

**WARRANT FOR**

**ANNUAL TOWN MEETING**

**MAY 7, 2018**

**7:00 P.M.**

**Hale Middle School Auditorium  
55 Hartley Road**

**With**

**ANNUAL TOWN ELECTION**

**MAY 15, 2018**

**7:00 A.M. TO 8:00 P.M.**

**Center School**

**403 Great Road**



**Annual Town Report of Officers and Committees available at Town Building, Police Station,  
and Randall Library**

**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 Monday, April 30, 2018.**

## Contents

ARTICLE 1. Reports of Selectmen and Other Officers and Committees .....	11
ARTICLE 2. Reports of Special Committees.....	11
ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2019.....	12
ARTICLE 4. General Budget for Fiscal Year 2019.....	18
BEGINNING OF CONSENT CALENDAR.....	30
ARTICLE 5. Reserve Fund .....	30
ARTICLE 6. Revolving Fund for Inspection Fees.....	30
ARTICLE 7. Revolving Fund for Advanced Life Support Services .....	30
ARTICLE 8. SwiftReach 911 Notification System .....	31
ARTICLE 9. Weights and Measures Testing.....	31
ARTICLE 10. Transfer to Conservation Fund.....	31
ARTICLE 11. Transfer from Wetlands Protection Fund.....	31
ARTICLE 12. Addition to Conservation Fund.....	32
ARTICLE 13. Update of Property Valuations.....	32
ARTICLE 14. Town Records Binding and Repair.....	32
ARTICLE 15. Highway Road Machinery and Private Ways.....	33
ARTICLE 16. Highway Road Construction .....	33
ARTICLE 17. Household Hazardous Waste Collection.....	33
ARTICLE 18. Municipal Solid Waste Disposal.....	34
ARTICLE 19. Public Health Nurse.....	34
ARTICLE 20. Stow Cultural Council.....	34
ARTICLE 21. Holiday Decorations and Lighting Fund .....	35
ARTICLE 22. Employee Educational Incentive Program .....	35
ARTICLE 23. Audit of Financial Records .....	35
ARTICLE 24. Transfer to OPEB Trust Fund .....	35
ARTICLE 25. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts .....	36
ARTICLE 26. Water System Expenses .....	36
ARTICLE 27. Economic Development and Industrial Commission (EDIC) .....	36
ARTICLE 28. Lake Boon Water Quality Remediation .....	37
ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses .....	37
ARTICLE 30. Community Preservation Expenses .....	37
ARTICLE 31. Community Preservation Reserves .....	38
CONCLUSION OF CONSENT CALENDAR.....	38
ARTICLE 32. Capital Requests .....	39
ARTICLE 33. Establishment of Stabilization Fund for Nashoba Regional School District .....	40
ARTICLE 34. Senior Tax Relief.....	40
ARTICLE 35. Senior Tax Relief -Adjusted Exemption Amount for Clause 17D.....	40
ARTICLE 36. Senior Tax Relief - Adjusted Asset Limit for Clause 17D.....	41
ARTICLE 37. Senior Tax Relief - Adjusted Income and Asset Limit for Clause 41C.....	41
ARTICLE 38. Bond Premium .....	41
ARTICLE 39. Tax Title Proceedings.....	42
ARTICLE 40. Stow TV Expenses .....	42
ARTICLE 41. Community Preservation Adjustment for FY 2018 Reserves.....	42
ARTICLE 42. Construction Funds for Stow Town Hall Roof Replacement.....	43
ARTICLE 43. Design Funds for Stow Town Hall Restoration.....	43
ARTICLE 44. Supplemental Funds for the Historic Randall Library Building.....	44
ARTICLE 45. Improvement of Recreational Facilities at Pine Bluff, Phase II .....	44
ARTICLE 46. Purchase of Kunelius Property.....	45
ARTICLE 47. Municipal Affordable Housing Trust Governance.....	46
ARTICLE 48. Municipal Affordable Housing Trust Governance.....	46
ARTICLE 49. Legal Services.....	46
ARTICLE 50. Lake Boon Patrol.....	47

<b>ARTICLE 51. Veterans' Benefits.....</b>	<b>47</b>
<b>ARTICLE 52. Acceptance of Boxboro Road Land Donation.....</b>	<b>47</b>
<b>ARTICLE 53. Transfer to Sidewalk Fund.....</b>	<b>48</b>
<b>ARTICLE 54. Amend Section 10 – Temporary Moratorium on Recreational Marijuana Establishments.....</b>	<b>48</b>
<b>ARTICLE 55. Amend Zoning Bylaw: Erosion Control.....</b>	<b>51</b>
<b>ARTICLE 56. Amend Zoning Bylaw: Industrial District Uses.....</b>	<b>52</b>
<b>ARTICLE 57. Lake Boon Dam Engineering Services.....</b>	<b>55</b>
<b>ARTICLE 58. FY-18 Assabet Regional Technical School Assessment.....</b>	<b>55</b>
<b>ARTICLE 59. FY-18 Snow and Ice Deficit Reduction.....</b>	<b>56</b>
<b>ARTICLE 60. Town Election.....</b>	<b>56</b>
<b>CONSENT CALENDAR PROCEDURES.....</b>	<b>57</b>
<b>CONSENT CALENDAR MOTIONS.....</b>	<b>58</b>
<b>ARTICLE 5. Reserve Fund.....</b>	<b>58</b>
<b>ARTICLE 6. Revolving Fund for Inspection Fees.....</b>	<b>58</b>
<b>ARTICLE 7. Revolving Fund for Advanced Life Support Services.....</b>	<b>58</b>
<b>ARTICLE 8. SwiftReach 911 Notification System.....</b>	<b>58</b>
<b>ARTICLE 9. Weights and Measures Testing.....</b>	<b>59</b>
<b>ARTICLE 10. Transfer to Conservation Fund.....</b>	<b>59</b>
<b>ARTICLE 11. Transfer from Wetlands Protection Fund.....</b>	<b>59</b>
<b>ARTICLE 12. Addition to Conservation Fund.....</b>	<b>59</b>
<b>ARTICLE 13. Update of Property Valuations.....</b>	<b>59</b>
<b>ARTICLE 14. Town Records Binding and Repair.....</b>	<b>59</b>
<b>ARTICLE 15. Highway Road Machinery and Private Ways.....</b>	<b>59</b>
<b>ARTICLE 16. Highway Road Construction.....</b>	<b>60</b>
<b>ARTICLE 17. Household Hazardous Waste Collection.....</b>	<b>60</b>
<b>ARTICLE 18. Municipal Solid Waste Disposal.....</b>	<b>60</b>
<b>ARTICLE 19. Public Health Nurse.....</b>	<b>60</b>
<b>ARTICLE 20. Stow Cultural Council.....</b>	<b>60</b>
<b>ARTICLE 21. Holiday Decorations and Lighting Fund.....</b>	<b>60</b>
<b>ARTICLE 22. Employee Educational Incentive Program.....</b>	<b>61</b>
<b>ARTICLE 23. Audit of Financial Records.....</b>	<b>61</b>
<b>ARTICLE 24. Transfer to OPEB Trust Fund Services.....</b>	<b>61</b>
<b>ARTICLE 25. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts.....</b>	<b>61</b>
<b>ARTICLE 26. Water System Expenses.....</b>	<b>61</b>
<b>ARTICLE 27. Economic Development and Industrial Commission (EDIC).....</b>	<b>61</b>
<b>ARTICLE 28. Lake Boon Water Quality Remediation.....</b>	<b>61</b>
<b>ARTICLE 29. Planning Board Engineering/Consulting and Master Plan Expenses.....</b>	<b>62</b>
<b>ARTICLE 30. Community Preservation Expenses.....</b>	<b>62</b>
<b>ARTICLE 31. Community Preservation Reserves.....</b>	<b>62</b>

## 2018 Dates to Remember

APRIL 15	<b>DEADLINE TO LICENSE DOGS WITHOUT A LATE FEE</b>
APRIL 17	<b>VOTER REGISTRATION DEADLINE:</b> <i>ANNUAL TOWN MEETING &amp; ANNUAL ELECTION</i>
APRIL 30	<b>CANDIDATES NIGHT FOR TOWN ELECTION</b>
MAY 7	<b>ANNUAL TOWN MEETING, HALE SCHOOL, 55 HARTLEY ROAD</b>
MAY 15	<b>ANNUAL TOWN ELECTION-CENTER SCHOOL, 403 GREAT ROAD</b>
MAY 18	<b>SPRINGFEST WEEKEND – IN NEED OF VOLUNTEERS!</b>
AUG 15	<b>VOTER REGISTRATION DEADLINE: <i>SEPT STATE PRIMARY</i></b>
SEPT 4	<b>STATE PRIMARY-CENTER SCHOOL, 403 GREAT ROAD</b>
OCT 17	<b>VOTER REGISTRATION DEADLINE: <i>NOVEMBER STATE ELECTION</i></b>
NOV 6	<b>STATE ELECTION-CENTER SCHOOL, 403 GREAT ROAD</b>

## MUNICIPAL FINANCE TERMINOLOGY

The following terms are frequently used in the Annual Town Warrant and at Town Meetings. In order to provide everyone with a better understanding of the meaning, the following definitions are provided.

### **RAISE AND APPROPRIATE:**

The amount allowable by General Law to be raised for annual appropriations based on Property Tax Levy Limits and estimated local and state receipts.

### **AVAILABLE FUNDS:**

Available Funds include Undesignated Fund Balance in the General Fund and Unreserved Fund Balance in the Water and Sewer Funds as well as Overlay Surplus and the Host Community Trust Fund Balance.

### **UNDESIGNATED FUND BALANCE: (often referred to as “Free Cash”)**

Fund Balance is the amount certified annually by the State Bureau of Accounts by deducting from surplus revenue all uncollected taxes for prior years. This fund may be used by a vote for the Town Meeting.

### **OVERLAY:**

The overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

### **OVERLAY SURPLUS:**

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay Account for a given year, certified by the Board of Assessor, and may be used by a vote of the Town.

### **RESERVE FUND:**

This fund is established by the votes at an Annual Town Meeting only and may be composed of an appropriation (not exceeding 5% of the tax levy of the preceding year). It is available throughout the year by vote of the Finance Committee for Unexpected and/or Extraordinary expenditures.

### **STABILIZATION FUND:**

This is a fund created to provide a reserve. Appropriations from the Stabilization funds may be made at an Annual Town Meeting by a two-thirds vote for any lawful purpose.

### **CHERRY SHEET:**

Named for the cherry colored paper on which the Massachusetts Commission of Corporations and Taxation traditionally has printed it. The cherry sheet carries the state aid figures that must be used by the Assessors in determining the amount to be raised by taxation.

It lists the amounts of county tax and state assessments, as well as the established tax distributions from the General Fund, reimbursements, agency funds and the Sales and Use Taxes.

**Finance Committee Warrant Report**  
**Annual Town Meeting**  
**May 7, 2018**

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 Massachusetts Division 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, finance committees were established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens."

With this in mind, the Finance Committee's primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on the fiscal aspects, if any, of each article. It also administers the Reserve Fund to provide for urgent and unforeseen expenditures that might arise between town meetings. In Stow, the Moderator appoints five voting and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of March 26th, 2018 there were five voting members and three associate members on the committee.

The Town is in strong fiscal shape as evidenced by the following key performance indicators:

- Record high savings heading into FY19 (~12%) as a percentage of the FY18 Budget
- AAA Bond rating
- No Proposition 2 ½ overrides have been required in the past ten years
- Our Tax Levy has been comfortably below the Tax Levy Limit by over one million dollars for several years now
- Anticipated Reduced Tax Rate for FY19 – depends on what is approved at Town Meeting

Nonetheless, the Finance Committee has concerns about the growth in the Town's tax rate which was ranked 20th in the State for FY18 and has historically ranked Stow in the top 10% of the State. The FY18 budget resulted in a 1.89% increase in property tax rate for the average single family home with the average property tax bill of \$9,675 increasing by \$406. Although our tax rate was within a range comparable with similar towns, the Finance Committee continues to look for ways to reduce the tax rate. The Finance Committee applauds the Town Administrator and the Board of Selectmen for embracing a similar goal.

Drivers of the Town Administrator's recommended FY19 budget include:

- Increasing the Municipal Budget (excluding the School Districts and our Debt) by only 1.59%,
- Applying \$750,000 from Town Savings (specifically Free Cash) to pay for capital articles, a portion of operating expenses and OPEB contributions, thereby reducing the current year tax rate.
- Limiting Town Employee salary and wage increases to a 2% Cost of Living Adjustment (COLA) plus Step Schedule increases, although several employees received merit raises.
- No decrease in Staff, hours or Town Services
- Holding Capital Spending under \$400,000 (the lowest request in 5 years)
- Reducing Town Savings to the upper limit of recommended range (5-10% of the Budget)
- Continuing to have over \$1,000,000 of unused Tax Levy capacity

Looking forward at what items or trends may affect future budgets, the largest impacts will continue to come from education. The new Minuteman School has not been fully bonded yet – Stow's portion of the total debt is estimated at six million dollars. Moreover, the NRSD has submitted a Statement of Interest (SOI) to the Municipal School Building Association seeking guidance in whether to build or renovate or add to the Nashoba Regional High School. Although any tax impact would be several years away, the potential impact is significant.

## REVENUES

Stow's sources of income include property taxes (86.14% residential), local receipts (mostly auto excise taxes), state aid and free cash, which are unrestricted funds remaining from the previous year.

The FY19 budget shows an estimated allowable 9.1% increase or \$2,371,349 in property taxes. It is important to note that this is merely reflective of Stow's levy capacity without requiring a Prop 2 ½ override. The actual amount in property taxes to be raised in FY19 will be set in the Fall when the Town must balance its revenue and expenditures in setting the tax rate. Only the actual amount appropriated for expenditure by Town Meeting will be raised in taxes. Therefore, considering there is a projected surplus of about \$1,955,622 in the FY19 budget, it is likely there will be a substantial drop in property tax rate.

TOWN REVENUE	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	\$ CHANGE	% CHANGE	% CHANGE - FY19 BUDGET REQUEST
Property Tax	26,057,080	28,428,429	2,371,349	9.10%	86.14%
Local Receipts	1,650,800	1,750,800	100,000	6.06%	5.30%
State Aid	1,031,062	1,045,781	14,719	1.43%	3.17%
Free Cash	0	750,072	750,072	100%	2.27%
Other	914,877	1,029,076	114,199	12.48%	3.12%
<b>TOTAL INCOME</b>	<b>29,653,819</b>	<b>33,004,158</b>	<b>3,350,339</b>	<b>11.30%</b>	<b>100.00%</b>

## EXPENDITURES

Education accounts for the majority of the Town budget. Together, the Nashoba Regional School District (NRSD) assessment of \$17,912,331 and the Minuteman Regional Vocational Technical School District (Minuteman) assessment of \$727,258 make up 61.5% of Town expenditures. In dollar amounts, the school portion of the total budget shows the schools spending \$820,216 more in FY-19 than in FY18, a 4.6% increase. Most of the \$723,957 increase in the NRSD assessment is due to a 14% increase in insurance and benefits and a 1.6% increase in salaries.

The General Municipal category, which includes all of the town-provided services, is 22.74% or \$6,890,782 of the budget. The largest departments within municipal are Police, Highway and Fire making up 49.55% of the Municipal budget, and 11.22% of the overall budget. Debt service increases about 3% and remains at a manageable 8% of the total FY19 budget. In dollar amounts the non-school portion (approximately 27%) of the total budget shows. After growing by 5% or more over the last five years or so, the total non-school portion of expenditures is decreasing by 1.45% or \$171,570 in FY-19 over FY-18.

<b>FY 2019 Expenditures</b>	<b>FY 18</b>	<b>FY 19</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>	<b>% of Total</b>
<b>Education, Total</b>	<b>17,819,373</b>	<b>18,639,589</b>	<b>820,216</b>	<b>4.60%</b>	<b>61.52%</b>
NRSD	17,188,374	17,912,331	723,957	4.21%	59.12%
Minuteman	630,999	727,258	96,259	15.26%	2.40%
<b>Municipal, Total</b>	<b>6,797,961</b>	<b>6,882,339</b>	<b>84,378</b>	<b>1.24%</b>	<b>22.71%</b>
Police & Dispatch	1,520,897	1,517,076	(3,821)	-0.25%	5.01%
Highway Department	1,101,967	1,116,380	14,413	1.31%	3.68%
Fire & EMS	754,149	765,735	11,586	1.54%	2.53%
Group Insurance	845,300	890,266	44,966	5.32%	2.94%
Randall Library	256,191	262,907	6,716	2.62%	0.87%
Other Municipal	2,319,457	2,329,975	10,518	0.45%	7.69%
<b>Town Debt Service</b>	<b>2,352,478</b>	<b>2,423,567</b>	<b>71,089</b>	<b>3.02%</b>	<b>8.00%</b>
<b>Special Articles</b>	<b>790,225</b>	<b>764,771</b>	<b>(25,454)</b>	<b>-3.22%</b>	<b>2.52%</b>
<b>Capital Articles</b>	<b>690,773</b>	<b>399,984</b>	<b>(290,789)</b>	<b>-42.10%</b>	<b>1.32%</b>
<b>Tax Recapitulation</b>	<b>1,199,009</b>	<b>1,189,658</b>	<b>(9,351)</b>	<b>-0.78%</b>	<b>3.93%</b>
County Retirement	826,612	881,015	54,403	6.58%	2.91%
Other Tax Recap	372,397	308,643	(63,754)	-17.12%	1.02%
<b>Total Expenditures</b>	<b>29,649,819</b>	<b>30,299,908</b>	<b>650,089</b>	<b>2.19%</b>	<b>100.00%</b>

### Largest Increases

<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2018 ACTUAL BUDGET</b>	<b>FY 2019 BUDGET REQUEST</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>	<b>% of FY19 BUDGET</b>
74	NASHOBA REG SCHOOL DIST ASSESSMENT	\$17,188,374	\$17,912,331	\$723,957	4.21%	59.12%
76	MATURING PRIN LONG-TERM DEBT	\$1,571,000	\$1,680,000	\$109,000	6.94%	5.54%
75	MINUTEMAN VOC TECH ASSESSMENT	\$630,999	\$727,258	\$96,259	15.26%	2.40%
71	GROUP INSURANCE	\$845,300	\$890,266	\$44,966	5.32%	2.94%

Increases in the proposed FY19 budget amount to \$650,089, or 2.19%. The major driver of this increase is the NRSD assessment which added \$723,957 to the budget. Also, Maturing Principal on Long Term Debt, Minuteman Assessment and Group Insurance are some of faster growing items.



## Largest Decreases

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	\$ CHANGE	% CHANGE	% of FY19 BUDGET
77	INT ON LONG-TERM DEBT - BONDS	\$780,478	\$742,567	-\$37,911	-4.86%	2.45%
72	INSURANCE AND BONDS	\$179,834	\$153,000	-\$26,834	-14.92%	0.50%
36	POLICE & DISPATCH EXPENSES	\$105,524	\$91,700	-\$13,824	-13.10%	0.30%
	MUNI BUILDING & PROPERTY					
32	EXPENSES	\$153,000	\$142,000	-\$11,000	-7.19%	0.47%

Another notable decrease is from Capital Articles. The FY19 capital project budget totals \$399,984 which represents a \$290,789 decrease compared to the FY18 budget of \$690,773. The FY19 budget benefitted significantly when both the Police and Highway departments, working with the Capital Planning Committee, agreed to shift forward by one year their purchase of a new cruiser and backhoe, respectively. Also, the NRSD significantly reduced their original FY-19 capital project request of \$308,000.

### Savings

The Town's reserves have been built up significantly over the last ten years and are now above the 5% - 10% range suggested by the bond rating agencies. In FY18, the total Town Savings was \$3.6 million which is 12.4% of the current fiscal year budget. With Town Administrator applying \$750,000 in free cash revenues to the FY-19 budget -- which includes the \$400,000 toward to Capital Projects, \$300,000 towards Special Articles and \$50,000 towards OPEB -- the remaining Town Savings amount will represent about 9.36% of the total budget proposed for FY19 -- still at the upper the end of the recommended range.

### Reserve Fund

The Finance Committee administers the Reserve Fund, which is used for unexpected or emergency expenses during the fiscal year. For each of the past several fiscal years, \$70,000 has been appropriated to the Reserve Fund. Unexpended funds each year return to the Town's General Fund as Free Cash, for use in the following fiscal year.

As of April 5th, 2018 there have been Reserve Fund transfer requests approved for \$34,151.83, leaving a balance of \$35,848.17. It is common for the Finance Committee to receive additional Reserve Fund transfers requests at the end of the fiscal year that will not be reported here.

### Bottom Line

Though Stow is in good fiscal shape, which is reflected in the FY19 budget, there remain a number of concerns, many of which are structural and difficult or impossible to change. Our sound financial footing should provide flexibility as we face those challenges



## **WARRANT FOR 2018 ANNUAL TOWN MEETING**

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

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

**HUGH MILL AUDITORIUM AT THE HALE SCHOOL**

In said Town on

**MONDAY, THE SEVENTH DAY OF MAY 2018**

**AT 7:00 P.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 2017; or take any other action relative thereto.

(Board of Selectmen)

### **ARTICLE 2. Reports of Special Committees**

To hear and accept the reports of special committees for Calendar Year 2017; or take any other action relative thereto.

(Board of Selectmen)

**ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2019**

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 A, B, C, D, and E, and inserting in place thereof the following new Schedules; or take any other action thereto.

(Board of Selectmen)

*The Finance Committee recommends approval of this article. . The wage and salary schedules present pay levels for every job in town from starting pay (Minimum) through three steps and then Maximum pay. Each step is reached after a certain number of years, unless a merit increase is warranted and then steps or years in steps are skipped. The increase from step to step averages 5.5% for Schedule A (salaried) jobs and 6.5% for Schedule B (hourly rate) jobs. The amounts in the wage and salary schedules all increased by the 2% Cost of Living Adjustment, except for the merit raises.*

**SCHEDULE A  
ANNUAL RATE POSITIONS**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Assessor	45,140	47,821	50,633	53,443	56,256
Assistant Facility Manager	50,720	53,707	57,045	60,246	63,330
Assistant Treasurer-Collector	45,140	47,821	50,633	53,443	56,256
Building Commissioner	60,079	63,832	67,586	71,342	75,100
Board of Health Office Administrator	45,140	47,821	50,633	53,443	56,256
Cemetery Superintendent	53,443	56,618	59,947	63,275	66,603
Conservation Commission Coordinator	56,891	60,301	63,920	67,272	70,485
Council on Aging Executive Director	57,114	60,508	64,072	67,626	71,311
Librarian	45,140	47,821	50,633	53,443	56,256
Library Director	57,170	60,744	64,315	67,896	71,464
Assistant Planner	51,376	54,428	57,631	60,828	64,033
Town Planner	68,753	72,504	76,255	80,007	83,759
Police Lieutenant	78,657	84,593	89,046	93,498	96,465
Principal Assessor	59,818	63,596	67,332	71,081	74,793
Recreation Director	53,443	56,618	59,947	63,275	66,603
Selectmen's/Town Administrator's Assistant	45,140	47,821	50,633	53,443	56,256
Supt. of Streets	77,781	82,643	87,506	92,365	97,230

Town Clerk	62,305	65,531	68,756	71,984	75,754
Treas. Collector	61,372	65,210	69,045	72,880	76,716

**SCHEDULE B  
HOURLY RATE POSITIONS**

**GROUP A**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Cemetery Worker	13.54	14.62	15.91	17.10	18.26
Council on Aging Driver	13.41	14.16	15.37	16.51	17.64
Custodian	14.11	15.20	16.41	17.55	18.68
Library Page	13.41	14.16	15.37	16.51	17.64
Parks & Commons Worker	13.41	14.16	15.37	16.51	17.64

**GROUP B**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Assistant Town Clerk	19.25	20.74	22.28	24.14	25.93
Building Department Secretary	16.02	17.23	18.54	20.06	21.57
Council on Aging Driver/Dispatcher	14.83	15.92	17.13	18.58	19.95
Financial Clerk	14.83	15.92	17.13	18.58	19.95
Fire Department Secretary	14.83	15.92	17.13	18.58	19.95
Library Aide	14.83	15.92	17.13	18.58	19.95
Recreation Commission Secretary	14.83	15.92	17.13	18.58	19.95
Town Clerk Clerical Assistant	14.83	15.92	17.13	18.58	19.95

**GROUP C**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Accountant's Clerk	15.92	17.39	18.74	20.19	21.57
Assessor's Clerk	15.92	17.39	18.74	20.19	21.57
Asst. Cemetery Superintendent	15.92	17.39	18.74	20.19	21.57
Assistant Librarian	15.92	17.39	18.74	20.19	21.57
Bd. of Appeals Secretary	20.25	22.07	23.80	25.62	27.38
Board of Health Office Assistant	15.92	17.39	18.74	20.19	21.57
Community Preservation Committee Secretary	15.92	17.39	18.74	20.19	21.57
Conservation Commission Secretary	15.92	17.39	18.74	20.19	21.57
Council on Aging Outreach Coordinator	19.19	20.89	22.54	24.81	25.94
Council on Aging Outreach Worker	17.78	19.35	20.88	22.49	24.02
Finance Committee Secretary	15.92	17.39	18.74	20.19	21.57
Financial Clerk II	15.92	17.39	18.74	20.19	21.57
Highway Department Secretary	19.13	20.84	22.49	24.21	25.87
Highway/Tree/ Grounds Worker	15.92	17.39	18.74	20.19	21.57
ITAC Committee Secretary	15.92	17.39	18.74	20.19	21.57
Office Assistant	15.92	17.39	18.74	20.19	21.57

Payroll Coordinator	23.05	24.43	25.87	27.30	28.73
Planning Board Secretary	15.92	17.39	18.74	20.19	21.57
Recreation Assistant	15.92	17.39	18.74	20.19	21.57
Selectmen/Town Admin. Secretary	19.25	20.74	22.28	24.14	25.93
Town Secretary	15.92	17.39	18.74	20.19	21.57

**GROUP D**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Building Dept Administrative Assistant	19.76	21.00	22.24	23.43	24.64
Community Preservation Assistant	19.76	21.00	22.24	23.43	24.64
Conservation Commission Assistant	19.76	21.00	22.24	23.43	24.64
Council on Aging Front Desk Coordinator	19.76	21.00	22.24	23.43	24.64
Financial Assistant	19.76	21.00	22.24	23.43	24.64
Fire Dept Administrative Assistant	19.76	21.00	22.24	23.43	24.64
Highway/Tree Grounds Driver-Laborer	19.76	21.00	22.24	23.43	24.64
Planning Dept Administrative Assistant	19.76	21.00	22.24	23.43	24.64
Police Chief Secretary	19.76	21.00	22.24	23.43	24.64

**GROUP E**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Equipment Operator	21.56	22.89	24.25	25.60	26.93

Maintenance Person	21.56	22.89	24.25	25.60	26.93
Tree Worker (Moth)	21.56	22.89	24.25	25.60	26.93

**GROUP F**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Crew Chief	23.78	25.14	26.76	28.21	29.70
Highway Dept. Mechanic	24.92	26.37	27.81	29.47	31.23

**GROUP G**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Super of Streets	27.95	29.69	31.42	33.15	34.89
Children's Librarian	24.17	25.70	27.18	28.67	30.20
Highway Dept. Foreman	25.38	26.98	28.54	30.15	31.69
IT Director	24.17	25.70	27.18	28.67	30.20
Social Worker	30.17	31.73	33.29	34.85	36.41

**SCHEDULE C  
SINGLE RATE POSITIONS PAID ANNUALLY**

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,561
Assistant Registrar of Voters	308
Registrar of Voters	154
Tree Warden	6,357
Veterans' Service Officer	2,130

**SCHEDULE D  
SINGLE RATE POSITIONS PAID HOURLY**

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	15.79

Assistant Counselor	11.22
Assistant Swim Instructor	11.22
Auxiliary Police Officer	16.46
Beach Checker	11.22
Camp Stow Director	18.73
COA Substitute Van Driver	15.35
COA Substitute Van Driver CDL	17.64
Dispatcher, part-time	20.98
Election Clerical Assistance	11.22
Election Clerk	15.30
Election Teller	11.22
Election Warden	15.30
Emergency Medical Technician (call)	18.05
EMT - w/Defib & Epi Pen (call)	19.71
Firefighter (call)	18.05
Firefighter/EMT - w/Defib & Epi Pen (call)	20.52
Firefighter/EMT (call)	18.87
Head Counselor	12.48
Junior Lifeguard	11.22
Senior Lifeguard	12.48
Officers - Fire or Medical (call)	22.20
Per Diem Firefighter (call)	16.30
Police Matron	22.27
Police Officer, part-time	25.26
Recreation Maintenance Person	15.61
Stow Community Park Drop-in Counselor	12.48
Street Lister	11.33
Street Listing Clerk	11.33
Street Numberer	11.33
Town Engineer	34.89
Waterfront Director	15.61
WSI Swim Instructor/Lifeguard	14.77

**SCHEDULE E**  
**FIRE DEPARTMENT ANNUAL SINGLE RATES**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Deputy Fire Chief (call)	1,113
EMS Assistant Coordinator	372
EMS Quartermaster	299



EMS Records Coordinator	445
EMS Schedule Coordinator	223
Fire Captain (call)	741
Fire Engineer	965
Fire Lieutenant (call)	594
Fire Medical Officer	445

**ARTICLE 4. General Budget for Fiscal Year 2019**

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.

(Board of Selectmen)

*The Finance Committee recommends approval of this article.*

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b><u>MUNICIPAL BUDGET</u></b>	<b>LINES 1 - 77</b>			
	<b><u>GENERAL GOVERNMENT</u></b>	<b>LINES 1 - 32</b>			
<b>Line No.</b>					
	<b>MODERATOR</b>				
<b>1</b>	MODERATOR SALARY	44.00	45.00	45.00	45.00
<b>2</b>	MODERATOR EXPENSES	46.00	46.00	46.00	46.00
	<b>TOTAL MODERATOR</b>	<b>90.00</b>	<b>91.00</b>	<b>91.00</b>	<b>91.00</b>
	<b>SELECTMEN</b>				
<b>3</b>	SELECTMEN'S OFFICE WAGES	79,058.00	81,241.00	81,241.00	81,241.00

<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2018 ACTUAL BUDGET</b>	<b>FY 2019 BUDGET REQUEST</b>	<b>FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND</b>	<b>FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND</b>
4	SELECTMEN'S OFFICE EXPENSES	9,689.00	10,574.00	10,574.00	10,574.00
5	TOWN ADMINISTRATOR SALARY	134,516.00	138,551.00	138,551.00	138,551.00
6	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	<b>TOTAL SELECTMEN</b>	<b>223,763.00</b>	<b>230,866.00</b>	<b>230,866.00</b>	<b>230,866.00</b>
	<b>FINANCE COMMITTEE</b>				
7	FINANCE COMMITTEE WAGES	4,416.00	4,200.00	4,200.00	4,200.00
8	FINANCE COMMITTEE EXPENSES	700.00	450.00	450.00	450.00
	<b>TOTAL FINANCE COMMITTEE</b>	<b>5,116.00</b>	<b>4,650.00</b>	<b>4,650.00</b>	<b>4,650.00</b>
	<b>TOWN ACCOUNTANT</b>				
9	ACCOUNTANT SALARY	54,220.00	56,931.00	56,931.00	56,931.00
10	ACCOUNTANT CLERK SALARY	1,845.00	300.00	300.00	300.00
11	ACCOUNTANT EXPENSES	5,275.00	2,125.00	2,125.00	2,125.00
	<b>TOTAL TOWN ACCOUNTANT</b>	<b>61,340.00</b>	<b>59,356.00</b>	<b>59,356.00</b>	<b>59,356.00</b>

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>ASSESSORS</b>				
12	PRINCIPAL ASSESSOR'S WAGES	67,651.00	71,081.00	71,081.00	71,081.00
13	ASSESSORS CLERICAL WAGES	74,992.00	78,056.00	78,056.00	78,056.00
14	ASSESSORS EXPENSES	9,800.00	8,800.00	8,800.00	8,800.00
	<b>TOTAL ASSESSORS</b>	<b>152,443.00</b>	<b>157,937.00</b>	<b>157,937.00</b>	<b>157,937.00</b>
	<b>TREASURER-COLLECTOR</b>				
15	TREASURER-COLLECTOR SALARY	75,212.00	76,716.00	76,716.00	76,716.00
16	TREASURER-COLLECTOR CLERICAL WAGES	77,917.00	82,294.00	82,294.00	82,294.00
17	TREASURER-COLLECTOR EXPENSES	40,000.00	40,250.00	40,250.00	40,250.00
	<b>TOTAL TREASURER-COLLECTOR</b>	<b>193,129.00</b>	<b>199,260.00</b>	<b>199,260.00</b>	<b>199,260.00</b>
	<b>INFO TECH</b>				
18	IT CLERICAL WAGES	38,643.00	39,260.00	39,260.00	39,260.00
19	IT EXPENSES	166,217.00	156,217.00	156,217.00	156,217.00
	<b>TOTAL INFO TECH</b>	<b>204,860.00</b>	<b>195,477.00</b>	<b>195,477.00</b>	<b>195,477.00</b>
	<b>TOWN CLERK</b>				
20	TOWN CLERK SALARY	70,573.00	71,984.00	71,984.00	71,984.00

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
21	TOWN CLERK OTHER WAGES	53,720.00	72,114.00	72,114.00	72,114.00
22	TOWN CLERK EXPENSES	13,531.00	18,625.00	18,625.00	18,625.00
	<b>TOTAL TOWN CLERK</b>	<b>137,824.00</b>	<b>162,723.00</b>	<b>162,723.00</b>	<b>162,723.00</b>
	<b>CONSERVATION COMMISSION</b>				
23	CONSERVATION COORDINATOR	69,103.00	70,485.00	70,485.00	70,485.00
24	CONSERVATION COMMISSION CLERICAL WAGES	26,262.00	26,787.00	26,787.00	26,787.00
25	CONSERVATION COMMISSION EXPENSES	4,950.00	5,050.00	5,050.00	5,050.00
	<b>TOTAL CONSERVATION COMMISSION</b>	<b>100,315.00</b>	<b>102,322.00</b>	<b>102,322.00</b>	<b>102,322.00</b>
	<b>PLANNING BOARD</b>				
26	TOWN PLANNER	74,760.00	80,007.00	80,007.00	80,007.00
27	PLANNING BOARD CLERICAL WAGES	72,626.00	74,979.00	74,979.00	74,979.00
28	PLANNING BOARD EXPENSES	6,300.00	6,150.00	6,150.00	6,150.00
	<b>TOTAL PLANNING BOARD</b>	<b>153,686.00</b>	<b>161,136.00</b>	<b>161,136.00</b>	<b>161,136.00</b>
	<b>BOARD OF APPEALS</b>				
29	BOARD OF APPEALS CLERICAL WAGES	8,015.00	11,178.00	11,178.00	11,178.00
30	BOARD OF APPEALS EXPENSES	2,890.00	4,390.00	4,390.00	4,390.00

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL BOARD OF APPEALS</b>	<b>10,905.00</b>	<b>15,568.00</b>	<b>15,568.00</b>	<b>15,568.00</b>
	<b>MUNICIPAL BUILDING</b>				
31	MUNI BUILDING & PROPERTY WAGES	125,573.00	131,489.00	131,489.00	131,489.00
32	MUNI BUILDING & PROPERTY EXPENSES	153,000.00	142,000.00	142,000.00	142,000.00
	<b>TOTAL MUNICIPAL BUILDING</b>	<b>278,573.00</b>	<b>273,489.00</b>	<b>273,489.00</b>	<b>273,489.00</b>
	<b>OTHER GENERAL GOVERNMENT</b>				
33	TOWN REPORTS EXPENSES	8,750.00	9,000.00	9,000.00	9,000.00
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>8,750.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,530,794.00</b>	<b>1,571,875.00</b>	<b>1,571,875.00</b>	<b>1,571,875.00</b>
	<b><u>PUBLIC SAFETY</u></b>	<b>LINES 34 - 42</b>			
	<b>POLICE DEPT</b>				
34	POLICE CHIEF SALARY	120,554.00	125,376.00	125,376.00	125,376.00
35	POLICE & DISPATCH WAGES	1,294,819.00	1,300,000.00	1,300,000.00	1,300,000.00
36	POLICE &	105,524.00	91,700.00	91,700.00	91,700.00

<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2018 ACTUAL BUDGET</b>	<b>FY 2019 BUDGET REQUEST</b>	<b>FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND</b>	<b>FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND</b>
	DISPATCH EXPENSES				
	<b>TOTAL POLICE DEPT</b>	<b>1,520,897.00</b>	<b>1,517,076.00</b>	<b>1,517,076.00</b>	<b>1,517,076.00</b>
	<b>FIRE AND EMS</b>				
<b>37</b>	FIRE CHIEF SALARY	103,158.00	105,221.00	105,221.00	105,221.00
<b>38</b>	FIRE AND EMS WAGES	571,091.00	582,514.00	582,514.00	582,514.00
<b>39</b>	FIRE AND EMS EXPENSES	79,900.00	78,000.00	78,000.00	78,000.00
	<b>TOTAL FIRE AND EMS</b>	<b>754,149.00</b>	<b>765,735.00</b>	<b>765,735.00</b>	<b>765,735.00</b>
	<b>BUILDING INSPECTOR</b>				
<b>40</b>	BUILDING INSPECTOR WAGES	73,627.00	75,100.00	75,100.00	75,100.00
<b>41</b>	BUILDING DEPT CLERICAL WAGES	47,450.00	48,856.00	48,856.00	48,856.00
<b>42</b>	BUILDING DEPT EXPENSES	7,075.00	5,495.00	5,495.00	5,495.00
	<b>TOTAL BUILDING INSPECTOR</b>	<b>128,152.00</b>	<b>129,451.00</b>	<b>129,451.00</b>	<b>129,451.00</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,403,198.00</b>	<b>2,412,262.00</b>	<b>2,412,262.00</b>	<b>2,412,262.00</b>
	<b><u>PUBLIC WORKS AND FACILITIES</u></b>	<b>LINES 43 - 51</b>			

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>HIGHWAY AND GROUNDS</b>				
43	SUPT OF STREETS SALARY	95,325.00	97,231.00	97,231.00	97,231.00
44	HIGHWAY & GROUNDS WAGES	528,267.00	524,753.00	524,753.00	524,753.00
45	HIGHWAY & GROUNDS EXPENSES	127,750.00	129,850.00	129,850.00	129,850.00
46	SNOW AND ICE REMOVAL EXPENSE	165,000.00	165,000.00	165,000.00	165,000.00
	<b>TOTAL HIGHWAY &amp; GROUNDS</b>	<b>916,342.00</b>	<b>916,834.00</b>	<b>916,834.00</b>	<b>916,834.00</b>
	<b>OTHER PUBLIC WORKS</b>				
47	MUNICIPAL LIGHTING	10,000.00	8,400.00	8,400.00	8,400.00
48	GASOLINE & DIESEL FUEL EXPENSE	65,000.00	80,000.00	80,000.00	80,000.00
	<b>TOTAL OTHER PUBLIC WORKS</b>	<b>75,000.00</b>	<b>88,400.00</b>	<b>88,400.00</b>	<b>88,400.00</b>
	<b>CEMETERY DEPT</b>				
49	CEMETERY SUPERINTENDENT	62,034.00	63,275.00	63,275.00	63,275.00
50	CEMETERY SALARY AND WAGES	39,091.00	39,871.00	39,871.00	39,871.00
51	CEMETERY EXPENSES	9,500.00	8,000.00	8,000.00	8,000.00

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL CEMETERY DEPT</b>	<b>110,625.00</b>	<b>111,146.00</b>	<b>111,146.00</b>	<b>111,146.00</b>
	<b>TOTAL PUBLIC WORK &amp; FACILITIES</b>	<b>1,101,967.00</b>	<b>1,116,380.00</b>	<b>1,116,380.00</b>	<b>1,116,380.00</b>
	<b><u>HUMAN SERVICES</u></b>	<b>LINES 52 - 59</b>			
	<b>HEALTH DEPT</b>				
<b>52</b>	HEALTH ADMINISTRATIVE ASSISTANT	55,153.00	56,256.00	56,256.00	56,256.00
<b>53</b>	HEALTH DEPARTMENT WAGES	58,033.00	61,194.00	61,194.00	61,194.00
<b>54</b>	HEALTH DEPARTMENT EXPENSES	6,480.00	5,930.00	5,930.00	5,930.00
	<b>TOTAL HEALTH DEPT</b>	<b>119,666.00</b>	<b>123,380.00</b>	<b>123,380.00</b>	<b>123,380.00</b>
	<b>COUNCIL ON AGING</b>				
<b>55</b>	EXECUTIVE DIRECTOR SALARY	69,913.00	71,311.00	71,311.00	71,311.00
<b>56</b>	COUNCIL ON AGING WAGES	146,399.00	149,455.00	149,455.00	149,455.00
<b>57</b>	COUNCIL ON AGING EXPENSES	12,948.00	12,948.00	12,948.00	12,948.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>229,260.00</b>	<b>233,714.00</b>	<b>233,714.00</b>	<b>233,714.00</b>



LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>VETERANS' DEPT</b>				
58	VETERANS' SERVICE OFFICER SALARY	2,088.00	2,130.00	2,130.00	2,130.00
59	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	300.00
	<b>TOTAL VETERANS' DEPT</b>	<b>2,388.00</b>	<b>2,430.00</b>	<b>2,430.00</b>	<b>2,430.00</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>351,314.00</b>	<b>359,524.00</b>	<b>359,524.00</b>	<b>359,524.00</b>
	<b><u>CULTURE AND RECREATION</u></b>	<b>LINES 60 -70</b>			
	<b>LIBRARY DEPT</b>				
60	LIBRARY DIRECTOR SALARY	70,063.00	71,464.00	71,464.00	71,464.00
61	LIBRARY WAGES	113,702.00	117,724.00	117,724.00	117,724.00
62	LIBRARY EXPENSES	72,426.00	73,719.00	73,719.00	73,719.00
	<b>TOTAL LIBRARY DEPT</b>	<b>256,191.00</b>	<b>262,907.00</b>	<b>262,907.00</b>	<b>262,907.00</b>
	<b>RECREATION COMMISSION</b>				
63	RECREATION DIRECTOR	55,153.00	63,275.00	63,275.00	63,275.00
64	RECREATION WAGES	9,960.00	600.00	600.00	600.00
65	RECREATION EXPENSES	23,550.00	23,550.00	23,550.00	23,550.00
	<b>TOTAL RECREATION</b>	<b>88,663.00</b>	<b>87,425.00</b>	<b>87,425.00</b>	<b>87,425.00</b>

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
	COMMISSION				
	LAKE BOON COMMISSION				
66	LAKE BOON COMMISSION WAGES	5,000.00	0.00	0.00	0.00
67	LAKE BOON COMMISSION EXPENSES	1,500.00	1,500.00	1,500.00	1,500.00
	TOTAL LAKE BOON COMMISSION	6,500.00	1,500.00	1,500.00	1,500.00
	OTHER CULTURE & RECREATION				
68	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00
69	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	900.00
70	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL CULTURE & RECREATION EXPENSES	353,554.00	354,032.00	354,032.00	354,032.00
	<u>TOWN WIDE EXPENSES</u>	LINES 71 -73			
71	GROUP INSURANCE	845,300.00	890,266.00	890,266.00	890,266.00

LINE NO.	DEPARTMENT	FY 2018 ACTUAL BUDGET	FY 2019 BUDGET REQUEST	FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND
72	INSURANCE AND BONDS	179,834.00	153,000.00	153,000.00	153,000.00
73	TELEPHONE	32,000.00	25,000.00	25,000.00	25,000.00
	<b>TOTAL TOWN WIDE EXPENSES</b>	<b>1,057,134.00</b>	<b>1,068,266.00</b>	<b>1,068,266.00</b>	<b>1,068,266.00</b>
	<b>MUNICIPAL BUDGET TOTAL</b>	<b>6,797,961.00</b>	<b>6,882,339.00</b>	<b>6,882,339.00</b>	<b>6,882,339.00</b>
	<b><u>EDUCATION</u></b>	<b>LINES 74 - 75</b>			
	<b>SCHOOL DISTRICTS</b>				
74	NASHOBA REG SCHOOL DIST ASSESSMENT	17,188,374.00	17,912,331.00	17,912,331.00	17,912,331.00
75	MINUTEMAN VOC TECH ASSESSMENT	630,999.00	727,258.00	727,258.00	727,258.00
	<b>TOTAL DISTRICT ASSESSMENTS</b>	<b>17,819,373.00</b>	<b>18,639,589.00</b>	<b>18,639,589.00</b>	<b>18,639,589.00</b>
	<b><u>DEBT SERVICE</u></b>	<b>LINES 76 -78</b>			
	<b>PRINCIPAL</b>				
76	MATURING PRIN LONG-TERM DEBT	1,571,000.00	1,680,000.00	1,680,000.00	1,680,000.00
	<b>TOTAL MATURING PRINCIPAL</b>	<b>1,571,000.00</b>	<b>1,680,000.00</b>	<b>1,680,000.00</b>	<b>1,680,000.00</b>
	<b>INTEREST</b>				
77	INT ON LONG-TERM DEBT - BONDS	780,478.00	742,567.00	742,567.00	742,567.00
78	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	1,000.00
	<b>TOTAL INTEREST ON MATURING</b>	<b>781,478.00</b>	<b>743,567.00</b>	<b>743,567.00</b>	<b>743,567.00</b>

<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2018 ACTUAL BUDGET</b>	<b>FY 2019 BUDGET REQUEST</b>	<b>FY 2019 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND</b>	<b>FY 2019 BUDGET FINANCE COMMITTEE RECOMMEND</b>
	<b>DEBT</b>				
	<b>TOTAL DEBT SERVICE</b>	<b>2,352,478.00</b>	<b>2,423,567.00</b>	<b>2,423,567.00</b>	<b>2,423,567.00</b>
	<b>TOTAL</b>	<b>26,969,812.00</b>	<b>27,945,495.00</b>	<b>27,945,495.00</b>	<b>27,945,495.00</b>

BEGINNING OF CONSENT CALENDAR

ARTICLE 5. Reserve Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds the sum of Seventy Thousand Dollars (\$70,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2018 (FY 2019); or take any other action relative thereto.

(Finance Committee)

*The Finance Committee recommends approval of this article. The reserve fund exists to fund extraordinary and unforeseen Town expenses. It is disbursed through transfers voted and approved by the Finance Committee.*

ARTICLE 6. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2019, 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 Forty Thousand Dollars (\$40,000) for FY 2019, 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 recommends approval of this article. This article has no effect on the tax rate, except a 10% fee retained by the Town may reduce your taxes. Permit fees to pay for wire, gas, plumbing or fire alarm inspections are deposited into this revolving fund. The money in this Revolving Fund is used to pay the inspectors who do the work, they are not town employees.*

ARTICLE 7. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote 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 2019, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of One Hundred Thousand Dollars (\$100,000) for FY 2019, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Fire Department)

*The Finance Committee recommends approval of this article. This article has no effect on the tax rate. 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 8. SwiftReach 911 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 Two Thousand Six Hundred Dollars (\$2,600), 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 SwiftReach Networks, or take any other action relative thereto.

(Police Department)

*The Finance Committee recommends approval of this article.*

**ARTICLE 9. 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 recommends approval of this article.*

**ARTICLE 10. 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 Two Thousand Seven Hundred – Sixty-Five Dollars (\$2,765) or any other sum; or take any action relative thereto.

(Conservation Commission)

*The Finance Committee recommends approval of this article. The Conservation Land Maintenance Account is a Revolving Account which receives fees paid by people to rent garden plots and to lease farmland. The entire balance of this fund is transferred annually to the Conservation Fund.*

**ARTICLE 11. Transfer from Wetlands Protection Fund**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Five Thousand Seven Hundred Seventy-Two Dollars and Fifty Cents (\$5,772.50) 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 recommends approval of this article 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 \$60,139 as of 3/31/18, with a 5-year average balance of \$56,929.*

#### **ARTICLE 12. 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 recommends approval of this article The Conservation Fund receives money from the Conservation Land Management account (see Article 10), 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 \$37,646 at the end of fiscal year 2018 and has averaged about the same amount for the last five years.*

#### **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 Nineteen Thousand Six Hundred Eighty-Five Dollars (\$19,685), 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 recommends approval of this article. 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 recommends approval of this article.***

**ARTICLE 15. Highway Road Machinery and Private Ways**

(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           \$53,072
2. For Repairs on Private Ways               \$15,000

(Highway Department)

***The Finance Committee recommends approval of this article.***

**ARTICLE 16. Highway Road Construction**

(CONSENT CALENDAR)

To see if the Town will appropriate and borrow the sum of Two Hundred Eighty-Two Thousand Two Hundred Twenty-Nine Dollars (\$282,229) from the FY19 Apportionment, or any other sum, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth; or take any other action relative thereto.

(Highway Department)

***The Finance Committee recommends approval of this article. This article has no effect on the tax rate, as the amounts are fully reimbursed by the State. The fiscal year 2019 Apportionment is an amount the State of Massachusetts has committed to reimburse the Town for road construction. Stow will borrow the money for these road construction projects with short-term bonds and be reimbursed by the State once the project is finished, when The Town will- repay the debt. A large portion of the last two years of apportionment will be used to help pay for the road construction in Lower Village.***

**ARTICLE 17. 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 Four Thousand Five Hundred Dollars (\$4,500), 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 providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center or take any action relative thereto.

(Board of Health)



*The Finance Committee recommends approval of this article. 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 18. 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 recommends approval of this article.*

**ARTICLE 19. Public Health Nurse**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Five Hundred Dollars (\$4,500), 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 providing public health nursing services, and communicable disease follow-up to Stow residents through the Nashoba Nursing Services or take any action relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. Nashoba Community Health Nursing Program provides an essential public health service to Stow. The Nurse is available in town on the first Wednesday morning of each month at the new Community Center building and daily by phone. The Nurse provides monthly wellbeing clinics, screenings, and education to all residents.*

**ARTICLE 20. Stow Cultural Council**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500), or any other sum, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support SpringFest activities; or take any other action relative thereto.

(Board of Selectmen)

*The Finance Committee recommends approval of this article.*

**ARTICLE 21. 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 Five Thousand Dollars (\$5,000), 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 recommends approval of this article.*

**ARTICLE 22. 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 Fifty-Two Thousand Dollars (\$152,000), 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 recommends approval of this article. The Employee Educational Incentive Program (EIP) was developed to encourage Stow employees to pursue college educations. The program was motivated by matching a similar program earned by our Police Department, the Quinn bill. Besides tuition reimbursement, which is a small portion of the EIP, the program pays employees with an Associate's Degree an extra amount equal to 10% of their salary, those with Bachelor's degrees receive an extra 15%, and those with Master's Degrees and higher receive an extra 15%.*

**ARTICLE 23. 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 Twelve Thousand Two Hundred Dollars (\$12,200), or any other sum, for a Town financial audit; or take any action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article.*

**ARTICLE 24. 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 One Hundred Thousand Dollars (\$100,000), or any other sum, to be added to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article. OPEB principally involves funding retirees' 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. The Town of Stow currently pays the OPEB benefits of their retired employees on a "pay-as-you-go" basis, meaning the Town pays for the retiree benefits from current year's taxes. This policy is sustainable as long as the current workforce remains sufficiently large to pay for the retired workforce's benefits. It is worth noting that Town has increased the OPEB contribution from \$50,000 to \$100,000 this year to fund this currently unfunded liability.*

**ARTICLE 25. 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-Five Thousand Eight Hundred Seventy-Four Dollars (\$55,874), 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 recommends approval of this article. This article has no effect on the tax rate.*

**ARTICLE 26. 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 Fifteen Thousand Dollars (\$15,000), 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 recommends approval of this article. 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 27. 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 Dollars (\$1,000), 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 Economic Development and Industrial Commission; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. This article funds an EDIC whose mission is to increase business in town (and potentially increase business tax revenue).*

**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-Seven Thousand Five Hundred Fifty Dollars (\$27,550), 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 recommends approval of this article. 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 Ten Thousand Dollars (\$10,000), 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 recommends approval of this article.*

**ARTICLE 30. Community Preservation Expenses**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from Fiscal Year 2019 Community Preservation Fund Annual Reserves the sum of Thirty-five Thousand Dollars (\$35,000) 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 2019, in accordance with a budget prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate- 3% CPA tax which funds Community Preservation Act Programs.*

**ARTICLE 31. 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 Fiscal Year 2019 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	\$73,500
2. Preservation of Open Space	\$73,500
3. Affordable Housing	\$73,500
(Community Preservation Committee)	

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs.*

**CONCLUSION OF CONSENT CALENDAR**

**ARTICLE 32. 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	Town Building HVAC Design	\$80,000
	<i>The Finance Committee recommends approval of this article. The HVAC system was installed in 1990, it is not energy efficient and is currently having control problems which cannot be repaired.</i>		
2.	Fire	New command vehicle	\$45,000
	<i>Finance Committee recommends approval of this article..</i>		
3.	Highway	Kerrington Way improvements	\$25,000
	<i>The Finance Committee recommends approval of this article.</i>		
4.	Highway	Partridge Lane improvements	\$35,000
	<i>The Finance Committee recommends approval of this article.</i>		
5.	Planning	Complete Streets Plan implementation	\$50,000
	<i>The Finance Committee recommends approval of this article. Request for engineering/design/study of high priority projects and/or matching funds for Complete Streets Program Grant Requests.</i>		
6.	Police	Station repairs	\$20,000
	<i>The Finance Committee recommends approval of this article. It was recently discovered that there was substantial rot in the Police Station soffits. It must be repaired.</i>		
7.	Police	Radio and computer equipment	\$19,534
	<i>The Finance Committee recommends approval of this article. The current Repeater is over 15 years old and is analog. The Department needs to upgrade to digital radios.</i>		
8.	Nashoba School District	Center School – Upgrade exterior door security system	\$17,000
	<i>The Finance Committee recommends approval of this article. System software is obsolete, swipe cards don't always work, creating safety issues.</i>		
9.	Nashoba School District	Hale School – replace water heater	\$23,450

	Department	Item	Amount
	<i>The Finance Committee recommends approval of this article. This is proactive measure, as water heater works, but is 21 years old.</i>		
10.	Nashoba School District	Hale School – Phase II energy management system	\$61,000
	<i>The Finance Committee will make a recommendation at Town Meeting</i>		
11.	Nashoba School District	Hale School – Repair Auditorium HVAC	\$24,000
	<i>The Finance Committee recommends approval of this article. Compressor needs to be replaced.</i>		

**ARTICLE 33. Establishment of Stabilization Fund for Nashoba Regional School District**

To see if the Town will vote to establish a stabilization fund for the Nashoba Regional School District as a mechanism for funding future capital expenditures related to resurfacing the track and replacing the turf field at Nashoba Regional High School, in accordance with the provisions of Chapter 71, Section 16G1/2 of the General Laws, or do or act relating thereto.  
(Nashoba Regional School District)

*The Finance Committee recommends approval of this article. Generally, the Finance Committee supports the establishment of restricted funds specifically designated for projected capital costs such as the ones mentioned above.*

**ARTICLE 34. Senior Tax Relief**

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100 percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2018, or take any other action relative thereto.

(Assessors)

*The Finance Committee recommends approval of this article. This article doubles the property tax credit for certain residents, cost of program to Town is approximately \$68,000 annually, half of which is reimbursed by the State.*

**ARTICLE 35. Senior Tax Relief -Adjusted Exemption Amount for Clause 17D**

To see if the Town will vote to accept the provisions of General Laws Chapter 59, Section 5 added by Chapter 181 of the Acts of 1995, which authorizes an annual increase in the

amount of the exemption granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D, by up to 100% of the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, and to fix that annual increase at 100% to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2018; or take any other action relative thereto.

(Assessors)

*The Finance Committee recommends approval of this article. This article increases the property tax credit to certain residents by the inflation rate. Cost of program to Town is approximately \$700.*

#### **ARTICLE 36. Senior Tax Relief - Adjusted Asset Limit for Clause 17D**

To see if the Town will vote to accept the provisions of General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2018; or take any other action relative thereto.

(Assessors)

*The Finance Committee recommends approval of this article. Increases very low asset limits required to qualify for property tax credit.*

#### **ARTICLE 37. Senior Tax Relief - Adjusted Income and Asset Limit for Clause 41C**

To see if the Town will vote to accept the provisions of General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2018; or take any other action relative thereto.

(Assessors)

*The Finance Committee recommends approval of this article. Increases very low income and asset limits required to qualify for property tax credit.*

#### **ARTICLE 38. Bond Premium**

To see if the Town will vote to (i) appropriate the premium paid to the Town upon the sale of notes issued on May 1, 2017 to pay costs of capital projects and to reduce the amounts



appropriated for such projects (if any) by the same amount, and (ii) supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or to take any other action relative thereto.

(Treasurer Collector)

*The Finance Committee recommends approval of this article. Recent changes to state law have redefined the allowable uses for bond premiums received. Partially due to our AAA bond rating, last year's bond sales resulted in a larger than expected premium received. This article follows the new state law and states that premiums will be used to pay down the cost of the associated projects.*

#### **ARTICLE 39. Tax Title Proceedings**

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-Collector)

*The Finance Committee recommends approval of this article.*

#### **ARTICLE 40. Stow TV Expenses**

To see if the Town will vote to appropriate from PEG Access and Cable Related Fund, the sum of One Hundred Seventy-One Thousand Nine Hundred Twenty-Six Dollars and Fifty Cents (\$171,926.50), or any other sum, 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; or take any action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate. The other name for LACAC is Stow TV which receives revenues from the town's cable customers (as a fee on your cable bill) to pay for its operating expenses.*

#### **ARTICLE 41. Community Preservation Adjustment for FY 2018 Reserves**

To see if the Town will vote to reserve for later appropriation, adding to funds reserved at the May 1, 2017 Stow Annual Town Meeting, 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 2017 Community Preservation Fund Annual

Revenues, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.  
(Community Preservation Committee)

<b>Reserves:</b>	<b>Fiscal Year 2018 Adjustment to Annual Revenues:</b>
1. Preservation of Historic Resources	\$1,000
2. Preservation of Open Spaces	\$1,000
3. Affordable Housing	\$1,000

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs.*

**ARTICLE 42. Construction Funds for Stow Town Hall Roof Replacement**

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 Unreserved Fund for Historic Preservation purposes, to be expended under the direction of the Building Department, in consultation with the Community Preservation Committee, for the purpose of removing and replacing the existing roof on the Stow Town Hall, or to take any other action relative thereto.  
(Community Preservation Committee and Historical Commission)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs. The Historic Town Hall roof was last repaired 25 years ago when a second layer of shingles was added on top of a 25-year old roof. The shingles are blowing off and the roof leaks buckets of water.*

**ARTICLE 43. Design Funds for Stow Town Hall Restoration**

To see if the Town will vote to appropriate and transfer the sum of One Hundred Seventy Five Thousand Dollars (\$175,000) or any lesser sum, from the Community Preservation Fund reserve for Historic Preservation purposes, to be expended under the direction of the Community Preservation Committee, for the purpose of developing design plans in collaboration with the Historical Commission and in accordance with CPA guidelines and specifications necessary for structural repairs, interior & exterior renovation, building code compliance, fire safety and energy efficiency improvements for the Stow Town Hall, or take any other action relative thereto.  
(Community Preservation Committee and Historical Commission)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs. The Historic Town Hall has fallen into disrepair. The Town Residents need to decide*

*how to restore this historic building. The \$175,000 of "Design funds" represents a customary 10% of the estimated total project cost*

**ARTICLE 44. Supplemental Funds for the Historic Randall Library Building**

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 Historic Preservation purposes, to be expended under the direction of the Community Preservation Committee for the purpose of providing supplemental funds to the current project for the restoration of the Historic Randall Library Building, or take any other action relative thereto. A portion of these funds would be used to replace the current storm windows with new storm windows with UV protection and for cleaning and repointing of the fireplace in the Whitney room.

(Community Preservation Committee and Historical Commission)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs. There is an ongoing restoration of the Randall Library. The additional funds are necessary largely due to the decision to add UV storm windows, the discovery of asbestos in some windows, and for fireplace repairs. The use of CPA funds makes this revenue neutral to the taxpayers.*

**ARTICLE 45. Improvement of Recreational Facilities at Pine Bluff, Phase II**

To see if the Town will vote to appropriate and transfer the sum of Twenty Thousand Dollars (\$20,000), or any lesser sum, from the Community Preservation Fund reserved 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 further development of facilities at the Pine Bluff Recreational Area including construction, legal, appraisal, 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 recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs.*

## ARTICLE 46. Purchase of Kunelius Property

To see if the Town will vote to authorize the acquisition by purchase, gift, eminent domain or otherwise and to raise and appropriate or otherwise expend the sum of Four Hundred and Fifty Thousand Dollars (\$450,000), or any lesser sum for approximately 49.75 acres of land on Red Acre Road and Tuttle Lane, Stow, shown on Assessors' Map Sheet R31, Parcel 57, known as the Kunelius property, for the purposes of 1) conservation, passive recreation, and water supply development and/or protection, and 2) the development of community housing, said two designated areas to be clearly identified and delineated such that each of the two designated areas be contained on a parcel of land separate and distinct from the other; AND

further, to authorize the expenditure of Two Hundred and Fifteen Thousand Eight Hundred and Seventy -Five Dollars (\$215,875) from the Community Preservation Unreserved Fund Balance to acquire approximately 41 acres of said parcel for conservation, passive recreation, and water supply purposes in accordance with the provisions of MGL Chapter 44B, the Community Preservation Act, 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 Board of Selectmen to enter into such agreements, execute such documents, solicit grants or receive gifts for said purchase, AND

further, to authorize the conveyance of any conservation, community housing or other restrictions or easements required by MGL Chapter 44B or MGL Chapter 44, Section 55C and/or to further of the purpose and intent of this acquisition, AND

further, that the 41 acres acquired for open space, passive recreation and water supply purposes shall be placed under the care, custody and control of the Conservation Commission in accordance with MGL Chapter 40, Section 8C, AND

further, subject to the payment of Two Hundred and Twenty-Five Thousand Dollars (\$225,000) from funds held by the Stow Municipal Affordable Housing Trust, that the remaining portion of the property (approximately 8.75 acres) acquired for community housing purposes be placed under the custody of the Stow Municipal Affordable Housing Trust in accordance with MGL Chapter 44, Section 55C provided however, that no more than six (6) dwelling units, as that term is defined by the Stow Zoning Bylaw, shall be placed or constructed on said 8.75 acres+/-  
AND

further, to authorize the Conservation Commission and the Stow Municipal Affordable Housing Trust to accept the above noted real property in separate and recordable instruments; or take any other action relative thereto.

(Community Preservation Committee, Conservation Commission and Stow Municipal Affordable Housing Trust)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as residents pay a separate 3% CPA tax which funds Community Preservation Act Programs. Passage of this article will help add to our affordable housing inventory and will help close the Emerald Necklace loop.*

**ARTICLE 47. Municipal Affordable Housing Trust Governance**

To see if the Town will amend Article 18, Section 3, Article Third, of the Town of Stow General Bylaws by a changing the number of trustees from seven to five, and delete the words “The chairman of the Town of Stow Local Housing Partnership shall be an exofficio member with no right to vote.”

REVISED Article 18, Section 3 Article Third, to read as follows:

“Article Third: C. Tenure of Trustees There shall be a Board of Trustees consisting of ~~seven~~ five Trustees who shall be appointed by the Board of Selectmen. One of the Trustees shall be a member of the Board of Selectmen. Only persons who are residents of the Town of Stow shall be eligible to hold the office of Trustee.

(Stow Municipal Affordable Housing Trust)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate.*

**ARTICLE 48. Municipal Affordable Housing Trust Governance**

To see if the Town will amend Article 18, Section 3, Article Seventh, of the Town of Stow General Bylaws by deleting the number “\$200,000” and adding the number “\$400,000”, and deleting the words “”(capped at \$200,000)”.

REVISED Article 18, Section 3 Article Seventh, to read as follows:

G. Acts of Trustees A majority of Trustees may exercise any or all of the powers of the Trustees hereunder, unless otherwise provided, and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate. Any expenditure by the Trust to any one party in a cumulative amount exceeding ~~\$200,000.00~~ \$400,000, or any borrowing, (~~capped at \$200,000~~) or donations to any charitable organization by the Trust shall also be approved by a majority vote of the Board of Selectmen prior to finalizing the transaction. Any single borrowing shall be capped at ~~\$200,000.00~~ \$400,000.

(Stow Municipal Affordable Housing Trust)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate.*

**ARTICLE 49. Legal Services**

To see if the Town will vote to appropriate and transfer the sum of Forty Thousand Dollars, (\$40,000), or any other sum, from Free Cash to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article.*

**ARTICLE 50. Lake Boon Patrol**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand (\$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 recommends approval of this article. This item was included in the Police budget in previous years.*

**ARTICLE 51. Veterans' Benefits**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Thirty-Five Thousand Dollars (\$35,000), or any other sum to be added to any remaining balance, to be expended by the Veterans' Service Officer, to provide services to Stow veterans, or take any other action relative thereto.

(Board of Selectmen)

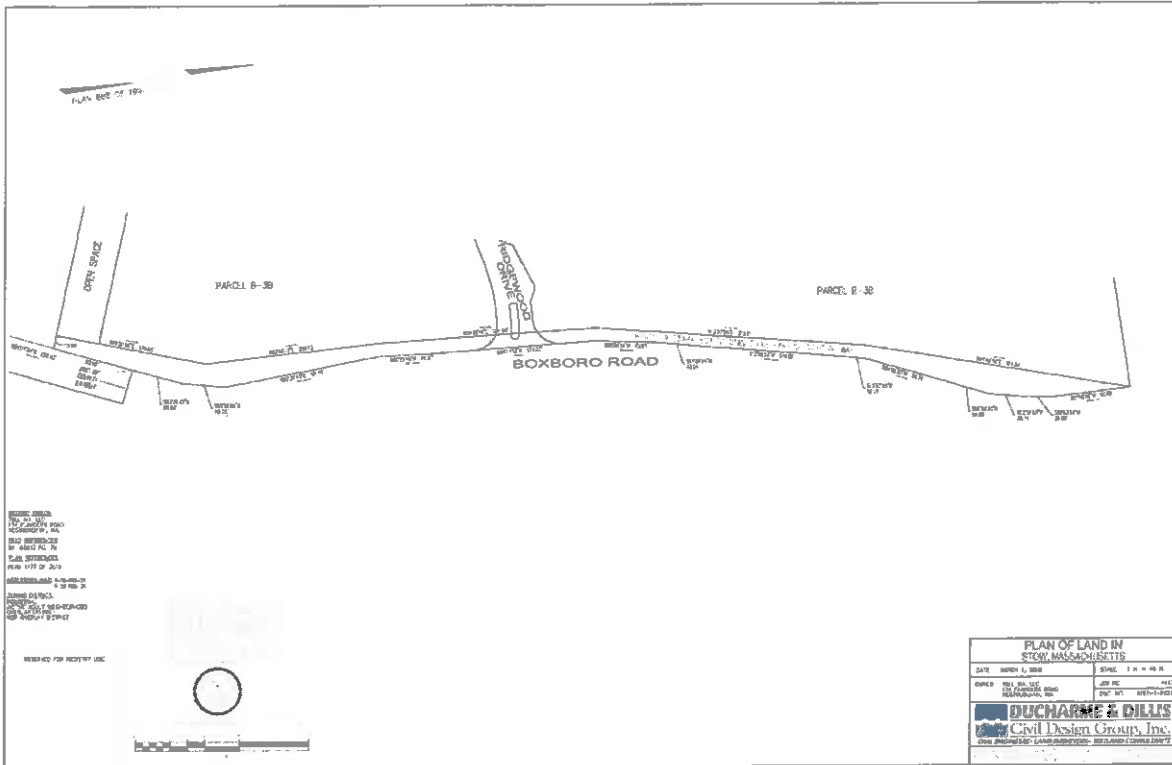
*The Finance Committee recommends approval of this article.*

**ARTICLE 52. Acceptance of Boxboro Road Land Donation**

To see if the Town will vote to authorize the Board of Selectmen to accept a donation of real property from Toll MA I LLC located on Boxboro Road and known as Parcel X , and more fully shown on that Plan entitled: "Record Plan, Regency at Stow-Boxborough Road, Stow Massachusetts, prepared by Ducharme & Dillis, dated August 17, 2016 and last revised November 2, 2016, recorded with the Middlesex South Registry as Plan No. 1177 of 2016 (Sheets 1 of 2 and 2 of 2) (the "Record Plan"), containing 23,684 sq. ft. +/- and to authorize the Board of Selectmen to include the described land as an extension of the public right of way in Boxboro Road, or for any other lawful purpose deemed in the best interest of the Town of Stow.

(Board of Selectmen)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate.*



**ARTICLE 53. Transfer to Sidewalk Fund**

To see if the Town will vote to transfer from available funds the sum of Twenty One Thousand, Six Hundred Dollars (\$21,600), or any other sum, provided to the Town as payment in lieu of sidewalk construction, in accordance with Section 7.31 of the Planning Board Special Permit requirements for the Regency at Stow development dated July 24, 2007, to the Planning Board Sidewalk Account, to be expended under the direction of the Planning Board for the purpose of constructing sidewalks, walkways and paths in the Town of Stow.

(Planning Board)

*The Finance Committee recommends approval of this article. This article does not affect the tax rate as the money was paid to the Town General Fund by Regency at Stow.*

**ARTICLE 54. Amend Section 10 – Temporary Moratorium on Recreational Marijuana Establishments**

To see if the town will vote to amend the Zoning Bylaw by amending Section 10 (Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS) to read in its entirety as stated below in Section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or take any other action relative thereto.

(Planning Board)

(A) Amend Section 10 (Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS) to read in its entirety as stated below:

10.1 Purpose

By vote at the State election of November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law, Chapter 334 of the Acts of 2016, An Act The Regulation and Taxation of Marijuana Act, and as amended by Chapter 351 of the Acts of 2016, became effective December 15, 2016, and requires the Governor to appoint a Cannabis Control Commission which shall adopt final regulations governing RECREATIONAL MARIJUANA ESTABLISHMENTS by April 1, 2018.

Currently, a RECREATIONAL MARIJUANA ESTABLISHMENT is not a permitted use in the Town and any regulations promulgated by the Cannabis Advisory Board and Cannabis Control Commission are expected to provide guidance to the Town in regulating RECREATIONAL MARIJUANA ESTABLISHMENTS.

The regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and address such novel and complex issues, as well as to address the potential impact of evolving State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for RECREATIONAL MARIJUANA ESTABLISHMENTS so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

10.2 Definition

RECREATIONAL MARIJUANA ESTABLISHMENT - A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed recreational marijuana-related business.

10.3 Temporary Moratorium

There is hereby established a temporary moratorium on the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT, the moratorium shall be in effect until December 31, 2018, or any date prior. During the moratorium period, the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT shall be prohibited.

Nothing contained in this Article shall be construed to permit, or authorize to be permitted, the use of land or structures for any activity involving marijuana, other than as a RECREATIONAL MARIJUANA ESTABLISHMENT.

10.4 Planning Process

During the temporary moratorium established in section 10.3, the Town shall undertake a planning process to address the potential effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for medical purposes, shall consider the final regulations promulgated by the State of Massachusetts, and shall make recommendations regarding the adoption of new Zoning Bylaw provisions governing the location, operation and effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for recreational purposes.



### Planning Board Summary

By vote at the state election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivating, distribution, possession and use of marijuana for recreational purposes. By April 1, 2018 the state Cannabis Control Commission shall adopt final regulations governing RECREATIONAL MARIJUANA ESTABLISHMENTS. Due to the range of operations and activities allowed under the new law, and the fact that the existing temporary moratorium will expire on November 1, 2018, six (6) days prior to any required vote of Stow residents at the statewide election ballot, the Planning Board recommends extension of the existing temporary moratorium to allow the Town to undertake a planning process to address the potential impacts, which may include consideration of the Cannabis Control Commission Regulations, as well as potential updates to the Zoning and General Bylaws and Board of Health Regulations.

### *Annotated Version*

Additions are underlined

Deletions are ~~strike through~~

## **Section 10**

### **Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS**

#### 10.1 Purpose

By vote at the State election of November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law, Chapter 334 of the Acts of 2016, An Act The Regulation and Taxation of Marijuana Act, and as amended by Chapter 351 of the Acts of 2016, became effective December 15, 2016, and requires the Governor to appoint a Cannabis ~~Advisory Board~~ Control Commission which shall adopt final regulations governing RECREATIONAL MARIJUANA ESTABLISHMENTS by April 1, 2018.

Currently, a RECREATIONAL MARIJUANA ESTABLISHMENT is not a permitted use in the Town and any regulations promulgated by the Cannabis Advisory Board and Cannabis Control Commission are expected to provide guidance to the Town in regulating RECREATIONAL MARIJUANA ESTABLISHMENTS.

The regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and address such novel and complex issues, as well as to address the potential impact of evolving State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for RECREATIONAL MARIJUANA ESTABLISHMENTS so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

#### 10.2 Definition

RECREATIONAL MARIJUANA ESTABLISHMENT - A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed recreational marijuana-related business.

#### 10.3 Temporary Moratorium

There is hereby established a temporary moratorium on the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT, the moratorium shall be in effect until ~~November 1~~ December 31, 2018, or any date prior. During the moratorium period, the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT shall be prohibited.

Nothing contained in this Article shall be construed to permit, or authorize to be permitted, the use of land or structures for any activity involving marijuana, other than as a RECREATIONAL MARIJUANA ESTABLISHMENT.

#### 10.4 Planning Process

During the temporary moratorium established in section 10.3, the Town shall undertake a planning process to address the potential effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for medical purposes, shall consider the final regulations promulgated by the State of Massachusetts, and shall make recommendations regarding the adoption of new Zoning Bylaw provisions governing the location, operation and effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for recreational purposes.

***The Finance Committee will make a recommendation at Town Meeting.***

### **ARTICLE 55 . Amend Zoning Bylaw: Erosion Control**

To see if the Town will vote to amend the Zoning Bylaw by amending Section 3.8.1.10 (Erosion Control) to read in its entirety as stated below in section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

#### **(A) Amend Section 3.8.1.10 (Erosion Control) to read in its entirety as stated below:**

3.8.1.10 Erosion control - Site design, materials and construction processes shall be designed to avoid erosion damage, sedimentation or uncontrolled surface water run-off. An Erosion Control Special Permit from the Planning Board shall be required where proposed development will result in any of the following conditions:

1. *Grading or construction which will result in SLOPES of twenty-five percent (25%) or greater on twenty five percent (25%) or more of the LOT area;*
2. *Grades will result in slopes of 25% or greater on thirty-two thousand (32,000) square feet or more on a single parcel, even if less than 25% of the LOT area;*
3. *Grading and construction on over thirty-two (32,000) square feet of a PARCEL, or SITE, including SITES in which multiple PARCELS are part of the same development proposal.*

An Erosion Control Special Permit Shall only be granted under demonstration that adequate provisions have been made to protect against erosion, soil instability, and uncontrolled degradation. Applications and plans for such special permits shall be referred to Conservation Commission.

#### ***PLANNING BOARD SUMMARY***

This proposed update to the Erosion Control Section of the Zoning Bylaw is meant to more clearly define the thresholds and criteria for requiring an Erosion Control Special Permit from the Planning Board.

*Annotated Version*

*Additions are underlined*

*Deletions are ~~strike through~~*

- 3.8.1.10 Erosion control - Site design, ~~and~~ materials and construction processes shall be designed to avoid erosion damage, sedimentation or uncontrolled surface water run-off. An Erosion Control Special Permit from the Planning Board shall be required where proposed development will result in any of the following conditions.
1. ~~Grading or construction which will result in SLOPES of twenty-five percent (25%) or greater on fifty ~~twenty five~~ percent (50%) (25%) or more of the LOT area; or on thirty-two thousand (32,000) square feet or more on a single parcel, even if less than half of the LOT area, shall be allowed only under special permit from the Planning Board. This shall be granted only under demonstration that adequate provisions have been made to protect against erosion, soil instability, uncontrolled degradation. Applications and plans for such special permits shall be referred to the Conservation Commission.~~
  2. Grades will result in slopes of 25% or greater on thirty-two thousand (32,000) square feet or more on a single parcel, even if less than 25% of the LOT area;
  3. Grading and construction on over thirty-two (32,000) square feet of PARCEL, or SITE, including SITES in which multiple PARCELS are part of the same development proposal.

An Erosion Control Special Permit Shall only be granted under demonstration that adequate provisions have been made to protect against erosion, soil instability, and uncontrolled degradation. Applications and plans for such special permits shall be referred to Conservation Commission.

***The Finance Committee will make a recommendation at Town Meeting.***

#### **ARTICLE 56. Amend Zoning Bylaw: Industrial District Uses**

To see if the Town will vote to amend the Zoning Bylaw by amending Section 3.6.3 (Industrial District Uses Permitted by Special Permit) to read in its entirety as stated below in section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

#### **(A) Amend Section 3.6.3 (Industrial District Uses Permitted by Special Permit) to read in its entirety as stated below:**

- 3.6.3 Uses permitted, subject to special permit granted by the Planning Board:
- 3.6.3.1 Research laboratories with incidental assembly or manufacture;
  - 3.6.3.2 Office BUILDINGS;
  - 3.6.3.3 Manufacturing enterprises, provided that such activities will not be offensive, injurious, dangerous to the public health or noxious because of sewage or REFUSE, vibration, smoke or gas, fumes, dust or dirt, odors, dangers of combustion or unsightliness;
  - 3.6.3.4 Parking areas or garages for use of employees, customers or visitors, subject to the design standards in the Parking Section of this Bylaw;

- 3.6.3.5 Screened storage, ACCESSORY BUILDINGS and USES;
- 3.6.3.6 Cafeterias for employees, when contained in the same STRUCTURE as a permitted use;
- 3.6.3.7 All uses as permitted in the Recreation-Conservation District; and
- 3.6.3.8 Conversion of existing residence to BED AND BREAKFAST ESTABLISHMENT or HOME.
- 3.6.3.9 Uses not otherwise permitted in the Industrial District, if such uses preserve historic and/or culturally significant BUILDINGS and STRUCTURES, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Industrial District.

**3.6.3.10 ACCESSORY Retail USES**

The following Accessory Retail USES shall be permitted, provided such ACCESSORY USES are clearly subordinate and incidental to the primary USE of the underlying district:

- a) **Maker's markets, and/or the sales of crafts and artisan goods, including but not limited to periodic, seasonal or temporary sales of products produced onsite, including food products for on-site consumption, provided that:**
  - I. All sales are associated with a lawfully conforming principle permitted USE;
  - II. Sales areas occupy no more than 45% of the FLOOR AREA devoted to the principle permitted use;
  - III. The ACCESSORY retail USE is primarily engaged in the sale of products produced on-site and/or directly associated with the products being produced;
  - IV. All primary products are sold by the producer of the product or their designee.
  - V. Parking areas are designed in accordance with Section 7 of the BYLAW.
  - VI. Areas of pedestrian circulation are separated from defined off – street parking and loading locations through temporary or permanent fencing, landscaping, or other delineation measures satisfactory to the Permit Granting Authority.
  - VII. Any on-site permanent signage proposed in association with an ACCESSORY retail USE permitted under this bylaw shall conform to Section 6.3.3.2 for regulating signs in the Business district. For all other types of signs, the proposed ACCESSORY retail USE shall conform to Section 6.3 of Bylaw.

3.6.3.10.1 The Planning Board may allow outdoor sales of products described in Section 3.6.3.4 provided that:

- a) Outdoor ACCESSORY retail sales are conducted within a defined outdoor space, clearly adjacent to a STRUCTURE or BUILDING in which the products are produced;
- b) Areas of pedestrian circulation are separated from defined off – street parking and loading locations through temporary or permanent fencing, landscaping, or other delineation measures satisfactory to the Permit Granting Authority.

***PLANNING BOARD SUMMARY***

This proposed update to the Industrial District Uses Section of the Zoning Bylaw is meant to provide businesses in the Industrial District, the opportunity to retail local products produced on-site by Special Permit from the Planning Board.

*Annotated Version*

Additions are underlined

Deletions are ~~strike-through~~

3.6.3 Uses permitted, subject to special permit granted by the Planning Board:

- 3.6.3.1 Research laboratories with incidental assembly or manufacture;
- 3.6.3.2 Office BUILDINGs;
- 3.6.3.3 Manufacturing enterprises, provided that such activities will not be offensive, injurious, dangerous to the public health or noxious because of sewage or REFUSE, vibration, smoke or gas, fumes, dust or dirt, odors, dangers of combustion or unsightliness;
- 3.6.3.4 Parking areas or garages for use of employees, customers or visitors, subject to the design standards in the Parking Section of this Bylaw;
- 3.6.3.5 Screened storage, ACCESSORY BUILDINGs and USES;
- 3.6.3.6 Cafeterias for employees, when contained in the same STRUCTURE as a permitted use;
- 3.6.3.7 All uses as permitted in the Recreation-Conservation District; and
- 3.6.3.9 Conversion of existing residence to BED AND BREAKFAST ESTABLISHMENT or HOME.
- 3.6.3.10 Uses not otherwise permitted in the Industrial District, if such uses preserve historic and/or culturally significant BUILDINGs and STRUCTUREs, provided that the historic and/or cultural character of the site, and BUILDING or STRUCTURE, in the opinion of the Special Permit Granting Authority, is not significantly altered, and the Special Permit Granting Authority finds that such uses, with any necessary mitigation measures, are in harmony with the character and uses permitted in the Industrial District.

3.6.3.10 ACCESSORY Retail USES

The following Accessory Retail USES shall be permitted, provided such ACCESSORY USES are clearly subordinate and incidental to the primary USE of the underlying district:

- a) Maker's markets, and/or the sales of crafts and artisan goods, including but not limited to periodic, seasonal or temporary sales of products produced onsite, including food products for on-site consumption, provided that:
  - 1. All sales are associated with a lawfully conforming principle permitted USE;
  - 2. Sales areas occupy no more than 45% of the FLOOR AREA devoted to the principle permitted use;
  - 3. The ACCESSORY retail USE is primarily engaged in the sale of products produced on-site and/or directly associated with the products being produced;
  - 4. All primary products are sold by the producer of the product or their designee.
  - 5. Parking areas are designed in accordance with Section 7 of the BYLAW.

6. Areas of pedestrian circulation are separated from defined off – street parking and loading locations through temporary or permanent fencing, landscaping, or other delineation measures satisfactory to the Permit Granting Authority.
7. Any on-site permanent signage proposed in association with an ACCESSORY retail USE permitted under this bylaw shall conform to Section 6.3.3.2 for regulating signs in the Business district. For all other types of signs, the proposed ACCESSORY retail USE shall conform to Section 6.3 of Bylaw.

3.6.3.10.1 The Planning Board may allow outdoor sales of products described in Section 3.6.3.4 provided that:

- b) Outdoor ACCESSORY retail sales are conducted within a defined outdoor space, clearly adjacent to a STRUCTURE or BUILDING in which the products are produced;
- c) Areas of pedestrian circulation are separated from defined off – street parking and loading locations through temporary or permanent fencing, landscaping, or other delineation measures satisfactory to the Permit Granting Authority.

***The Finance Committee will make a recommendation at Town Meeting.***

#### **ARTICLE 57. Lake Boon Dam Engineering Services**

To see if the Town will vote to appropriate and transfer the sum of \$29,000 (Twenty-Nine Thousand Dollars), or any other sum, from Free Cash for the purpose of paying for the professional engineering services necessary to conduct Lake Boon dam inspections and to develop the assessment and evaluation safety reports required for submittal to the Massachusetts Department of Conservation and Recreation. Of this total \$15,000 (Fifteen Thousand Dollars) will be used to replenish the Highway expense account for funds already expended and \$14,000 will be utilized to fund the services through project completion; or take any other action relative thereto.

(Town Administrator)

***The Finance Committee recommends approval of this article.***

#### **ARTICLE 58. FY-18 Assabet Regional Technical School Assessment**

To see if the Town will vote to raise and appropriate, or appropriate and transfer, the sum of Eight Thousand Two Hundred Fifty-Four Dollars (\$8,254), or any other sum, for the purpose of paying the FY 2018 Assabet Regional Technical School assessment for the attendance for one half year of one Stow student; or take any other action relative thereto.

(Town Administrator)

***The Finance Committee recommends approval of this article.***

**ARTICLE 59. FY-18 Snow and Ice Deficit Reduction**

To see if the town will vote to raise and appropriate, or appropriate and transfer the sum of \$50,000 (Fifty Thousand Dollars), or any other sum, for the purpose of reducing the FY-18 snow and ice deficit; or take any other action relative thereto.

(Town Administrator)

*The Finance Committee recommends approval of this article. This sum covers unexpected costs associated with more-than-expected Nor'easters.*

**ARTICLE 60. Town Election**

To vote by ballot on May 15, 2018 at the Center School, 403 Great Road, in said Town of Stow the following officers. The polls are open from 7:00 a.m. – 8 p.m.

- Two members of the Board of Selectmen for three years;
- One member of the Board of Assessors for three years;
- One member of the Planning Board for five years;
- One member of the Board of Health for three years;
- Two Trustees, Randall Library for three years;
- One Trustee, Randall Library for one year of unexpired three year term, expiring 2019
- One member of the Nashoba Regional School District Committee for three years;

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 10<sup>th</sup> day of April in the year 2018.

BOARD OF SELECTMEN

Brian P. Burke, Chair  
Donald P. Hawkes  
Ingeborg Hegemann  
Thomas E. Ryan III

## 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 on Page 31 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 and 31 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. Reserve Fund**

Move to appropriate and transfer from Free Cash the sum of Seventy Thousand Dollars (\$70,000) for a Reserve Fund for the fiscal year beginning July 1, 2018 (FY 2019).

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

Move to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2019, 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 Forty Thousand Dollars (\$40,000) for FY 2019, 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**

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 2019, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of One Hundred Thousand Dollars (\$100,000) for FY 2019, 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 8. SwiftReach 911 Notification System**

Move to raise and appropriate the sum of Two Thousand Six Hundred Dollars (\$2,600) 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 SwiftReach Networks.

**ARTICLE 9. 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 10. Transfer to Conservation Fund**

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Thousand Seven Hundred –Sixty-Five Dollars (\$2,765).

**ARTICLE 11. Transfer from Wetlands Protection Fund**

Move to appropriate and transfer from the Wetlands Protection Fund the sum Five Thousand Seven Hundred Seventy-Two Dollars and Fifty Cents (\$5,772.50) 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 12. 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 13. Update of Property Valuations**

Move to raise and appropriate the sum of Nineteen Thousand Six Hundred Eighty-Five Dollars (\$19,685.00) 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;

**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 appropriate and transfer from Free Cash the sum of Fifty-Three Thousand Seventy-Two Dollars (\$53,072), and further move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) for Highway Department purposes as set forth in the schedule below, to be expended by the Highway Department in performing its duties.

- 3. For the Road Machinery Account           \$53,072
- 4. For Repairs on Private Ways               \$15,000

**ARTICLE 16. Highway Road Construction**

Move to appropriate and borrow the sum of Two Hundred Eighty-Two Thousand Two Hundred Twenty-Nine Dollars (\$282,229.00) from the FY19 Apportionment, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth;

**ARTICLE 17. Household Hazardous Waste Collection**

Move to raise and appropriate the sum of Four Thousand Five Hundred Dollars (\$4,500) 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 providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center

**ARTICLE 18. 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 19. Public Health Nurse**

Move to raise and appropriate the sum of Four Thousand Five Hundred Dollars (\$4,500) 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 providing public health nursing services, and communicable disease follow-up to Stow residents through the Nashoba Nursing Services.

**ARTICLE 20. Stow Cultural Council**

Move to raise and appropriate the sum of Three Thousand Five Hundred Dollars (\$3,500) to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support SpringFest activities.

**ARTICLE 21. Holiday Decorations and Lighting Fund**

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

**ARTICLE 22. Employee Educational Incentive Program**

Move to appropriate and transfer from Free Cash, the sum of One Hundred Fifty-Two Thousand Dollars (\$152,000) 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 23. Audit of Financial Records**

Move to raise and appropriate the sum of Twelve Thousand Two Hundred Dollars (\$12,200) for a Town financial audit.

**ARTICLE 24. Transfer to OPEB Trust Fund Services**

Move to appropriate and transfer from Overlay Surplus, the sum of Fifty Thousand Dollars (\$50,000) and further move to appropriate and transfer from Free Cash, an additional sum of Fifty Thousand Dollars (\$50,000) to be added to the OPEB (Other Post-Employment Benefits) Trust Fund.

**ARTICLE 25. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts**

Move to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Eight Hundred Seventy-Four Dollars (\$55,874), as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan.

**ARTICLE 26. Water System Expenses**

Move to raise and appropriate the sum of the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems.

**ARTICLE 27. Economic Development and Industrial Commission (EDIC)**

Move to raise and appropriate the sum of One Thousand Dollars (\$1,000), 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.

**ARTICLE 28. Lake Boon Water Quality Remediation**

Move to raise and appropriate the sum of Twenty-Seven Thousand Five Hundred Fifty Dollars (\$27,550), 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 Ten Thousand Dollars (\$10,000) to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses.

**ARTICLE 30. Community Preservation Expenses**

Move to appropriate from Fiscal Year 2019 Community Preservation Fund Annual Reserves the sum of Thirty-five Thousand Dollars (\$35,000) 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 2019, in accordance with a budget prepared for the Town Administrator.

**ARTICLE 31. 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 2019 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	\$73,500
2. Preservation of Open Space	\$73,500
3. Affordable Housing	\$73,500

There is additional information on the Town Website: [www.stow-ma.gov](http://www.stow-ma.gov)  
Check out News & Announcements, Town Clerk's Page, and How Do I.? Page

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**VOLUNTEERS NEEDED!**  
**MEMBERS & ASSOCIATE MEMBERS NEEDED**  
**FOR THE FOLLOWING BOARDS:**

FINANCE COMMITTEE, CAPITAL PLANNING COMMITTEE, CULTURAL COUNCIL, ZONING BOARD OF APPEALS, CABLE LICENSE ADVISORY COMMITTEE, CEMETERY COMMITTEE, COUNCIL ON AGING, ...MORE  
INFO ONLINE.

Ever wonder **how Town decisions are made?**

Ever sit at Town Meeting feeling totally **out of the loop?**

Ever wish to have a clearer understanding of how Town Business gets  
accomplished?

Have some extra time & a desire to **get involved** with Stow government?

Most of the Town Business is accomplished by **dedicated Stow residents.**

Our Town could not function without the dedication of **our municipal volunteers**

**~ all of whom are your neighbors!**

Check out the opportunities page on the town website for a complete list of  
vacancies.

<https://www.stow-ma.gov/home/pages/employment-volunteer-openings-and-committee-vacancies>

**GET INVOLVED!**  
**MANY OPPORTUNITIES TO MAKE A DIFFERENCE!**  
**PLEASE CONSIDER VOLUNTEERING!**

**Insert SF Flier Here**