bylaws and Regulations amendment to change the Board of Selectmen Name

To see if the Town will vote: to amend the Bylaws and Regulations of the Town of Stow to change the term "Board of Selectmen" to "Select Board", and to change references to Chairman to Chair, and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town of Stow’s General Bylaws and Regulations, Town Charter, Personnel Bylaws and Regulations, and Zoning Bylaws and Regulations.

For purposes of these bylaws and Regulations, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board member(s)" or "members of the select board(s)", and said Select Board shall have all the powers and duties of a board of selectmen as set forth in the General Laws or any special act applicable to the Town including but not limited to the power to prosecute, compromise or defend suits for or against the Town and employ counsel at any time if, in its judgment, the interest of the Town so require; or take any other action relative thereto.

(Town Administrator)

The Finance Committee XXX this article. Passage of the article will not increase expenditures – but there is a cost associated with time to change the pertinent documents.

The adoption of gender-neutral pronouns has become prevalent over the past 50 years. We use neutral pronouns more and more in our everyday life. The word “man” is no longer synonymous with “person,” and the use of gender-neutral language is standard practice. Over 30% of Massachusetts municipal boards are using gender-neutral designations with many new towns voting for change this year. The impact is big and the cost is miniscule!

ARTICLE 46. Department of Unemployment Assistance

To see if the Town will vote to raise and appropriate, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum to be added to any balance remaining and previously appropriated for the purpose of paying Department of Unemployment Assistance claims; or to take any other action relative thereto.

(Treasurer)

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

The State DUA rules are such that a Town is liable for unemployment for employees even after they leave the Town's employ. Several former employees have been separated from their new jobs and these funds will be allocated to cover that liability.

ARTICLE 47. Online Permit and License Fees

To see if the Town will vote to raise and appropriate, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum for fees associated with the implementation of online permits and licenses, including any other expenses related thereto; or take any action relative thereto.

(Town Administrator)

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

The cost of these fees will be raised in revenue with increased permit fees, but in accordance with municipal finance law, the revenue is general fund, and the cost must be billed separately.

ARTICLE 48. Online Budgeting Software

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

(Town Administrator)

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

Currently the budget is all done by hand on Excel spreadsheets. This would not only streamline the process, but also allow us to run projections and reports on departmental budget requests.

ARTICLE 49. Salary Reserve Line to Implement Salary and Classification Changes

To see if the Town will vote to raise and appropriate, the sum of Eighty Thousand Dollars (\$80,000), or any other sum for the implementation of the new Salary and Classification schedule; or take any action relative thereto.

(Town Administrator)

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

In 2019, the Town brought in an independent consultant to review all non-contractual employees' job descriptions and salary ranges. This work resulted in a comprehensive study

reorganizing the way we are paying employees. This implementation has an added cost in the first year to properly place those employees not currently being paid market rate, into their recommended pay scale. Additionally, implementing this new plan will eliminate the separate Employee Incentive Program and going forward, we will pay employees for what the job is worth, not what someone has for credentials. All employees hired prior to December 31, 2020 will have their EIP factored into their placement on the scale.

ARTICLE 50. Acceptance of Great Road Land Donation

To see if the Town will vote to authorize the Board of Selectmen to accept a donation of real property from Habitech, Inc., located off Great Road, and more fully shown as “Parcel A” on a plan entitled “Plan of Easement, Lane’s End Stow, Massachusetts,” dated August 2002 and prepared for Habitech, Inc. by Acton Survey and Engineering, Inc. recorded with the Middlesex South Registry of Deeds on August 18, 2003 as Plan number 783 of 2003 in Book 40509, page 395, containing 49,109 +/- square feet, and to authorize the Board of Selectmen to accept said land for the purpose of making infrastructure improvements in the Lower Village Business District, or for any other lawful purpose deemed in the best interest of the Town of Stow; or take any other action relative thereto.

(Planning Board)

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

ARTICLE 51. Hallock Point Chapter 61 Purchase

To see if the Town will vote to acquire by purchase or as otherwise provided by the General Laws, and to raise and appropriate or otherwise expend the sum of one million and twenty thousand dollars (\$1,020,000), or any lesser sum for approximately 13.5 +/- acres of land on Sudbury Road and Hallock Point Road, Stow, shown on Assessors' Map Sheet U6, Parcels 13A and 9B, for the purposes of 1) conservation and passive recreation, and 2) limited residential development, so long as areas designated for these separate purposes shall be clearly identified and delineated;

and further, to authorize the expenditure of up to four hundred thousand dollars (\$400,000) from the Community Preservation Unreserved Fund Balance to acquire approximately 10.5 +/- acres of said parcels for conservation and passive recreation in accordance with the provisions of MGL Chapter 44B, the Community Preservation Act, said land to be placed under the care, custody and control of the Conservation Commission in accordance with MGL Chapter 40, Section 8C, and to expend a portion of said funds for the costs associated therewith, including legal, title, appraisal, engineering, and other costs or fees incidental thereto,

and further, to authorize the Treasurer, with the approval of the Selectmen, to borrow, transfer from available funds, or receive from gifts and/or grants, the balance of the funds for this acquisition, and further, to authorize the conveyance of any conservation restrictions or easements required by MGL Chapter 44B and/or to further of the purpose and intent of this acquisition,

and further to authorize the Board of Selectmen to enter into such agreements, execute such documents and apply for and solicit grants or receive gifts as may be available for reimbursement to the Town for these purposes;

and further to sell approximately 3 acres of said parcels and any necessary easements for the development of two single family houses, in accordance with Chapters 30B and 44B as applicable, the proceeds of any conveyances to be used to reimburse the Town for the costs of this acquisition; or take any other action relative thereto.

(Community Preservation Committee and Conservation Commission)

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

ARTICLE 52. Pickleball Court at Town Center Park

To see if the Town will vote to appropriate and transfer the sum of Sixty-five Thousand Dollars (\$65,000), or any lesser sum, from the Community Preservation Fund reserve for open space and recreational purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the development of a Pickleball Court at Town Center Park or another existing town recreation site to be determined by the Recreation Commission, including installation, equipment, engineering and other costs or fees incidental thereto and apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

(Community Preservation Committee and Recreation Commission)

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

ARTICLE 53. Kane Land Walking Path Design and Construction

To see if the Town will vote to appropriate and transfer the sum of Thirty Thousand Dollars (\$30,000), or any lesser sum, from the Community Preservation Fund reserve for Open Space in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Planning Department, in consultation with the Community Preservation Committee, for the construction of a walking path along Gleasondale Road to access a parcel of land known as the Kane Land, shown as Map U7 Lot 34-2 on the Stow Assessors' Maps and further for the creation of a walking trail on the Kane Land and other costs or fees incidental thereto and to authorize the Board of Selectmen to apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes; or take any other action relative thereto.

(Community Preservation Committee and Planning Board)

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

ARTICLE 54. Stow Acres Conservation Restriction Purchase

To see if the town will vote to act by and through its Conservation Commission, in accordance with Chapter 40, Section 8C, to acquire a conservation restriction for recreational, conservation and agricultural purposes on land owned by Stow Holdings, LLC, said land being known as the South Course of Stow Acres, Randall Road, consisting of 151 acres, more or less, and being shown as Assessors’ Map R11, Parcel 37A, such conservation restriction to be co-held with the Stow Conservation Trust, and recorded at the Middlesex South Registry of Deeds; and for this purpose to appropriate and transfer One Million Five Hundred Thousand Dollars (\$1,500,000) from the Community Preservation Fund Unreserved Fund Balance, in accordance with the provisions of Mass. General Laws Ch. 44B, the Community Preservation Act, which monies may include necessary and incidental expenses for appraisals, surveys, engineering, consulting and legal services; and authorize the Conservation Commission to negotiate, execute, prepare and file all documents or applications, receive gifts and grants, and undertake all actions necessary or appropriate for such purpose, including applying for, obtaining and accepting any funding available from the state in connection with the so-called Self-Help Act and LAND grant program (MGL Chapter 132A, Section 11), and all rules and regulations, policies or guidelines thereunder; or any other relevant state or federal land acquisition grant programs, or take any other action relatively thereto.

(Community Preservation Committee and Conservation Commission)

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

ARTICLE 55. New General Bylaw Governing Discharges to Municipal Storm Drain System

To see if the Town will vote to add a new Article 18 to the Stow General Bylaws to read in its entirety as stated below; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the General Bylaws; or to take any other action relative thereto.

(Town Planner)

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

Article: 18

Bylaw Governing Discharges to The Municipal Storm Drain System

SECTION 1. PURPOSE

Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the Town of Stow’s water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this bylaw are:

1. to prevent pollutants from entering the Town of Stow's municipal separate storm sewer system (MS4);
2. to prohibit illicit connections and unauthorized discharges to the MS4;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this bylaw, the following shall mean:

AUTHORIZED ENFORCEMENT AGENCY: The Highway Department (hereafter the Department), its employees or agents designated to enforce this bylaw.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sump pumps, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 7. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from firefighting activities exempted pursuant to Section 7, subsection 4, of this bylaw.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Stow.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

1. paints, varnishes, and solvents;
2. oil and other automotive fluids;
3. non-hazardous liquid and solid wastes and yard wastes;
4. refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
5. pesticides, herbicides, and fertilizers;
6. hazardous materials and wastes; sewage, fecal coliform and pathogens;
7. dissolved and particulate metals;
8. animal wastes;
9. rock, sand, salt, soils;
10. construction wastes and residues; and
11. noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORMWATER: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

SURFACE WATER DISCHARGE PERMIT. A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL or WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This bylaw shall apply to flows entering the municipally owned storm drainage system.

SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Department shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Department may be delegated in writing by the Department to employees or agents of the Department.

SECTION 6. REGULATIONS

The Department may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Department to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

SECTION 7. PROHIBITED ACTIVITIES

Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4), into a watercourse, or into the waters of the Commonwealth.

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Department.

Pumping of Water. No person, owner of property, or person controlling property shall discharge or permit to be discharged into the Town's stormwater drainage system, including catch basins, leaching basins, manholes, outfalls, or pipes, or upon any street, court, lane, public roadway, or roadway to which the public has a right to use, any water by pumped means so as to create a nuisance or safety hazard.

Discharging of Pool Water. No person shall pump pool water, dechlorinated or otherwise onto any public ways or streets, adjacent property, into any Town drainage system; MS4; or into any watercourse or Waters of the Commonwealth. Any pumping of pool water shall be done in such a way that the water is contained in its entirety on the originating property and shall not create a public nuisance to the Town or abutting properties.

SECTION 8. EXEMPTIONS

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

1. Discharge or flow resulting from firefighting activities;
2. Waterline flushing;
3. Flow from potable water sources;
4. Springs;
5. Natural flow from riparian habitats and wetlands;
6. Diverted stream flow;
7. Rising groundwater;
8. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20),
9. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
10. Incidental discharges from landscape irrigation or lawn watering;
11. Water from individual residential car washing;

12. Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
13. Discharge from street sweeping;
14. Dye testing, provided verbal notification is given to the Department prior to the time of the test;
15. Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
16. Discharge for which advanced written approval is received from the Department as necessary to protect public health, safety, welfare or the environment.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Department may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents, or may present, an imminent risk of harm to the public health, safety, welfare, environment or to the Town of Stow's MS4. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare, environment or to the Town of Stow's MS4.

SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire, police, and highway department. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11. ENFORCEMENT

The Department or an authorized agent of the Department shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Department may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The Department or an authorized agent of the Department may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to the MS4; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Stow may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Stow including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Department within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Department affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, § 57 after the thirty-first day at which the costs first become due.

Criminal Penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$100. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Stow may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and violation shall be \$300. The penalty for the 3rd and subsequent violations shall be \$400 each day or part thereof that such violation occurs or continues shall constitute a separate offense. The Town of Stow may also impose additional penalties for reimbursement of labor and/or materials used to temporarily remedy the violation.

Entry to Perform Duties Under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Department, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Department deems reasonably necessary.

Appeals. The decisions or orders of the Department shall be final. Further relief shall be to a

court of competent jurisdiction.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have 90 days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

ARTICLE 56. Amend Zoning Bylaw Sections 1.3 (Definitions), 5.4 (ACTIVE ADULT NEIGHBORHOOD Overlay District), and 8.9 (Inclusionary Housing)

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 1.3, 5.4, 8.9.1, 8.9.2.1, 8.9.5.1, 8.9.5.2, and 8.9.6.2 to read in their entirety as stated below in section (A-D) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

A) Amend Section 1.3 (Definitions) by amending the following definitions to read in their entirety as stated below:
--

ACTIVE ADULT NEIGHBORHOD (AAN) - A group of DWELLING UNITS subject to specific site and building design standards to aid older adults in aging in place within a communal environment.

B) Amend Section 1.3 (Definitions) by adding new definitions to read in their entirety as stated below:
--

ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS – A process for designing the AAN site plan undertaken by appropriate professionals in fields including, but not limited to, landscape architecture, urban design, engineering and environmental science, which documents the chronological process for designing an AAN as described in Section 5.4.12 (ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS) of the Zoning Bylaw, through the identification of conservation areas, locating

the dwelling sites, determining the layout of streets and trails and drawing in the lot lines, in the order so described.

COTTAGE DWELLING - A detached one-family dwelling that does not exceed 1,800 sq. ft. of livable floor area (meaning the heated floor area of the building above finished grade, excluding non-dwelling areas such as attic space, basement or detached garage).

COTTAGE DWELLING ALLEY – A private RIGHT OF WAY of 20 – 24’ feet wide meeting the requirements of the National Fire Protection Association standards, and primarily designed to provide vehicular access to the rear of COTTAGE DWELLINGS.

COTTAGE DWELLING COMMON AREA – The shared area of pedestrian accessible open space associated with COTTAGE DWELLINGS, which may include but not be limited to gardens and pedestrian courtyards.

POCKET OPEN LAND - Areas of undisturbed land not less than .25 acres in size, owned and managed as common land by the HOMEOWNERS ASSOCIATION and not subject to the OPEN LAND ownership requirements of Section 5.4.13.5 of the Zoning Bylaw.

TOWNHOME - A DWELLING containing three or more DWELLING UNITs in a row, in which each DWELLING UNIT has its own access to the ground, no DWELLING UNIT is located over another, and each DWELLING UNIT is separated by one or more walls. There shall be no more than four (4) DWELLING UNITS in any residential TOWNHOME.

C) Amend Section 5.4 (ACTIVE ADULT NEIGHBORHOOD) to read in its entirety as stated below:

5.4 ACTIVE ADULT NEIGHBORHOOD Overlay District

5.4.1 Purpose - Stow cherishes the wisdom and experience of our citizens, and encourages participation in the town by all residents. This bylaw is intended to provide a diversity of housing specifically designed and targeted to older adult residents who wish to downsize from the traditional single-family home or age in place in a communal setting without requiring an age-restriction. The ACTIVE ADULT NEIGHBORHOOD (AAN) shall be designed to meet the following goals:

- provide for universal accessibility designs to allow adults to age in place;
- promote a sense of community among its residents through the use of traditional neighborhood design principles, pedestrian accessibility and shared communal spaces, such as gardens and commons;

- Incentivize diversity of housing types to encourage opportunities for homeownership at various income levels;
- be in harmony with the natural terrain and consistent with Stow's rural New England character;
- emphasize and require protection of existing resources on the site, including natural resources, agriculture, recreation and trail connectivity;

5.4.2 **Applicability** - An AAN shall only be permitted by Special Permit, and any amendments thereto from the Planning Board, acting as the Special Permit Granting Authority, in accordance with MGL Ch. 40A, s.9 on land located in the AAN Overlay District.

5.4.3 **AAN Overlay District** - This district shall be an overlay district and shall include parcels of land depicted on a map dated May 13, 2002 and entitled "Active Adult Neighborhood Overlay District", or any amendments thereto. This map is hereby adopted coincident with the adoption of this Bylaw. Development in an AAN Overlay District is subject to all provisions of the remainder of the Zoning Bylaw, except to the extent provided in Section 5.4, ACTIVE ADULT NEIGHBORHOOD Overlay District.

5.4.3.1 Any ACTIVE ADULT NEIGHBORHOOD permitted prior to the adoption of this Bylaw amendment (May 22, 2021) shall be considered conforming, providing it conforms to the previous version of Section 5.4 ACTIVE ADULT NEIGHBORHOOD Overlay District in effect prior to the adoption of this amendment.

5.4.3.2 Section 8.9, Inclusion of Affordable Housing, shall govern the inclusion of housing eligible on the Department of Housing and Community Development's Subsidized Housing Inventory in the AAN Overlay District.

5.4.4 **Permitted Uses - There shall be permitted in any AAN District:**

5.4.4.1 Single-family DWELLINGS;
COTTAGE DWELLINGS;
TOWNHOMES;
MULTI-FAMILY DWELLINGS.

5.4.4.2 MULTI-FAMILY DWELLINGS, including DUPLEXes, provided that they are designed to be consistent in architectural character with the single-family DWELLINGS in the same development unless specifically waived under Section 5.4.4.4 of the Zoning Bylaw.

5.4.4.3 TOWNHOMES, provided that they are designed in accordance with Section 5.4.11.

5.4.4.4 The Planning Board may allow for an increase in the number of DWELLING UNITS allowed in a MULTI-FAMILY DWELLING or TOWNHOME where the required design approaches of Section 5.4.11 can be demonstrated for the specific STRUCTUREs subject to the request.

5.4.4.5 Accessory uses and structures incidental to principal uses indicated above, including but not limited to:

- a. Communal spaces for residents, employees, and guests, such as central or common dining facilities, communal kitchen spaces, indoor or outdoor recreation facilities, gardens and/or parks;
- b. Conservation or agricultural uses.

5.4.5 Procedural Requirements

- 5.4.5.1 Application for an AAN Special Permit - An application for an AAN Special Permit shall be submitted in writing and meeting the requirements set forth herein and all other information that may be required by the Planning Board under its Rules and Regulations for Special Permits and Active Adult Neighborhoods.
- 5.4.5.2 Any new AAN and any proposed modification of an AAN shall be allowed only by Special Permit from the Planning Board in accordance with MGL Ch. 40A, s.9, subject to the requirements, conditions and limitations contained herein and in the Rules and Regulations adopted by the Planning Board.
- 5.4.5.3 AAN Regulations - The Planning Board shall adopt and maintain a set of AAN Rules and Regulations that contain the necessary policies, procedures, and requirements to implement the provisions of this Section.
- 5.4.5.4 In order to streamline the permitting process, if the proposed AAN involves any other use that requires a Special Permit or Site Plan Approval by the Planning Board, the proceedings for all such Special Permits and the Site Plan Review shall occur in one consolidated proceeding. If the proposed AAN requires a permit from two different permit granting authorities, the Planning Board or other Permit Granting Authority may request that a joint public hearing be held and shall conduct reviews simultaneously, to the extent possible.
- 5.4.5.5 An Application shall be submitted to the Planning Board in accordance with the Rules and Regulations for AAN Special Permits and Rules and Regulations Governing the Subdivision of Land as applicable.

To enable the Planning Board to determine whether or not a proposed AAN satisfies the purposes and standards of the OPEN LAND Requirements of Section 5.4.13, an applicant shall present sufficient information on the environmental and OPEN LAND resources for the Board to make such a determination. The required information shall be provided in the form of the ACTIVE ADULT NEIGHBORHOOD DESIGN PROCESS described in Section 5.4.12 of this Bylaw.

5.4.6 Dimensional Requirements

- 5.4.6.1 There shall be no minimum LOT area, FRONTAGE, FLOOR AREA RATIO, LOT width or YARD requirements within an AAN or for any LOT or BUILDING within an AAN except as provided in this Section and as stated in Section 5.4.10, COTTAGE DWELLING Site Standards. However, an AAN shall comply with the applicable requirements of the Water Resource Protection and Flood Plain Overlay Districts. The

Planning Board may impose appropriate additional conditions on the location, layout and size of BUILDINGS, STRUCTURES and OPEN SPACE.

An AAN shall be built according to the following dimensional standards:

Minimum TRACT OF LAND area	25 acres
Minimum frontage of TRACT OF LAND	No Minimum Required
Minimum TRACT OF LAND width	No Minimum Required
Minimum SIDE and REAR YARDS of TRACT OF LAND	No Minimum Required
Minimum setback of BUILDINGS, pavement areas other than ACCESS DRIVEWAYS and walkways from all boundaries of the TRACT OF LAND	50 feet*
Minimum separation between BUILDINGS and/or STRUCTURES	20 feet*
Maximum height of Principal and Accessory STRUCTURES	35 feet
Minimum OPEN SPACE	50% (OPEN SPACE shall not contain more than 50% wetlands, as defined in MGL Ch. 131, S.40 and the Stow Wetlands Protection Bylaw.)
Maximum density	3 DWELLING UNITS per acre of DEVELOPABLE SITE AREA
Maximum DWELLING UNITS per BUILDING	4**
<p>* Nothing in this Section shall preclude the Planning Board from reducing or waiving minimum setback requirements between buildings or internal lots created within the ACTIVE ADULT NEIGHBORHOOD Overlay District or between the boundaries of the TRACT OF LAND.</p> <p>** See Section 5.4.4.4 for exceptions</p>	

5.4.7 **Occupancy Income Range**

5.4.7.1 The AAN shall be designed to provide housing for occupants earning a broad range of incomes, as defined by DHCD for the Town of Stow. The AAN shall comply with the provisions of Section 8.9 Inclusion of Affordable Housing, which requires 15% of the units to sell at a price affordable to low income QUALIFIED AFFORDABLE HOUSING PURCHASERS.

- a. Low and moderate income DWELLING UNITS created under this Section shall be restricted as such in perpetuity and comply with the provisions of MGL Ch. 184, s.31.
- b. All low and moderate income DWELLING UNITS shall provide for notice of any proposed resale and a right of first refusal to the Town of Stow, prior to any such sale.

- c. Rights and privileges - QUALIFIED AFFORDABLE HOUSING PURCHASERS shall have all rights, privileges and responsibilities given to owners or renters of market rate DWELLING UNITS, including access to all amenities within the development.
- d. A Special Permit issued under this Bylaw shall include a provision stating a limit on the number of Building Permits that may be issued until such time as the Town of Stow has received written correspondence from the Department of Housing and Community Development (DHCD) that the low or moderate income DWELLING UNITS, authorized as a result of the Special Permit, will be included in DHCD's Subsidized Housing Inventory of low income or moderate income housing DWELLING UNITS for the purposes of compliance with the provisions of Massachusetts General Laws Chapter 40B, § 20-23. In the event the Special Permit issued under this Bylaw does not include such provision, the written correspondence from DHCD describe herein shall be required prior to the issuance of the first Building Permit. The correspondence from DHCD must provide documentation that the low or moderate income DWELLING UNITS will be treated as if they were created pursuant to an application for a Comprehensive Permit and qualifying programs thereunder.
- e. Purchaser/tenant selection - Procedures for the selection of purchasers and/or tenants shall be subject to approval by the Town of Stow or its designee.
- f. Timing of commitments - All contractual agreements with the Town of Stow and other documents necessary to ensure compliance with this Section shall be executed prior to and as a condition of the issuance of any Special Permit required to commence construction.
- g. Timing of construction - As a condition of the issuance of a Special Permit under this Section, the Planning Board may set a time schedule for the construction of both low income or moderate income and market-rate DWELLING UNITS. No Certificate of Occupancy shall be issued for any market-rate DWELLING UNIT in a development, subject to the requirements of this Section, until there have been issued Certificates of Occupancy for low income or moderate income DWELLING UNITS in an amount equal to the percentage of low income or moderate income UNITS, which are to be constructed in the development.
- h. The above provisions apply to all on-site, buildings and existing housing stock made affordable with AAN provided funds.

5.4.8 **Age-Targeted Design Standards**

5.4.8.1 The design of the AAN Overlay District shall encourage housing options in a walkable, Americans with Disabilities Act (ADA) compliant environment that encourages and supports aging in place in a communal setting. At a minimum, all DWELLING UNITS shall incorporate the following designs:

- a. At least one zero-step entrance,
- b. Doorways with a 36-inch clear passage space,
- c. Master bedroom, en-suite bathroom, kitchen, living room and dining room on the same floor as the zero-step entrance,

- d. Master bedroom and en-suite bathroom designed in a manner that allows for future mobility impairment modifications, and
 - e. Options for shared, indoor or structured parking.
- 5.4.8.2 The Planning Board may waive the requirement for a zero step entrance in Section 5.4.8.1(a) where the physical site constraints are shown to make it impracticable to provide for a zero-step entrance and where the Applicant can demonstrate that a diversity of unit types throughout the development include a zero step entrance where feasible.
- 5.4.8.3 Shared Community Space – An AAN shall provide shared indoor and outdoor facilities, open to all residents of the AAN, for the purpose of incentivizing community interaction and social engagement.
- a. Outdoor community spaces may include but not be limited to shared community facilities such as walkways, paths and multi-use trails, community gardens, courtyards, and recreation areas, all of which shall be designed for universal access and comply with the MA Architectural Access Board, with the exception of primitive walking/nature trails.
 - b. Indoor community facilities may include, but not be limited to clubhouses, community kitchens, pools and event spaces. All STRUCTUREs, other than DWELLINGs, shall be designed for community use.
- 5.4.8.4 Indoor community facilities, such as clubhouses, community kitchens and other STRUCTUREs designed for community use shall comply with the MA Architectural Access Board’s standards for ADA compliance.

5.4.9 Special Housing Standards

- 5.4.9.1 In no case shall the total number of DWELLING UNITS in the AAN Overlay District exceed thirteen percent (13%) of the total number of single-family DWELLING UNITS in the Town of Stow at the time of the adoption of this Bylaw on May 22, 2021, defined as the sum of all single-family DWELLING UNITS with the State Use Code 101 as assigned by the Massachusetts Department of Revenue and documented by the Stow Assessors Department.
- 5.4.9.2 The DWELLING UNITS proposed in an AAN shall be governed by a single HOMEOWNERS ASSOCIATION.
- 5.4.9.3 To the extent practicable, all DWELLING UNITS in an AAN, including those restricted to meet DHCD affordability standards shall be evenly distributed in terms of size and type, for the purpose of providing a diversity of unit size and affordability. The Planning Board will accept deviations from this expectation where certain DWELLING types are grouped together to form a cohesive pocket neighborhood, including but not limited to the inclusion of COTTAGE DWELLINGs.
- 5.4.9.4 At least 30% of total number of units in an AAN shall have a gross floor area below 1,800’ square feet. At least 50% of those units below 1,800’ square feet shall be comprised of detached housing types.
- 5.4.9.5 No DWELLING UNIT in an AAN shall contain more than two bedrooms.

5.4.10 COTTAGE DWELLING Site Standards

5.4.10.1 COTTAGE DWELLINGS are intended to be a community of modestly sized DWELLING UNITS arranged around a shared COTTAGE DWELLING COMMON AREA. In addition to the standards described in Section 5.4.10 of the Zoning Bylaw, COTTAGE DWELLINGS shall be further designed in conformance with the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

- a. COTTAGE DWELLING neighborhoods shall consist of a minimum of four (4) dwelling units and a maximum of Eighteen (18) dwelling units.
- b. COTTAGE DWELLINGS shall be oriented toward the COTTAGE DWELLING COMMON AREA. In the event that physical site restraints preclude the ability for all units to be oriented toward the COTTAGE DWELLING COMMON AREA, the Planning Board may use appropriate discretion in determining the orientation.

5.4.10.2 **COTTAGE DWELLING Building Standards** - A COTTAGE DWELLING neighborhood is expected to reflect a coherent design concept and include architectural elements that ensure compatibility with the neighborhood cluster in a manner that is consistent with the overall community character of the AAN. Specific BUILDING standards for COTTAGE DWELLINGS shall conform to the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

5.4.10.3 **COTTAGE DWELLING COMMON AREA Standards** – COTTAGE DWELLING COMMON AREAS shall be designed as contiguous natural or landscaped spaces that provide pedestrian access to each abutting COTTAGE DWELLING unit. Vehicles shall not be accommodated within the COTTAGE DWELLING COMMON AREA.

- a. COTTAGE DWELLING COMMON AREAS may be divided into two separate common areas connected by a pedestrian network. Narrow strips of common area are discouraged, unless utilized for pathways or walkways;
- b. COTTAGE DWELLING COMMON AREA shall be improved for passive or active recreational use. Examples may include but are not limited to courtyards, orchards, landscaped picnic areas or gardens. Common areas may include amenities such as but not limited to seating, landscaping, trails, gazebos, barbecue facilities, covered shelters or water features.
- c. Stormwater management areas shall not be counted toward the COTTAGE DWELLING COMMON AREA requirement.

5.4.10.4 **Access and Parking for COTTAGE DWELLINGS**

COTTAGE DWELLINGS shall be accessed by a STREET or COTTAGE DWELLING ALLEY meeting the standards of the Rules and Regulations Governing the Subdivision of Land. Vehicular access to COTTAGE DWELLINGS shall be provided via INTERIOR DRIVEWAYS at the rear of the STRUCTURE, on-street parking accommodations or shared parking arrangements designed in conformance with ACTIVE ADULT NEIGHBORHOOD Rules and Regulations.

5.4.10.5 COTTAGE DWELLING units shall not include attached garages.

5.4.10.6 Access STREETS, including COTTAGE DWELLING ALLEYS, shall meet the requirements of the National Fire Protection Association standards as amended.

5.4.11 Architecture and Site Design for ACTIVE ADULT NEIGHBORHOODS

5.4.11.1 Mandatory Design Findings – In addition to the Mandatory Findings for Special Permits in Section 9.2.6 of the Zoning Bylaw, the Planning Board shall not issue a Special Permit for an AAN unless, without exception, it shall find that the proposed use and development meets the following site design and architectural goals:

- a. Architecture– BUILDINGs are generally reflective of traditional New England vernacular architecture that exemplifies Stow’s regional architectural style, including predominately gable-type roofs.
- b. Proportion – BUILDINGs, including detached and attached DWELLINGs present a balance in height and width that is common or typical to traditional New England architectural styles.
- c. Scale and Height – Building heights as measured along the street frontage or pedestrian courtyard vary, rather than appear uniform from the primary vantage point. The BUILDINGs are articulated to achieve a human scale and interest, including the use of different textures, shadow lines, detailing and contrasting shapes.
- d. Massing - BUILDINGs incorporate facades and roof lines that are designed to reduce the massing and bulk so that it appears as a group of smaller masses with a distinct vertical orientation MULTI-FAMILY DWELLINGs and TOWNHOMEs include facades and architectural characteristics that are designed to define and accentuate the appearance of each individual unit through the use of varied textures, materials and setbacks from the BUILDING’s primary vantage point.
- e. Orientation – The relationship between BUILDINGs, STREETs, and pedestrian and community amenities shall be designed to encourage community interaction and accessibility for people of all ages and abilities. The development includes BUILDINGs that are oriented to pedestrian infrastructure and to other BUILDINGs where feasible through the creation of courtyards, plazas and other non-vehicular modes of access. Garages are placed along the sides or rear of BUILDINGs to the extent practicable, accessed via alleys and shared driveways.
- f. Street Network – DWELLINGs are serviced by a mix of primary and secondary STREETs, utilizing eyebrows, cul-de-sacs, and alleys, among other techniques to provide access to neighborhoods of various housing types.
- g. Connectivity – DWELLINGs and neighborhood clusters provide for relatively balanced access to pedestrian amenities, including shared access points to preserved OPEN LAND, multi-use trails, walking paths, sidewalks and shared community amenities.

The development is connected to the existing Stow STREET network through sidewalks and or accessible walking paths. Public gathering spaces, such as pick-up and drop off areas, that may or may not include bus shelters are provided at key intersections to accommodate transit opportunities. STREETS connect to other STREETS in the development and to the existing STREET network in a manner that provides for multiple routes of travel.

- h. Landscaping – The site plan uses landscaping to soften the visual impact of BUILDINGS, create shade along roadways, parks and pedestrian courtyards and provide visual separation between pedestrian and vehicular spaces. Landscaping is utilized to create attractive, functional and decentralized stormwater management techniques that complement the existing topography and neighborhood design, including but not limited to rain gardens, detention ponds and other low impact development techniques.

5.4.11.2 **Access to Development** - In the event that the land that comprises an AAN is located in different zoning districts, it shall be a permitted USE in each such zoning district not in the ACTIVE ADULT NEIGHBORHOOD Overlay District for roadways and driveways to provide access to land and BUILDINGS in the District.

5.4.11.3 **Streets and Utilities** - All streets and ways, whether public or private, wastewater disposal systems, drainage facilities, drinking water supplies, and utilities shall be designed and constructed in compliance with the Town of Stow Rules and Regulations Governing the Subdivision of Land, as amended.

- a. Access Roads, driveways, common driveways, alleys and subdivision roads, either intended for public or private use shall conform to the National Fire Protection Association standards as amended, inclusive of all Massachusetts amendments. In the event that the Fire Chief, acting as the *Authority Having Jurisdiction*, encounters a conflict between the NFPA standards and the Subdivision Rules and Regulations, the NFPA standards shall control.

- b. All wastewater and public and/or private water supply wells shall conform to the requirements of the Stow Board of Health and/or the Massachusetts Department of Environmental Protection regulations as applicable.

5.4.11.4 **Sidewalks, Walking Paths and Trails** – Sidewalks shall be required for all developments in the AAN District in accordance with the following schedule of street types as described in the Planning Board’s Rules and Regulations Governing the Subdivision of Land:

- a. Access Street and Sub-Collector Streets shall have a sidewalk required on one side of the travelled street.
- b. Single Access Streets shall have a sidewalk required on one side of the street and around the entire length of the turnaround.
- c. Entrances to garages that front a STREET with a sidewalk shall contain adequate setbacks from the STREET to ensure that vehicles parked in the driveway do not protrude into the sidewalk.

- 5.4.11.5 The Planning Board may waive the requirement for a sidewalk where the homes that would otherwise be served by the sidewalk have adequate access to an alternative pedestrian provision, such as a multi-use path or an improved trail containing a surface treatment that eliminates trip hazards, can be maintained year round, and with a grade which meets the MA Architectural Access Board standards for trails and similar pedestrian improvements.
- 5.4.11.6 Internal primitive walking trails and nature paths are encouraged as a means to provide additional connections between areas of OPEN LAND and neighborhood clusters. However, such trails shall not be considered by the Planning Board to be an adequate provision for waiving the requirements for sidewalks in Section 5.4.11.4.
- a. Improved trails, multi-use paths, and primitive nature trails shall include adequate signage as viewed from a sidewalk or street to direct pedestrians toward the trail entrance.

5.4.12 ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS

- 5.4.12.1 The application for an AAN shall demonstrate to the Planning Board that the following design process was performed, in the order prescribed below. The design process shall be undertaken by an interdisciplinary team of qualified professionals, including but not limited to landscape architects, engineers or environmental professionals, and in conformance with the Rules and Regulations for AAN Special Permits, to determine the layout of proposed streets, parcel boundaries, building envelopes, easements and locations of all common areas and open land.
- a. Calculate the gross area of the proposed AAN locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with this Bylaw.
- b. Calculate the size of the OPEN LAND to be preserved by multiplying the AAN locus by 50%.
- c. Identification of Conservation Resources – The Applicant shall identify and show the location of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES. The potentially developable area of the site will consist of land outside identified PRIMARY CONSERVATION RESOURCES to the extent described herein and outside the SECONDARY CONSERVATION RESOURCES to the fullest extent practicable. It is strongly recommended that the Applicant meet with Planning Board and Conservation Commission staff during the process of identifying conservation resources.
- d. Locating Dwelling Sites – Locate the approximate sites of individual DWELLINGS within the potentially developable area, including the delineation of private yards and shared amenities.
- e. Locating Streets and Trails – Layout streets in order to access the individual dwellings. Any trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks and/or trails.

- f. Lot Lines – Draw proposed lot lines or areas of exclusive use if proposed for condominium or other common ownership.

5.4.13 OPEN LAND Requirements

- 5.4.13.1 The OPEN LAND within an AAN shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in Section 5.4.13.8 (Allowable use of OPEN LAND) of this Bylaw, and maintained in a manner that will ensure its suitability for its intended purposes.
- 5.4.13.2 Minimum - A minimum of 50% of the gross area of the proposed AAN locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 5.4 of this Bylaw shall be set aside as permanently conserved OPEN LAND.
 - a. The minimum required area of the OPEN LAND shall not contain more than 50% wetlands, as defined in G.L. c.13, s.40 and the Stow Wetland Protection Bylaw;
- 5.4.13.3 POCKET OPEN LAND – For the purpose of reducing the amount of clearing in the AAN locus and preserving the wooded, rural feel of the land, the Planning Board may permit up to 5% of the required OPEN LAND set aside to consist of POCKET OPEN LAND.

In the event that a HOMEOWNERS ASSOCIATION is selected to own and manage the required OPEN LAND in accordance with Section 5.4.13.5 of this Bylaw, then all POCKET OPEN LAND shall be included in the required conservation restriction in accordance with Section 5.4.13.6 of this Bylaw.

- 5.4.13.4 OPEN LAND Design Requirements – The location of OPEN LAND provided through this bylaw shall be consistent with the ACTIVE ADULT NEIGHBORHOOD OPEN LAND DESIGN PROCESS, as well as policies contained in the Town of Stow Master Plan and Open Space and Recreation Plan. The following design requirements shall apply to the OPEN LAND:
 - 1. Open Land shall be planned as large, contiguous areas. Long, thin strips or narrow areas of OPEN LAND shall occur only when necessary to provide for:
 - a. Enhanced access to the OPEN LAND;
 - b. Vegetated buffers along wetlands;
 - c. Buffers to areas of existing or potential agricultural use;
 - d. Buffers to any other existing use abutting the AAN Locus if it can be shown, to the satisfaction of the Planning Board that such areas are particularly sensitive to the AAN development due to specific site characteristics;
 - e. connections between open space areas.
 - 2. OPEN LAND may be in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.

3. Where the proposed development abuts or includes a body of water or a wetland, these areas and the 100 foot buffer to such areas should be incorporated into the OPEN LAND where feasible.
4. OPEN LAND shall be designed to encourage access from existing or proposed roads and abutting open space lands by providing for adequate upland access at least forty (40) feet wide and suitable for a footpath.
5. OPEN LAND shall primarily consist of open fields and undisturbed woodlands and other natural areas, or restored areas. Lawn and landscaped areas shall not be counted toward OPEN LAND requirements.
6. Prior to conveyance, the Planning Board may require OPEN LAND that has been degraded by extraction, site grading or similar activities to be restored, where such restoration would benefit PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES.
7. Where a proposed development abuts existing land held for conservation purposes, the development shall be designed to maximize contiguous protected land, and minimize adverse impacts to the existing conserved land. Trail connections shall be provided where appropriate. The Planning Board shall give consideration to the recommendations of the existing conservation land owner with regard to access, parking and connecting trails.

5.4.13.5 Ownership of the OPEN LAND - At the applicant's discretion and subject to Planning Board Approval, the OPEN LAND may be owned by one or more of the following:

- a. The Town of Stow and accepted by it for park or open space use consistent with G.L. c.40A, s.9;
- b. A non-profit organization, or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of OPEN LAND for any of the purposes set forth herein;
- c. A HOMEOWNERS ASSOCIATION as defined herein owned jointly in common by the owners of LOTs or units within the project.

5.4.13.6 Selection of ownership option "c" above requires:

- a. A conservation and/or historic restriction to a third party conservation organization or agency pursuant to G.L. c.184, s.31-33 as outlined herein;
- b. The granting of an access easement to the Town over such land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land.
- c. Such easement shall provide that in the event the trust or other owner fails to maintain the OPEN LAND in reasonable condition, the Town may, after notice to the lot owners and after a public hearing is held, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the Town shall be assessed against the property owners within the development and/or to the owner of the OPEN LAND. Pursuant to G.L. c.40,

s.58 the Town may file a lien against the lot or lots to ensure payment for such maintenance. Pursuant to G.L. c.40, s.57 the Town may also deny any application for, or revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.

5.4.13.7 Timing – The Planning Board shall specify in its final Decision at what phase in the development any deed, restriction or other legal document necessary to permanently conserve OPEN LAND as required herein shall be recorded with the Registry of Deeds.

5.4.13.8 Allowable Use of the OPEN LAND - Such land shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in this Bylaw and in the deed and/or in the restriction, and maintained in a manner which will ensure its suitability for its intended purposes.

- a. The OPEN LAND shall only be used for the following purposes: wildlife habitat, conservation, historic preservation, outdoor education, passive and active recreation, aquifer protection and public water supply, agriculture, horticulture, forestry, and shall be served by suitable access for such purposes. Potential, current or acceptable uses of the open land identified during the Design Process shall be noted on the AAN plan with reference in the deeds of the lots created or altered through the AAN plan approval process. Permissible uses of the OPEN LAND shall not be inconsistent with protection of the resources in the OPEN LAND.
- b. The Planning Board shall permit a small portion of the OPEN LAND, not to exceed 5%, to be paved or built upon for STRUCTURES accessory to the dedicated use or use(s) of such OPEN LAND (i.e. barns, or other farm structures, parking to facilitate public access for passive recreation, informational kiosks, pedestrian walks and bike paths) so long as the conservation values of the OPEN LAND are not compromised beyond what is reasonably necessary to facilitate the allowed uses.
- c. Preferably any such area to be paved or built upon shall utilize permeable pavement and/or other means of retaining natural hydrology. Treated stormwater may be discharged into the protected OPEN LAND or land subject to a restrictive covenant.
- d. The following infrastructure may be located on the OPEN LAND as permitted or regulated by Title 5 or local Board of Health regulations, if serving the AAN, and if such use, in the opinion of the Planning Board, enhances the specific purpose of the AAN to promote better overall site planning.
 - 1.rain gardens;
 - 2.constructed wetlands;
 - 3.any other decentralized stormwater management systems consistent with the Massachusetts Stormwater Handbook, as amended, that serve the AAN.
- e. The following infrastructure may be counted toward the OPEN LAND requirement as permitted or regulated by DEP, Title 5 or local Board of Health regulations, provided that such infrastructure is located on a parcel owned by the HOMEOWNERS ASSOCIATION serving the AAN, and if such use, in the

opinion of the Planning Board, enhances the specific purpose of the AAN to promote better overall site planning:

- 1.common subsurface leaching fields and other underground components of wastewater systems, provided the Planning Board finds such infrastructure is designed and located to enhance the shared outdoor community spaces required in Section 5.4.8.3.
- 2.public water supply wells;

- 5.4.13.9 Easements for infrastructure outlined in Section 5.4.13.8(d) of the Zoning Bylaw shall be no larger than reasonably necessary. To the extent feasible, infrastructure referenced in Section 5.4.13.8 of the Zoning Bylaw shall be located to minimize any effect on the PRIMARY and SECONDARY CONSERVATION RESOURCES of the site.
- 5.4.13.10 The OPEN LAND may be used as the land subject to a restriction for the purpose of an aggregate calculation under Title 5 of the Sanitary Code.
- 5.4.13.11 Monumentation - Monumentation shall clearly delineate the interior and exterior boundaries of the protected OPEN LAND in manner that facilitates monitoring and enforcement.
- 5.4.13.12 Subdivision - Neither further division of the protected OPEN LAND into LOTS nor the use of the protected OPEN LAND toward any further building requirements on this or any other LOT is permitted;
- 5.4.13.13 Maintenance - The Planning Board shall require, in accordance with the ACTIVE ADULT NEIGHBORHOOD Rules and Regulations, the submission of an operations and maintenance plan for the OPEN LAND in the event the OPEN LAND is owned by a HOMEOWNERS ASSOCIATION, and may require an operations and maintenance for the OPEN LAND in the event the OPEN LAND is owned by the Town of Stow, a non-profit organization or agency of the Commonwealth. Such operations and maintenance plan is intended to ensure that stormwater facilities and utilities are properly maintained and the OPEN LAND is not used for storage or dumping of refuse, junk, or other offensive or hazardous materials inconsistent with intended uses of the OPEN LAND as stated in Section 5.4.13.8 (Allowable Use of the OPEN LAND) of this Bylaw and/or as stated in the language of an applicable conservation or agricultural deed restriction.
- 5.4.13.14 Conveyance - At the time of its conveyance the Open Land shall be free of all encumbrances, mortgages, liens or other claims, except as to easements, restrictions and encumbrances required or permitted by this Bylaw.
- 5.4.14 The Planning Board, in granting a Special Permit for an AAN, may impose reasonable conditions to protect the environment, and the health, safety and welfare of the neighborhood, of residents in the proposed development, and of the general public. Such conditions may include, but shall not necessarily be limited to, requirements for

the tertiary treatment of wastewater effluent, the location of wastewater effluent disposal, and necessary limitations on the total number of DWELLING UNITS to prevent negative impacts on the groundwater and other existing or potential water resources.

- 5.4.15 Performance Guarantee - Before the issuance of any building permits for the AAN, the petitioner shall agree to complete the required improvements specified in the decision, such construction and installation to be secured in accordance with performance guarantee requirements of the Town of Stow Rules and Regulations Governing the Subdivision of Land to the extent applicable and/or the regulations adopted pursuant to the ACTIVE ADULT NEIGHBORHOOD Overlay District Bylaw for this purpose. Exceptions to the Regulations that may be adopted pursuant to this bylaw may be authorized by the Planning Board in granting a Special Permit hereunder, provided the Board determines such exceptions are in the public interest and are consistent with the purposes of Section 5.4 of the Bylaw.
- 5.4.16 Revisions and Amendments of an AAN Special Permit - Any change which, in the sole opinion of the Planning Board, would alter the character of an AAN, including, but not limited to, an increase in number of total DWELLING UNITS within the AAN, an increase in the number of parking spaces, a decrease or cessation of any recreation amenities or similar use, structural change or alteration, shall require an amendment of the Special Permit or the filing of an application for a new Special Permit, as the Planning Board may determine.
- 5.4.17 Planning Board Action - In evaluating the proposed AAN, the Planning Board shall consider the general objectives of this Bylaw and of AAN's in particular: the existing and probable future development of surrounding areas, the appropriateness of the proposed layout, the configuration, and use of the OPEN LAND in relation to the characteristics of the tract of land in question. The Planning Board may grant a Special Permit for an AAN if it finds that the AAN meets the purposes of this Bylaw as set forth herein:
- A. Meets the intended purposes of this Bylaw as set forth herein;
 - B. Diversifies the housing inventory of Stow;
 - C. Meets the Site and Architectural standards outlined in Section 5.4.11 of this Bylaw;
 - D. Provides various opportunities for communal interaction and connection among residents;
 - E. Protects and enhances the rural character and environment of Stow;
 - F. Provides OPEN LAND which is of a size, shape and location and has adequate access so as to benefit the town and the residents of the AAN;
 - G. Is appropriate to the natural terrain of the tract of land to be developed;
 - H. Provides for the convenience and safety of vehicular and pedestrian movement in the development in a manner that is compatible with the narrow, tree-lined country roads of Stow;
 - I. The application set forth a specific plan for maintenance of all common facilities including but not limited to waste disposal and drainage facilities, roadways and other improvements to be constructed in an AAN;

- J. will result in the creation of DWELLING UNITS that count toward the Town’s Subsidized Housing Inventory requirements as established by MGL Ch. 40B s. 20-23;
 - K. Includes some combination of energy efficiency methods and/or upgrades consistent with the emissions reductions goals expressed in MA Bill S.9 “*An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy*,” for example, incorporation of bike and pedestrian infrastructure, site planning that enhances passive solar gains, enhanced insulation of BUILDINGS, vehicle charging stations and station compatibility and/or electric heat and hot water systems.
 - L. Complies with all other legal requirements for a Special Permit and the Zoning Bylaw, including those for an AAN; and
 - M. Is consistent with the Stow Master Plan or succeeding plan, as amended.
- 5.4.18 The Planning Board shall consider the recommendations of the Board of Health, the Conservation Commission and the Town’s consulting engineer, and other Boards, Departments and experts, in making said findings.
- 5.4.19 The Planning Board may require changes to the “AAN Site Plan” and impose additional conditions, safeguards and limitations, as it deems necessary, to secure the objectives of this Bylaw.
- 5.4.20 The provisions of this Bylaw are severable from each other, and the invalidity of any provisions or Section shall not invalidate any other provision or Section thereof.
- 5.4.21 ACTIVE ADULT NEIGHBORHOODS constructed under a Special Permit issued in accordance with this Section are exempt from Section 8.6, Phasing of Growth.

D) Amend Section 8.9 (Inclusionary Housing) by amending Section(s) 8.9.1, 8.9.2.1, 8.9.5.1, 8.9.5.2 and 8.9.6.2 to read in their entirety as stated below:

8.9.1 Purpose and Intent - The purpose of this Bylaw is to increase the supply of housing in the Town of Stow that is available to and affordable by low income or moderate income households who might otherwise have difficulty in finding homes in Stow, and to ensure that such housing is affordable over the long-term and provided in accordance with the requirements of Massachusetts General Law Chapter 40B and its implementing regulations, Stow Comprehensive Permit Policy, the Stow Master Plan, and other ongoing programs within the Town of Stow. It is intended that the AFFORDABLE DWELLING UNITS authorized under the provisions of this Bylaw be considered as Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or additional programs adopted by the Commonwealth or its agencies, and that said units count toward Stow’s requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended. Through multi-family units, developers will be able to increase the number of DWELLING UNITS within a development versus conventional developments. The increased number of DWELLING UNITS is intended to offset the reduced revenue from the affordable homes. In those cases

where the Inclusion of Affordable Housing may conflict or be inconsistent with Section 8.5, Planned Conservation Development (PCD), Section 5.4 ACTIVE ADULT NEIGHBORHOOD, or other sections of the Town of Stow Zoning Bylaw, except as otherwise expressly provided herein, the provisions of Inclusion of Affordable Housing shall be controlling.

8.9.2.1 Beginning with the effective date of this Bylaw, any development or division of land, which could result in the creation of six (6) or more DWELLING UNITS, shall require a Special Permit from the Planning Board, and shall include as a condition of said permit that:

- A. At least 10% of the units be priced for QUALIFIED AFFORDABLE HOUSING PURCHASERS;
- B. At least 15% of the units be priced for QUALIFIED AFFORDABLE HOUSING PURCHASERS within the ACTIVE ADULT NEIGHBORHOOD Overlay District.
- C. The mix of AFFORDABLE DWELLING UNITS and market rate housing built in any one year be equivalent to the overall mix for the entire development;
- D. Deed restrictions, acceptable to the Town, and established in accordance with the standards of DHCD or successor or additional programs adopted by the Commonwealth or its agencies, shall be placed on the appropriate property to ensure that AFFORDABLE DWELLING UNITS created under this section shall remain AFFORDABLE DWELLING UNITS in perpetuity or for as long a period as is allowed by law.

8.9.5.1 Allowed types of AFFORDABLE DWELLING UNITS:

- A. Single-family DWELLINGS;
- B. Single-family DWELLINGS with ACCESSORY APARTMENTS;
- C. MULTI-FAMILY DWELLINGS, which are designed to be consistent in architectural character with the single-family DWELLINGS in the same development. Such MULTI-FAMILY DWELLINGS may be allowed provided:
 - i. in terms of exterior appearance, the BUILDING is compatible in design and, to the extent practicable, indistinguishable from the single-family DWELLINGS in the same development; and
 - ii. there shall be no more than four (4) DWELLING UNITS in any residential BUILDING, except as modified in accordance with Section 5.4.4.4; and
 - iii. the total number of MULTI-FAMILY DWELLINGS shall not exceed 10% of the lots in the development; and
 - iv. the overall length of any residential BUILDING shall not exceed 100 feet.
- C. Accessory uses and structures incidental to principal uses indicated above and approved by the Planning Board.

8.9.5.1.1 Allowed types of AFFORDABLE DWELLING UNITS in the ACTIVE ADULT NEIGHBORHOOD Overlay District :

- A. Single-family DWELLINGS;
- B. COTTAGE DWELLINGS;
- C. TOWNHOMES

- D. MULTI-FAMILY DWELLINGS, which are designed to define and accentuate the appearance of each individual unit through the use of varied textures, materials and setbacks from the BUILDING’s primary vantage point

8.9.5.2 Siting of AFFORDABLE DWELLING UNITS. All AFFORDABLE DWELLING UNITS that

are constructed on-site under this Bylaw shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units. The Site Plan shall identify those lots selected for AFFORDABLE DWELLING UNITS.

8.9.5.2.1 AFFORDABLE DWELLING UNITS provided in connection with an ACTIVE ADULT NEIGHBORHOOD shall be constructed on the locus of the ACTIVE ADULT NEIGHBORHOOD, in conformance with Section 5.4.9.3 and shall not be subject to the provisions 8.9.4(B) allowing for construction on a non-contiguous locus.

8.9.6.2 The Planning Board may not accept a fee-in-lieu of affordable unit construction within the ACTIVE ADULT NEIGHBORHOOD Overlay District. Within the AAN, the required number of units shall be constructed in accordance with Section 8.9.4 of the Zoning Bylaw.

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

This proposed update to the Active Adult Neighborhood Overlay District is intended to provide a diversity of housing specifically designed and targeted to older adult residents who wish to downsize from the traditional single-family home and age-in-place in a communal setting. The Bylaw has been updated to remove the age-restriction and better balance Stow’s housing goals with expanded open space conservation, as well as architecture and site design standards that create opportunities for social interaction.

The Town of Stow is currently faced with a surge in housing demand. This update will allow the Town to steer that development pressure toward outcomes that align with the Town’s goals, rather than push builders toward less compatible development options, including currently allowed uses in the underlying industrial and commercial districts.

This Active Adult Neighborhood Overlay District update removes the current age-restriction and instead utilizes a series of design principles to create homes for older adults looking to downsize. Over the past year, the Planning Board has studied “age-targeted” developments and finds that even slightly more diverse neighborhoods are in higher demand than the typical age-restricted products common throughout the region. Lastly, by removing the age-restriction, the Town aligns with state regulations prohibiting the exclusion of children in the required affordable units, allowing the Town to advance toward the state minimum requirement of affordable homes in Stow through an increased affordability requirement in the district.

ARTICLE 57. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses

To see if the Town will vote to borrow the sum of One Hundred and Seventy-Five Thousand Dollars (\$175,000) or any other sum for the purpose of hiring a Licensed Site Professional (LSP) to provide environmental due diligence, Massachusetts Contingency Plan (MCP) and other LSP related services necessary to address the release of per- and polyfluoroalkyl substances (PFAS) that has been detected in several public and private supply wells in Stow, including any relevant professional and administrative support services; or take any other action relative thereto.

(Town Administrator)

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

DRAFT

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

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

Given under our hands this 27th day of April in the year 2021.

BOARD OF SELECTMEN

Thomas E. Ryan III, Chair
Cortni Frecha, Clerk
Megan Birch-McMichael
James H. Salvie
Ellen Sturgis

DRAFT

CONSENT CALENDAR PROCEDURES

As part of an effort to make our Town Meeting time more productive and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented a procedure called the “Consent Calendar.”

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

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

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

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

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

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

Before Town Meeting, please review the Consent Calendar articles and proposed motions:

- The articles begin after Article 4 and are marked “(CONSENT CALENDAR)” in the upper right-hand corner of the article.
- The proposed motions for the Consent Calendar articles begin below.

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedures, please feel free to call the Town Administrator (978-897-2927) **before Town Meeting.**

CONSENT CALENDAR MOTIONS

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

ARTICLE 5. Revolving Fund for Inspection Fees

Move the Town vote to authorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2022 to which shall be credited all permitting fees received for wire, gas, plumbing, fire alarm permits, and weights and measurers sealing, by the Town of Stow, to a limit of Fifty Thousand Dollars (\$50,000) for FY 2022, to be expended by the Building Department without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town.

ARTICLE 6. Revolving Fund for Advanced Life Support Services

Move to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2022, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2022, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

ARTICLE 7. Smart911/RAVE Notification System

Move to raise and appropriate the sum of Five Thousand Six Hundred Dollars (\$5,600) to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as Smart911/RAVE Networks.

ARTICLE 8. Weights and Measures Testing

Move to raise and appropriate the sum of One Thousand Dollars (\$1,000) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing.

ARTICLE 9. Transfer to Conservation Fund

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Three Thousand Six Hundred Fifteen Dollars (\$3,615)

ARTICLE 10. Transfer from Wetlands Protection Fund

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Three Thousand Six Hundred Twenty-Seven Dollars and Fifty Cents (\$3,627.50) as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

ARTICLE 11. Addition to Conservation Fund

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund.

ARTICLE 12. Assabet River Water Chestnut Control

Move to raise and appropriate the sum of Two Thousand Three Hundred Dollars (\$2,300) for the purpose of controlling the invasive water chestnut plants in the Assabet River.

ARTICLE 13. Update of Property Valuations

Move to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

ARTICLE 14. Town Records Binding and Repair

Move to raise and appropriate the sum of Two Hundred Dollars (\$200) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

ARTICLE 15. Highway Road Machinery and Private Ways

Move to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) for the Highway Department purposes as set forth in the schedule below, to be expended by the Highway Department in performing its duties.

1. For the Road Machinery Account \$75,000
2. For Repairs on Private Ways \$15,000
3. For Repairs to Municipal Parking Lots \$10,000

ARTICLE 16. Household Hazardous Waste Collection

Move to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center.

ARTICLE 17. Municipal Solid Waste Disposal

Move to raise and appropriate the sum of Five Hundred Dollars (\$500) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides.

ARTICLE 18. Stow TV Expenses

Move to appropriate from the PEG Access and Cable Related Fund, the sum One Hundred Eighty-Three Thousand Sixty-Three Dollars (\$183,063) to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.

ARTICLE 19. Holiday Decorations and Lighting Fund

Move to raise and appropriate the sum of Six Thousand Five Hundred Dollars (\$6,500) to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

ARTICLE 20. Employee Educational Incentive Program

Move to raise and appropriate the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program.

ARTICLE 21. Audit of Financial Records

Move to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) for a Town financial audit.

ARTICLE 22. Transfer to OPEB Trust Fund Services

Move to raise and appropriate the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000), to be added to the OPEB (Other Post-Employment Benefits) Trust Fund.

ARTICLE 23. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

Move to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Six Thousand Two Hundred Ten Dollars (\$56,210), as additional appropriation to the

Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan.

ARTICLE 24. Water System Expenses

Move to raise and appropriate the sum of Thirty-Two Thousand Dollars (\$32,000) to be added to any balance remaining from previous appropriations, to be expended by the Facilities Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems.

ARTICLE 25. Board of Selectmen's Small Purchases Fund

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen.

ARTICLE 26. Cemetery Sale of Lots Transfer

Move to transfer the sum of Twenty-Five Thousand Dollars (\$25,000), from the Cemetery Sale of Lots account to be added to any remaining balance of the Cemetery Capital Article #45 of the 2020 Annual Town Meeting, for the purpose of making improvements to the cemeteries.

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

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any remaining balance, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting for use by the Fire Chief.

ARTICLE 28. Lake Boon Water Quality Remediation

Move to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000), to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

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

Move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses.

ARTICLE 30. Economic Development and Industrial Commission (EDIC)

Move to raise and appropriate the sum of One Thousand Five Hundred Dollars (\$1,500) to be added to any balance remaining for this purpose, to be expended by the Economic Development and Industrial Commission.

ARTICLE 31. Community Preservation Expenses

Move to appropriate from FY 2021 Community Preservation Fund Annual Reserves the sum of Forty Thousand Dollars (\$40,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2022, in accordance with a budget prepared for the Town Administrator.

ARTICLE 32. Community Preservation Reserves

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2022 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

1. Preservation of Historic Resources	\$100,000
2. Preservation of Open Space	\$100,000
3. Affordable Housing	\$100,000

ARTICLE 33. Veterans' Benefits

(CONSENT CALENDAR)

Move to raise and appropriate, the sum of Twenty-Six Thousand Nine Hundred Dollars (\$26,900), to be added to any remaining balance, to be expended by the Veteran Service Officer, to provide services to Stow veterans.

ARTICLE 34. Tax Title Proceedings

(CONSENT CALENDAR)

Move to raise and appropriate, the sum of Two Thousand Dollars (\$2,000), to be added to any balance remaining and previously appropriated for Tax Title Proceedings for tax taking and land court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector.

APPENDIX A – Town Administrator’s FY22 Budget Recommendation Letter



Town of Stow
Office of the
Town Administrator

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

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

To: Select Board, Finance Committee, and Stow Residents

From: Denise M. Dembkoski, Town Administrator

Re: FY22 Budget Recommendations

Date: April 6, 2021

The Fiscal Year 2022 (FY22) Operating Budget process provided an opportunity for management to undertake an honest assessment of town functions to determine what is working and what changes are necessary. Some of the recommended changes contained within this memorandum will have cost implications for the FY22 budget. With that said, it is important to note that staffing needs in some departments have not kept up with the Town’s operational needs or staffing levels within peer communities. The choices that are outlined within this memorandum are the accumulation of years of conservative budgeting, which while assisting the town in limiting our expenditure outlay and increased our Unused Levy Capacity to \$2.4M, has created other operational issues within the Town. Regardless of the decisions made for FY22, the staffing issues outlined within this memorandum will need to eventually be addressed to provide employees and residents with quality resources.

In this proposed budget, there are three new staff positions being recommended. The first is an Assistant Town Administrator/HR Director. I know the criticism will be that I was just hired and already looking for an assistant. Well, that is somewhat true. I knew on my first day that Human Resources was severely lacking in Stow and there would need to be a dedicated effort to bring us up to standards in policies, compliance, and training. While I’ve made some progress over the last seven months, there is so much more than needs to be done and really needs someone dedicating the majority of their time on it. Another criticism I have heard is “why are you calling it an Assistant Town Administrator? Why not just an HR Director?” That is also a very valid point. Calling the position an Asst. TA gives me some flexibility if there are projects or meetings I would need this person to assist with. The salary range in the budget is that of an HR Director, and not a true Asst. TA. Additionally, using the Asst. TA title should open up the potential candidates to a wider pool.

The added expense for this proposed position is \$75,667; however, I believe the net impact will be much less. Over the last several years there have been a number of personnel issues that were not dealt with in an expeditious fashion and cost the town a significant amount of money in terms of unearned salary, medical costs, training, and unemployment. Also, having someone provide regular training will help avoid injuries, lawsuits, and employee turnover.

The second position I am proposing is a laborer for the Highway Department. This position will share their time between the highway and cemetery. This will be the first step in the process of fully consolidating the Cemetery & Highway Department to create a Department of Public Works. With the goal of having that ready

to go for Fiscal Year 2023. The cost of this position I \$44,557.92 and again, the net impact will be less than that, as we will be able to do more in-house, including road work, snow plowing, and cemetery maintenance.

The final new position being proposed is a librarian for the Library. We are currently have only 1 full-time employee (Director) and 5 part-time employees. This part-time librarian will focus on Circulation and Technical Services and will allow a reorganization of other staff to cover Reference and Outreach. I believe this position is imperative for us to stay on par with other libraries in our area and of the same demographics. The cost of this position is \$20,068.16.

In the Fire Department, I am supporting an increase to call wages for Lieutenants. This increase will be utilized to compensate the On-Call Lieutenants for one hour during their overnight shift. This will increase accountability and require the On-Call Lieutenant to report to the station at the beginning of the overnight shift to perform the standard administrative duties that have been lacking during this shift. Our Fire Department is remarkably efficient and this minimal increase of \$15,086 will allow us to continue offering 24/7 response with more accountability and oversight.

I am also proposing an increase to the Snow & Ice Budget. The Town has budgeted \$165,000 for the last five fiscal years. Over that same period of time, the average expense for this budget has been \$216,635. Snow & Ice is an account that can be deficit spent and funds can be made up with available funds or through the Tax Levy. My position is, just because we CAN deficit spend, does not mean we should not be fiscally responsible and budget better so we are not trying to find \$40k-\$50 additional a year. Salaries and expenses increase every year, so it is only prudent to revisit this budget every 3-5 years to bring it more in line with spending. I am recommending we increase this budget to \$200,000 at this time. Cost of this recommendation is \$35,000.

The Board of Health has been reconfigured to budget for the expenditures properly. The monies for the public health nurse had been funded through an article, but really should be a budgeted expense, so they have been moved there. Additionally, expenses have been historically included under the salary line items, so there are adjustments made to rectify that situation. The net increase to this department is only a 1.7% increase.

Other notable changes in the operating budget are the following:

- Board of Appeals – 4 additional hours per week for the Board Secretary for a cost of \$5,661.
- Municipal Building – Additional cost for dehumidifier at Pompo and rising cost of electric bills – increase of \$12,000
- Highway/Cemetery – additional funds for part-time/seasonal grounds work – cost of \$7,950
- Recreation – With the revolving fund almost entirely depleted during COVID, funds have been added to cover some staff wages until the revolving account can be replenished and again cover these expenses. Cost of \$11,065

As stated in my opening paragraph, these deficiencies need to be addressed. If not for Fiscal 2022, they will come up again in 2023. I am recommending favorable action on these requests, while we have the funding in a year with a decreased NRSB school assessment. Please know, I scrutinize every budget request to determine if it is something we need, if it is something we can afford, and if it is sustainable. I firmly believe the increases, proposed in this budget are warranted and will enhance the service we provide to the residents and employees.

Even with these recommended changes, this budget is only up 2.14% over FY21. I welcome an opportunity to discuss my proposed budget and look forward to a productive Fiscal 2022.

APPENDIX B – Annual Report of Revolving Funds

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

FY21 Beginning Balance: \$6,152.73
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

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

GAS

FY21 Beginning Balance: \$13,573.41
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

PLUMBING

FY21 Beginning Balance: \$23,084.24
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

WIRING

FY21 Beginning Balance: \$32,367.10
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

WEIGHTS AND MEASURES

FY21 Beginning Balance: \$99.00
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

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

FY21 Beginning Balance: \$425.00
Revenue through March 31, 2021: \$
Expenses through March 31, 2021: \$
Balance as of March 31, 2021: \$

APPENDIX C - Definitions of Commonly Uses Terms at Town Meeting

DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX D - Table of Motions

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.
Copyright © 1962, by Little, Brown and Company (Inc.)

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

* Same rank as motion out of which they arise.

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

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

DRAFT

**TOWN OF STOW
MASSACHUSETTS
2020-2021**

BOARD OF SELECTMEN

Thomas E. Ryan III, Chair
Cortni Frecha, Clerk
Megan Birch Mc-Michael
James H. Salvie
Ellen Sturgis

TOWN ADMINISTRATOR

Denise M. Dembkoski

FINANCE COMMITTEE

Erica Benedick
Christopher Buck
Zack Burns
Brian Patuto
Atli Thorarensen