



# **Town of Stow**

## **OFFICE OF THE TOWN CLERK**

**Town Building - 380 Great Road**  
**Stow, Massachusetts 01775-2127**

(978) 897-4514 x 1  
FAX (978) 897-4534

July 28, 2020  
Revised August 10, 2020

TO WHOM IT MAY CONCERN:

The following is a true copy of actions taken at the annual town meeting held in Stow at The Center School, on July 11, 2020.

### **RAISE AND APPROPRIATE**

Article 4. General Budget for Fiscal Year 2021

#### General Government

1	Moderator Salary	\$ 45.00
2	Moderator Expenses	46.00
3	Selectmen Office Wages	91,338.00
4	Selectmen Office Expenses	12,100.00
5	Town Administrator Salary	147,411.00
6	Assistant Town Administrator Salary	9,333.00
7	Town Administrator Expenses	5,500.00
8	Finance Committee Wages	4,544.00
9	Finance Committee Expenses	1,600.00
10	Town Accountant Salary	66,000.00
11	Town Accountant Clerk Salary	400.00
12	Town Accountant Expenses	2,125.00
13	Principal Assessor Salary	76,652.00
14	Assessors' Clerical Wages	75,781.00
15	Assessors' Expenses	10,700.00
16	Treasurer-Collector Salary	76,794.00
17	Treasurer-Collector Clerical Wages	89,000.00
18	Treasurer-Collector Expenses	45,054.00
19	Information Technology Clerical Wages	41,539.00
20	Information Technology Expenses	171,000.00
21	Town Clerk Salary	79,822.00
22	Town Clerk Other Wages	69,384.00
23	Town Clerk Expenses	19,755.00
24	Conservation Coordinator	74,270.00
25	Conservation Commission Clerical Wages	34,050.00
26	Conservation Commission Expenses	5,050.00
27	Town Planner	84,303.00
28	Planning Board Clerical Wages	79,072.00
29	Planning Board Expenses	5,750.00
30	Board of Appeals Clerical Wages	15,560.00
31	Board of Appeals Expenses	2,200.00
32	Municipal Buildings & Property Wages	143,073.00
33	Municipal Buildings & Property Expenses	150,700.00
34	Town Reports Expenses	<u>7,850.00</u>

	General Government Total	\$1,697,801.00
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Public Safety

35	Police Chief Salary	\$ 129,867.00
36	Police & Dispatch Wages	1,389,085.00
37	Police & Dispatch Expenses	93,500.00
38	Fire Chief Salary	110,871.00
39	Fire and EMS Wages	620,192.00
40	Fire and EMS Expenses	79,500.00
41	Building Inspector Salary	79,133.00
42	Building Department Clerical Wages	53,840.00
43	Building Department Expenses	<u>6,995.00</u>
	Public Safety Total	\$ 2,562,983.00

Public Works and Facilities

44	Supt. of Streets Salary	\$ 107,559.00
45	Highway & Grounds Wages	562,901.00
46	Highway & Grounds Expenses	143,050.00
47	Snow & Ice Removal Expense	165,000.00
48	Municipal Lighting	7,500.00
49	Gasoline & Diesel Fuel Expense	80,000.00
50	Cemetery Superintendent Salary	70,180.00
51	Cemetery Salary & Wages	500.00
52	Cemetery Expenses	6,000.00
	Public Works and Facilities Total	\$ 1,142,690.00

Human Services

53	Health Administrative Assistant	\$ 59,277.00
54	Health Department Wages	67,552.00
55	Health Department Expenses	6,600.00
56	Council on Aging Executive Director Salary	75,141.00
57	Council on Aging Wages	162,786.00
58	Council on Aging Expenses	12,948.00
59	Veterans' Service Officer Salary	2,245.00
60	Veterans' Service Officer Expenses	<u>300.00</u>
	Human Services Total	\$ 386,849.00

Culture and Recreation

61	Library Director Salary	\$ 71,542.00
62	Library Wages	125,084.00
63	Library Expenses	80,964.00
64	Recreation Director Wages	66,673.00
65	Recreation Wages	600.00
66	Recreation Expenses	24,500.00
67	Lake Boon Commission Wages	0.00
68	Lake Boon Commission Expenses	3,000.00
69	Historical Commission Expenses	1,200.00
70	Memorial Day Expenses	900.00
71	Lighting of Clock Expenses	<u>100.00</u>

	Culture and Recreation Total	\$ 374,563.00
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Town-Wide Expenses

72	Group Insurance	\$ 955,518.00
73	Insurance and Bonds	165,636.00
74	Telephone	<u>20,000.00</u>
	Town-Wide Expenses Total	\$ 1,141,154.00

Education

75	Nashoba Regional School District Assessment	\$18,135,162.00
76	Minuteman Voc-Tech Assessment	<u>1,286,083.00</u>
	Education Total	\$19,421,245.00

Debt Service

77	Maturing Principal – Long-Term Debt	\$ 1,232,000.00
78	Interest, Long-Term Debt - Bonds	857,560.00
79	Interest, Temporary Loans - Revenue	<u>1,000.00</u>
	Debt Service Total	\$ 2,090,560.00

TOTAL GENERAL BUDGET.....\$28,817,845.00

Article 5. Reserve Fund for fiscal year beginning July 1, 2020	\$ 80,000.00
Article 8. SwiftReach Notification System, to be expended under the direction of the Chief of Police	4,000.00
Article 9. Weights and Measures testing	1,000.00
Article 12. Addition to remaining balance in the Conservation Fund	5,000.00
Article 13. Update of property valuations to full and fair cash value, to be expended by the Assessors	41,300.00
Article 14. Binding and repairing town records, to be added to any balance previously appropriated; to be expended by the Town Clerk	200.00
Article 15-1. Road Machinery Account	65,000.00
Article 15-2. Repairs on private ways	15,000.00
Article 17. Household hazardous waste collection and recycling by membership of the Devens Regional Household Hazardous Products Collection Center, to be added to any balance remaining from previous appropriation; to be expended under the direction of the Board of Health	6,000.00
Article 18. Municipal Solid Waste Disposal, to be added to any balance remaining from previous appropriations; to be expended under the direction of the Board of Health	500.00
Article 19. Public Health Nurse, to be added to any balance remaining from previous	

appropriations, to be expended under the direction of the Board of Health	8,600.00
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Article 20. Stow Cultural Council, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow including \$4,000 of these funds to support SpringFest activities	5,500.00
Article 22. Holiday decorations and lights, to be expended by the Highway Dept.	5,000.00
Article 23. Employee educational incentive program, to be added to any balance remaining from previous appropriation; to be expended under the direction of the Town Administrator	145,000.00
Article 24. Audit of Financial records	25, 000.00
Article 27. Operation of the Town's public water system, to be added to any balance remaining from previous appropriation; to be expended by the Facility Manager	26,000.00
Article 28. Sum to be added to any remaining balance to an expense account for use by Stows Board of Selectmen	5,000.00
Article 29. Lake Boon Weed Control, to be expended under the direction of the Lake Boon Commission	12,000.00
Article 30. Planning Board engineering and consulting services and Master Plan expenses, to be added to any balance remaining from previous appropriation; to be expended by the Planning Board	15,000.00
Article 33-2. Replacing the Randall Library flat roof and the roof top HVAC unit 80,000.00 And re-appropriate \$30,000 from the following: \$5,000 from May 7, 2018 Annual Town Meeting, Article 32-1 and; \$15,000 from May 14, 2019 Annual Town Meeting, Article 33-3 and; \$10,000 from November 18, 2019 Special Town Meeting, Article 2. For a combined total of \$110,000.00	
Article 33-5. Replace a culvert on Hudson Road, Highway Dept	110,000.00
Article 34. Legal Services, to be added to any balance remaining from previous appropriation for Legal Services	50,000.00
Article 35. Purchase a 16-foot, factory-made trailer, to be expended under the direction of the Cemetery Committee.	4,000.00
Article 36. Constructing and maintaining water holes, cisterns and hydrants to support firefighting operations, to be added to any balance remaining, to be expended under the direction of the Fire Chief.	5,000.00
Article 37. To procure affordable housing-related services, regionally with the Town of Hudson for the benefit of Stow residents	12,000.00
Article 38. Veterans' benefits, to be added to any balance remaining from previous appropriation; to be expended by the Veterans' Services Officer to provide services to Stow Veterans.	29,800.00
Article 39. Norfolk County Agricultural High School Assessment, to pay the FY2021 assessment and transportation costs for one Stow student for one year.	50,475.00

Article 43. Assabet River Water Chestnut Control, to be expended under the direction of OARS, Inc. to control invasive water chestnut plants in the Assabet River in Stow	2,300.00
Article 47. Department of Unemployment Assistance Account, an additional appropriation to the Fiscal Years 2012-2019	50,000.00
Article 48. Tax Title Proceedings, to be added to any remaining balance, for tax taking and land court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector.	2,000.00
Article 52. Commuter Rail Van Transportations Service, for the purpose of funding A daily commuter van service pilot program from Stow to the South Acton Rail Station, together with a \$25,000 State grant	10,000.00

**RAISE AND APPROPRIATE TOTAL.....\$29,688,520.00**

#### **APPROPRIATE AND TRANSFER**

Article 10. From Conservation Land Maintenance Acct. to Conservation Fund	2,355.00
Article 11. From Wetlands Protection Fund to be expended as additional appropriation to the Conservation Commission in performing its duties under the Wetlands Protection Act, to be expended by the Conservation Commission	2,334.50
Article 16. From Available Funds from the FY2021 Apportionment, for construction, reconstruction and/or improvements to Town Roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth	283,101.00
Article 21. From PEG Access and Cable Related Fund, to be expended under the direction of Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.	160,941.30
Article 25. From Free Cash to the Other Post Employment Benefits Account (OPEB).	235,000.00
Article 26. From MWPAT (Harvard Acres Wells) Receipts as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan	55,958.00
Article 33-3. From Free Cash to purchase a new six-wheel dump truck For the Stow Highway Dept.	243,000.00
Article 33-8. From Free Cash for replacing the HVAC Compressor at Hale Middle School	26,000.00
Article 33-9. From Free Cash for reconfiguring classroom to office space at Hale Middle School	82,250.00
Article 33-10. From Free Cash for replacing an exterior door at Hale Middle School	50,000.00
Article 33-11. From Free Cash to be expended for the repair of a water tank at Hale Middle School (retroactive to FY20)	39,585.00



Article 45. Recapture funds from 2019 ATM Cemetery Committee

Re-appropriate the balance of \$27,295.74 from prior annual town meeting as follows:

2015 Annual Town Meeting Article #43- Transfer Funds to Construct Cemetery

Roadway & Improvements the sum of \$8,284.49

2019 Annual Town Meeting article 33-4 Capital Requests Cemetery Department

Landscaping Improvement Projects the sum of \$19,011.25

Article 51 Appropriation of Bond Premium

Vote to appropriate \$125,000, representing a portion of the net premium paid to the Town upon the sale of the Town's \$2,350,000 General Obligation Municipal Purpose Loan of 2019 Bonds dated September 27, 2019, to pay a \$31,000 portion of the cost of the fire pumper truck authorized by a vote of the Town passed May 14, 2019 (Article 35), a \$ 43,000 portion of the cost of the Town building HVAC project authorized by a vote of the Town passed May 14, 2019 (Article 36) and a \$51,000 portion of the cost of the Lower Village roadway project authorized by a vote of the Town passed June 24, 2019 (Article 34), and to reduce the amount authorized to be borrowed for such projects by a like amount.

**APPROPRIATE AND TRANSFER – PRIOR YEARS BILLS**

Article 49. From Free Cash, as an additional appropriation to the FY-2019 General  
Obligation Bond Issuance Fee.

3,500.00

Article 50. From Free Cash, for the purpose of paying misclassification of a starting  
pay step per the police contract in FY-2019, to be expended under the direction  
of the Chief of Police.

1,933.00

**COMMUNITY PRESERVATION ACT**

Article 31. Community Preservation Expenses

Voted to appropriate from Fiscal Year 2021 Community Preservation Fund annual revenues the sum of \$37,500.00 to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with provisions of MGL 44B, 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 2021, in accordance with a budget to be prepared for the Town Administrator.

Article 32. Community Preservation Reserves

Voted 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 FY2021 Community Preservation Fund Annual Revenues, for ten percent allocation to reserve accounts in accordance with the provision of M.G.L. Chapter 44B for the undertaking Community Preservation projects.

Preservation of Historic Resources	\$100,000.00
Preservation of Open Spaces	\$100,000.00
Affordable Housing	\$100,000.00



- Article 53. Voted to rescind Community Preservation Deed Restriction Purchases, on Article 33 of the 2003 May Annual Town Meeting and the vote on Article 48 of the 2004 May Annual Town Meeting, (perpetual deed restrictions for affordability to eligible low and /or moderate income households, and unencumber the funds and return to the following accounts in accordance with MGL chapter 44 B, the Community Preservation Act.  
 \$150,000.00 returned to the account reserved for affordable housing purposes.  
 \$100,000.00 returned to the account reserved for affordable housing purposes.
- Article 54. From Community Preservation Fund reserve for Affordable Housing purposes, design Funds for Red Acre Road Affordable Housing project, to be expended under the direction of the Stow Municipal Affordable Housing Trust, in consultation with the Community Preservation Committee for services including compiling public input, site evaluation, conceptual designs, layout and renderings for the development of housing on parcel on Red Acre Road owned by the Trust. (R-30-36) 25,000.00
- Article 55. Voted to rescind vote for Design Funds for Assabet River Rail Trail on Track Road, 2010 November Special Town Meeting, Article 3, funds shall be unencumbered, \$46,000.00 returned to the account reserved for open space and recreational purposes.
- Article 56. From Community Preservation Fund reserve for open space, for Pre-Engineering services for Track Road to be expended under the direction of the Complete Streets Committee, in consultation with the Community Preservation Committee. For the creation of an existing conditions survey plan conceptual design plans and incidental expenses related to pre-engineer services for conceptual design of a multi-use path along track Road in Stow. 70,000.00
- Article 57. From Community Preservation Fund reserve for open space and recreational purposes, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the development of a playground at Town Center Park, 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. 50,000.00
- Article 58. From Community Preservation Fund reserve for Historic Preservation purposes (100,000) and from the Unreserved Fund balance (100,000) to be expended under the direction of the Stow town Hall Restoration Committee, in consultation with the Community Preservation Committee, for the purpose of completing design development and the generation of plans and specifications for constriction bid documents.  
 (revised August 10, 2020) 200,000.00
- Article 59. From the Community Preservation Unreserved Fund Balance, for Covid-19 Emergency Rental Assistance Fund, to be expended under the direction of the Stow Municipal Affordable Housing Trust (SMAHT), based on a written agreement between SMAHT and the Community Preservation Committee for the sole purpose of temporarily assisting with rental payments for qualified individuals who have experienced loss of income due to the COVID-9 pandemic. 300,000.00

## **BORROW**

Article 60. 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 polyfluoroalkly substances (PFAS) that have been detected in several public and private supply wells in Stow, including and relevant professional and administrative support services. 250,000.00

## **BORROWING BY THE NASHOBA REGIONAL SCHOOL DISTRICT**

### **Article 61. Nashoba Regional School District Feasibility Study**

Voted to approve an amount not to exceed One Million, Five Hundred Thousand Dollars (\$1,500,000) borrowing authorized by the Nashoba Regional School District for the purpose of paying costs of a design and feasibility study for the purpose of building/modernization project of Nashoba Regional High School, 12 Green Road, Bolton, MA 01740, including the payment of all costs incidental or related thereto (the "Study"), and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Nashoba Regional High School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA; and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

## **OTHER VOTES**

### **Article 3. Wage and Salary Schedules**

Voted to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D and E and inserting in place thereof new Schedules A, B, C, D, E, F and G as printed in the warrant. (Schedules attached)

### **Article 6. Revolving Fund for Inspection Fees**

Voted to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2021, to which shall be credited all permitting fees for wire, gas, plumbing and fire alarm permits and for weights and measures sealing, to a limit of \$50,000.00 for FY2021, 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.

### **Article 7. Revolving Fund for Advanced Life Support Services**

Voted to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2021, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of \$10,000.00 for FY2021, 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 46. National Guard/Reserve Tax Relief

Voted to accept the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 56, whereby the Board of Assessors may grant real and personal property tax abatements up to 100 percent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service, subject to eligibility to be established by the Board of Assessors to be effective beginning in the FY 2021. The authority to grant abatements under this section shall expire after 2 years of acceptance, unless extended by a vote by the town.

Article 41. Amend General Bylaw – Town Election Date

Voted to amend the Stow General Bylaws, Article 1, Section 2. The annual election...shall be held on the Saturday of May each year immediately following the start of the annual town meeting.

Article 42. Amend Boating Regulations and Police Regulations at Lake Boon

Voted to amend the General Bylaw by amending Article 6. Police Regulations, Section 21 Boating Regulations at Lake Boon as written in the 2020 Annual Town Meeting Warrant. \*

Article 43. Amend Zoning Bylaw to Allow Outdoor Dining through Special Permit

Voted to amend the Zoning Bylaw by Amending Section 3.3.2.4 (Business District Uses), Section 3.10 (Table of Principle Uses), and Section 7.3.3.5 (Schedule of Minimum Parking) as written in the 2020 Annual Town Meeting Warrant.\*

Article 44. Box Mill Bridge Article 97 Petition

Voted to authorize the Board of Selectmen to petition the General Court for a special act in the form set forth below, authorizing the removal from protection pursuant to Article 97 of the Amendments to the Massachusetts Constitution portions of a certain Conservation Restriction on Carver Hill Orchard for the sole purpose of securing the easements and rights of way that are necessary for the reconstruction of the Box Mill Bridge on Box Mill Road.\*

A true copy. Attest: \_\_\_\_\_  
Linda E. Hathaway, Town Clerk of Stow