

Town of Stow

Massachusetts



2019

Annual Report

Front cover drone photo courtesy of Jonathan Daisy, Stow TV



Town of Stow
Massachusetts
for the year ending
December 31, 2019

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IN MEMORIAM

Madeline Dudley

1920 - 2019

Planning Board 1956-1959

- - - - -

Stephen M. Dungan

1945 - 2019

Council on Aging 2012-2018

Finance Committee 2000-2004

Local Access Cable Advisory Committee 2006-2012

Master Plan Committee 2008-2011

Municipal Land Use Committee 2006

Public Safety Planning Committee 2007

School Building Committee 2002-2004

School Facilities Study Committee 2001-2002

Board of Selectmen 2005-2011

Stow Municipal Affordable Housing Trust 2008-2011

- - - - -

Robert Putnam

1956 - 2019

Local Access Cable Advisory Committee 2018

- - - - -

David W. Smith

1924 - 2019

Agent for Zoning Bylaws 1960

Finance Committee 1970-1975

Fire Engineers 1967

Police Officer 1948-1954 & 1959-1966

School Building Committee 1962

School Building Needs Committee 1961

Board of Selectmen 1959-1961

Town Nurse Committee 1959

Jim P. Stefanis

1951 - 2019

Recreation Commission 2002

Gregor Trinkaus-Randall

1946 - 2019

School Building Committee 2003-2005

IN MEMORIAM - 2018

Kathleen O'Keefe

1969 – 2018

Stow TV

FEDERAL & STATE OFFICIALS

United States Senators

Elizabeth Warren
2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203

309 Hart Senate Office Building
Washington, D.C. 20510

Edward Markey
975 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203

255 Dirksen Senate Office Building
Washington, D.C. 20510

**United States Representative,
Fifth District**
Lori Trahan

126 John Street
Lowell, MA 01852

Governor of the Commonwealth

Charles D. Baker, Jr.
Office of the Governor
State House Room 280
Boston, MA 02133

Senator – Middlesex & Worcester

James Eldridge
State House, Room 511-C
Boston, MA 02133

Representative -- Third Middlesex District

Kate Hogan
State House, Room 163
Boston, MA 02133

ELECTED TOWN OFFICERS Listed alphabetically

Board of Assessors

Bruce Morgan (2022), Chair
Gary Yu (2021)
Georgie Smith (2020)

Field Drivers

Selectmen

Board of Health

Merrily Evdokimoff (2020)
Mary McDowell (2022), Chair
Marcia B. Rising (2021)

Moderator

David Walrath (2022)
Laura Spear, Deputy
Moderator

Nashoba Regional School District Committee

Stephen Rubinstein (2020)
Elaine Sanfilippo (2021)
Leah Vivirito (2022)

Planning Board

John Colonna-Romano (2023)
Lori Clark (2024), Chair
Margaret Costello (2020)
Leonard H. Golder (2021)
Karen Kelleher (2022)

Randall Library Trustees

Maureen Busch (2021)
Kathleen O'Brien (2022)
Timothy H. Reed (2020), Chair
Laura Reiner (2022)
Marianne Sharin (2022)

Carol Stoltz (2021)
Barbara K. Wolfenden (2020)

Board of Selectmen

Brian Burke (2020)
Cortni Frecha (2022), Clerk
Donald P. Hawkes (2021)
Thomas E. Ryan III (2021)
James H. Salvie (2022), Chair

Stow Housing Authority

W. Robert Dilling, Chair
John J. Kendra (2021)
Michael Kopczynski (2020)
Robert W. Larkin (2024)
Cynthia Perkins (2017)

APPOINTED TOWN OFFICERS

APPOINTMENTS BY SELECTMEN

Individual Positions, Listed Alphabetically

Constables

Robert A. Kirchman (2022)
Paul Tavalone (2020)

Emergency Management Officer

Joseph Landry

Forest Warden

Joseph Landry

Inspectors

Building Inspectors

Craig D. Martin, Building
Commissioner
Douglas Hyde, Assistant Facilities
Manager

Gas Inspectors

Adam Sahlberg
Robert Smith, Deputy

Plumbing Inspectors

Adam Sahlberg
Robert Smith, Deputy

Wire Inspectors

Robert W. Norton
Michael A. Norton, Deputy
Charles Weeks, Deputy

**Metropolitan Area Planning Council
Representative (MAPC)**

Jesse Steadman (2020)

**Minuteman Advisory Group on
Interlocal Coordination (MAGIC)**

Jesse Steadman (2020)
Donald Hawkes, Selectmen (2020)

Sealer of Weights & Measures

Commonwealth of Massachusetts

**Selectmen's and Town
Administrator's Assistant**

Maureen McKeon

**Stow Advisory Member of the
Hudson Light and Power Board**

Arnold Epstein

Street Numbers

Town Clerk's office

Superintendent of Streets

Stephen Nadeau
Brian Hatch, Assistant Superintendent

Surveyor of Wood & Lumber

Commonwealth of Massachusetts

Town Accountant
Julie Costello (2022)

Town Administrator
William J. Wrigley

Town Counsel
Jonaathan D. Witten &
Barbara Huggis Carboni
KP Law, P.C.

Town Clerk
Linda Hathaway (2022)

Treasurer-Collector
Catherine Murphy (2022)

Tree Warden
Bruce E. Fletcher

Veterans' Services Officer
Joseph Jacobs

APPOINTMENTS BY SELECTMEN
Committees and Departments, Listed Alphabetically

Agricultural Commission
Elena Colman (2021)
Elizabeth C. Painter (2020)
Katherine C. Steege (2021)
VACANCY (2020)
VACANCY (2022)

Cemetery Trustees
Kenney Banks (2021)
Glenn Hammill (2022)
VACANCY (2020)
Robert Gledhill, Superintendent

Conservation Commission
Cortni Frecha (2020)
Serena Furman (2020)
Sandra Grund (2022)
Ingeborg Hegemann-Clark (2022)
Nickole McGachey (2021)
Jeffry Saunders (2021)
Andrianne Snow (2022), Chair

Council on Aging
Ruth Banfield
Bill Byron, Chair
Peter Cirioni
Ruth Delmonico
Susan Matatia
Kathleen O'Brien
Susan Pauley

Alyson Toole, Executive Director
Martha Shea, Outreach
Coordinator
Suzanne Howley, Outreach Worker
Kathleen Surda, Outreach Worker

Cultural Council
Hector Constantzos (4/2021)
Jennifer Edgerton (4/2021)
Shawn Gross (3/2020)
Mary Louton (11/2022)
Debie Maher (11/2022)
Alex Rosiewicz (7/2022)
Angela Santos (10/2020)
Charles Streff (10/2022)

Fence Viewers
Selectmen

Fire / Rescue – Full-time
Joseph Landry, Chief
John Paul Benoit, Captain
Barry Evers, Firefighter/EMT
Mark W. Guerin, Call Lieutenant
Gregory A. Vogel, Firefighter/EMT
Judson Swinimer, FF/EMT

Fire / Rescue –On-call
Firefighters/EMTs
Erick Benoit, Call Lieutenant

Matthew Olson, Call Lieutenant
Nicholas Trioli, Call Lieutenant
Michael Scimeca
Paul Dudley
Kristina Ellis
Jeremy Fiorvanti
Jason Galofaro
Tim Gray
Camden Herlihy
Todd Jakubek
James Kelley
Yuris Mangolds
Suzanne Siewierski
Keith Villa

On-call Firefighters

Barrett Dilling
Scott Dwinells
Gregg Silverio
Kevin Benoit
Peter Casello
Jonathan Gray
Shamus Fenton
Jonathan Beharrell
Matthew Lowe
Nicholas Hopkins
Steven Walsh
George Taylor
Michael Murphy
Matthew Cristy
Ralph Rodriguez
Kevin Shepard

Apprentice Firefighters

Ryan Boyd
Timothy Benoit
Matthew McNulty
Timothy Landry
Alejandro Cabrera
Steve Landry
Eddie Warren

Historical Commission

Rosemary Bawn (2020)
Andrew Crosby (2021)

Patrick Hopkins (2020)
Dorothy Spaulding (2022)
VACANCY (2022)

Lake Boon Commission

Daniel Barstow (2022)
Kris Krablin (2020), Chair
Conray Wharff, Hudson

Local Access Cable Advisory Committee

Brian Burke, Selectmen
Robert M. Glorioso (2020)
Lisa R. Lavina (2020)
Lee Pappas (2020)
VACANCY (2020)
Jonathan Daisy, Coordinator

Municipal Affordable Housing Trust

Michael Kopczynski (2021) Chair
Constantine Papanastassiou (2021)
Cynthia Perkins (2020)
Laura Spear (2021)
Cortni Frecha, Selectmen

Open Space Committee

Vincent J. Antil (2022)
Gregory Jackson (2020)
Ben Mast (2020)
William H. Maxfield (2022)
Robert T. Wilber (2021)
VACANCY (2020)
VACANCY (2021)

Police Officers –Full-time

Ralph Marino, chief
Darren J. Thraen, Sgt.
Michael J. Sallese, Det. Sgt.
Sean M. Collins, Prosecutor
Luke Dezago
Cassandra Ela, Det.
Christopher Kusz
David J. Goguen
Robert Nelson

Police Officers - Special

Jonathan Butler
John Connors
John Fantasia
Lee Heron
Richard Manley
Brandon Murphy
Gary Murphy
Michael Smith
Darlene Trefry
Mark Trefry

Police Matrons/Prisoner Watch

Deborah L. Richardson
Darlene D. Trefry

Public Safety Dispatchers

Jonathan Butler
John Fantasia
Brandon Murphy
Darlene D. Trefry

Recreation Commission

Samantha Altieri
Eric Bachtell
Michael Busch, Chair
Dan Nicholson
Eric Sullivan
Laura Greenough, Director

Registrars of Voters

Nancy Arsenault (2021)
Deborah Seith (2022)
Robert Walrath (2020)
Linda E. Hathaway, Clerk Ex Officio

SpringFest Organizing Committee

Samantha Altieri (2021)
Maura Hyland (2020)
Sherry Jusseume (2020)

Sara Salamone (2020)
VACANCY (2021)

Trustees, Hale High School Fund

Linda E. Hathaway
Kathleen Pavelchek
Laura Reiner
Jeffrey D. Smith
VACANCY

Trustees, Randall Relief Fund

Louise E. Peacock, (2021)
Jeffrey D. Smith (2020)
Dorothy G. Sonnichsen (2022)

Trustees, Randall Town Fund

Louise E. Peacock, (2021)
Jeffrey D. Smith (2020)
Dorothy G. Sonnichsen (2022)

Trustees, Town Farm Fund

Louise E. Peacock (2021)
Jeffrey D. Smith (2020)
Dorothy Sonnichsen (2022)

Veterans' Graves Committee

Patricia Bolton
Martha Monroe
Tom Zavorski

Zoning Board of Appeals

William F. Byron, Jr. (2020)
Ernest Dodd (2022)
Bruce Fletcher (2021)
Mark Jones (2023)
VACANCY (2024)
Andrew DeMore, Assoc. (2023)
Leonard Golder, Assoc. (2023)
Ruth Kennedy Sudduth, Assoc. (2022)
VACANCIES - Associates

APPOINTMENTS BY BOARD OF HEALTH
Listed alphabetically

Animal Control Officer

Phyllis Tower

Burial Agents

John Erb

Town Clerk

Health Agent

Nashoba Associated Boards of Health

Inspector of Animals

Phyllis Tower

Medical Reserve Corp Executive Committee

Sondra Albano

Susan Burns

Philip Detsch

Merrily Evdokimoff

Tenney Spinneit

Rebecca Stadolnik

VACANCY

Public Health Nurse

Tamara Bedard

Nashoba Associated Boards of Health

APPOINTMENTS BY MODERATOR
Listed alphabetically

Ancient Documents Committee

Robert E. Walrath (2021)

Elizabeth Moseley (2020)

Dorothy Spaulding

Marilyn Zavorski

Linda Hathaway, Town Clerk

Rosemary Bawn

William Byron

Richard Eckel (2022), Chair

Peter McManus (2020)

Atli Thorarensen, (2020)

Moderators

Laura Spear, Deputy

Minuteman School District Rep.

Alice B. Deluca (2020)

Finance Committee

Erica Benedick (2022)

Christopher C. Buck (2021)

APPOINTMENT BY TOWN CLERK

Assistant Town Clerk

Deborah Seith

APPOINTMENTS BY TREASURER COLLECTOR
Listed alphabetically

Assistant Treasurer-Collector
Lani Criasia

Payroll Coordinator
Donna Kunst

Deputy Collector & Special Constable
Frederick J. Kelley, Jr.

JOINT APPOINTMENTS
Listed alphabetically

Capital Planning Committee
David P. Arsenault (2021) - Moderator
Ed DeLuca (2022) - Moderator
Stephen F. Jelinek (2020) – Moderator
James Salvie (2021) - Selectmen
Peter McManus (2020) – Finance

Robert Larkin – Housing Authority
Erica Benedick – Finance
Vin Antil - Open Space, Chair
John Colonna-Romano – Planning

Community Preservation Committee
Michael Busch – Recreation
Roger Zimmerman – Council on Aging
Gary Yu - Assessors
Ingeborg Hegemann – Conservation
Andrew Crosby – Historical

Nashoba Regional School District
Audit Committee, Stow
Representative
(Joint appointment by Finance
Committee. and Board of Selectmen)
Mark Jones

ADMINISTRATION

BOARD OF SELECTMEN

As a volunteer board, the Selectmen continue to strive to implement the will of the residents of Stow. Through the process of Town Meeting and dedication of volunteer government, this Board strives to proffer transparency, engagement, and respectful debate. As we provide this summary of the efforts and results of the past year, we would like thank the Town Administrator and the staff of the Selectmen's Office.

On May 15th the Board reorganized, reelecting James Salvie to serve as Chairman for the ensuing year, and Cortni Frecha to serve as Clerk. Brian Burke, Donald Hawkes and Thomas Ryan comprised the remaining members of the five-person Board. Later in the year at their December meeting, Donald Hawkes announced his resignation, effective December 31, 2019. The Board dealt with a variety of issues as the year began. The Selectmen began work on a Pilot Transportation Grant that would set up a system for transporting residents from one common location to and from the South Acton MBTA station. During this year, the Selectmen followed the progress of the new Town Center Park and attended its opening.

The Selectmen often worked closely with other departments, boards, committees and commissions. They appointed a Selectman to serve as liaison to the Lower Village Working Group and worked closely with the Planning Board to aid with the progress and completion of the Lower Village Roadway project. The Selectmen were updated by the Board of Health regarding the EEE Virus, Lake Boon water testing and the issue of PFAS in the Town's water.

The Board executed several Inter-Municipal Agreements including one for Regional Housing Consultant Services and one for Animal Control Services. They coordinated with the Gleasondale Neighborhood Steering Committee on items such as the development of trails on the Kane property and the establishment of a Historic District in the Gleasondale section of town. They executed a deed for a donation of land from J. Melone and Sons, coordinated by the Conservation Department, and signed a Conservation Restriction with the Conservation Department for the Kunelius Property. They continue to monitor developments on the Eversource Transmission Line Construction Project from Sudbury to Hudson with a small portion of the project running through the southwest corner of Stow.

In March, the Board was updated by the Nashoba Regional School District Superintendent of Schools, including budget projections and progress with the submission of a letter of intent to the Massachusetts School Building Authority (MSBA) in relation to Nashoba Regional High School. The Board followed the progress as Minuteman High School finished construction and opened its new facility.

As part of its charge the Selectmen were called upon to establish the Randall Library Building Renovation Committee and to dissolve the Cable License Advisory Committee. Due to the retirement of several long-time employees, the Board appointed a new Chief of Police, Superintendent of Streets and Treasurer. The Board issued Certificates of Appreciation to several residents/committee members as they left the positions they were serving. On behalf of the Town, they accepted various gifts that had been donated. The Board approved annual licensing

fees and issued 18 one-day liquor licenses. They issued numerous permits for events such as Run for the Kids, the Stow Gobbler, Annual Town Clean Up Day, the Annual Tree Lighting Ceremony and more. The individual Selectmen continue to serve as members of other committees, liaisons to various groups and in other important roles.

In the spring, the Board approved the placement of two debt exclusion articles and ballot questions to appear on the 2019 Annual Town Meeting Warrant. Those were to fund a new fire truck and a new HVAC system at Town Building. In October the need for a mid-November Special Town Meeting was made apparent by unexpected expenses relating to a major, unexpected malfunction that rendered the elevator at Town Building inoperable. In addition, but relating to the elevator problem, were expenses associated with an environmental cleanup of surrounding hydraulic oil that escaped from the elevator shaft. By the end of the year, it was determined that the Town would be required to pay for the elevator repair, but the Town's insurer would pay all expenses associated with the environmental cleanup.

Near the end of the year, the Board began discussions regarding the procedure for the selection process for the municipality's next Town Administrator. After lengthy discussion, the Board established a policy regarding the use of alcohol on town property.

The Board greatly appreciates Town Administrator Bill Wrigley's diligent and successful efforts in keeping the Town's cash reserves in such a strong position, and maintaining its strong fiscal standing.

Stow is fortunate to have extraordinary residents who freely share their time and knowledge while volunteering for our town. The Town could not function without them. Thank you to all Town officials, Town boards and committees, department heads, Town employees, and resident volunteers who help to innovate, guide, preserve, and protect our valuable Town resources. The Selectmen continue to strive to do their best for the benefit of the taxpayers and residents of Stow.

Respectfully submitted,
James H. Salvie, Chair
Brian P. Burke
Thomas E. Ryan III

Cortni Frecha, Clerk
Donald P. Hawkes

Maureen McKeon, Administrative Assistant
Phoebe Haberkorn, Office Assistant

TOWN ADMINISTRATOR

By charter, the Town Administrator serves as Stow's chief administrative officer. In this capacity, the Town Administrator manages the day-to-day operations of the Town, functioning as its chief budget officer, chief procurement officer, chief personnel officer and its employee union contract negotiator, compliance officer and grievance hearing officer. In addition, the Town Administrator serves as sexual harassment officer. Throughout the year 2019, the Town Administrator was actively engaged in managing significant matters in all of these administrative areas.

As chief budget officer, the Town Administrator offered a balanced budget for FY-20 to the voters. The voted FY-20 budget of \$32,721,011 fell well within the statutory tax levy limits of proposition two and one-half.

The voted FY-20 budget has left the Town with a significant amount of unused levy capacity in the sum of approximately \$2,145,262. Unused levy capacity represents the amount of additional taxes that could be voted or appropriated to fund the annual Town budget, if necessary, while remaining within the statutory limits of proposition two and one-half. In other words, this is the amount of additional tax appropriation that could be raised without triggering the need for a proposition two and one-half general override.

Contained in the voted FY-20 budget of \$32,721,010 were several significant numbers.

The general municipal budget which contains all departmental wages and operational expenses, together with town-wide expenses (e.g. property and casualty insurance and employee healthcare insurance and retirement benefits) totaled \$7,057,356. This represents only a 2.54% increase above the FY-19 municipal budget.

The FY-20 Nashoba Regional School District assessment of \$17,889,278 represents an actual decrease of .13% compared to the FY-19 assessment. And the FY-20 Minuteman Regional School District assessment of \$881,595 represents a 21.2% increase above FY-19. It is important to note that the estimated upcoming FY-21 Minuteman Regional School assessment is expected to be 50% higher than the current FY-20 assessment.

The annual debt payment contained in the FY-20 budget is \$2,627,933 representing an 8.4% increase above the FY-19 budget amount. It is important to note that in FY-20 a significant bond note included in the Town's total annual debt payment will be retired. The Hale School construction project will be paid off in FY-20 thus reducing the Town's total annual debt payment by \$744,494 in FY-21. After off-setting the annual state MSBA project reimbursement amount of \$542,576, the net annual debt budget impact will be a savings of \$201,918.

However, in FY-21, the Town's portion of its annual Minuteman assessment attributable to the new high school debt will exceed the \$201,918 savings from the FY-20 retired Hale School debt.

The FY-20 capital budget of \$1,839,810 represents an increase of 322% compared to the FY-19 capital budget. The single largest capital project expenditure contained in the FY-20 capital budget is the additional money needed to complete the Lower Village roadway improvement project.

As it relates to revenues, in the fall of 2019, as occurs each year, the Town's free cash account was certified by DOR. The amount certified is in the amount of \$2,897,441 which represents a 5.9% increase compared to the previous year's certified free cash amount. Free cash is certified on an annual basis by DOR and serves as an unreserved revenue source that is available on an as needed basis, through Town Meeting appropriation, to fund any needed expense during the fiscal year in which it has been certified. Typically, free cash is utilized to fund most of the Town's annual non-debt capital appropriations, including heavy equipment and other rolling stock purchases; facilities and infrastructure improvements; and to fund the Town's OPEB Trust account.

Since DOR certified the Town's Free Cash last October, a total of \$349,837 has been appropriated for use in FY-20.

Combining the current amount of certified free cash of \$2,547,604 with an estimated stabilization fund balance of \$500,000, the Town's stored assets currently total \$3,047,504. Essentially, these two unreserved fund accounts serve as the Town's savings and investment accounts. For the last several years, on an annual basis, we have been fortunate to be able to maintain a reasonably sufficient stored asset balance representing between 5% and 10% of total annual expenditures. In part, our healthy stored asset balance contributes to sustaining the Town's AAA bond rating.

Looking ahead to FY-21, I to hope recommend a level services budget that is as close to level funding as possible compared to the current FY-20 budget. In large part, success in achieving a level funded budget will be dependent upon the amounts of the two school department budgets, as well as the annual debt payment and capital projects budgets all of which are not under the control of the Town Administrator.

In general, Stow's annual operating budget is constrained by structural impediments on the revenue side. Town functions are funded relying on an increasingly undiversified revenue base which makes it difficult each year to balance operating budgets within the statutory limits of proposition two and one-half. Most burdensome of these revenue source impediments is the Town's increasing dependence over the last two decades on property taxes as its only significant source of annual recurring budget revenues. Taxes, as a revenue source, currently provide approximately 92% of the Town's total annual recurring revenues.

Our annual municipal state aid revenues, on average, provide only approximately 2 or 3% of our total annual recurring revenues, and our local receipt revenues are averaging just 6% of our total annual recurring revenues. Further, our annual state aid and local receipts revenue percentage contributions to the budget have remained essentially flat for the last decade. Finally, there have been no new impactful annually recurring local revenue sources added to the budget equation in at least 25 years.

This undiversified, and to some degree un-expanding, revenue problem is compounded by the fact that our current tax base is almost completely residential. Currently, approximately 91% of the Town's total tax base is residential. And this percentage has increased incrementally since the 1990s, when residential taxes represented 88% of the total tax base. Hence, only approximately 6.5% of Stow's current total tax base is classified as commercial or industrial. The remaining 2.5% of the total tax base is classified as personal taxes.

Besides budget, fiscal and personnel management responsibilities, the Town Administrator is directly responsible for controlling and managing the legal budget, which consists primarily of attorney services provided by our Town Counsels as well as working with our insurance attorneys on various Town legal matters.

Currently there are several on-going court appeals of ZBA decisions. Most notably among these is a case involving the Collings Foundation. I expect some or all of these cases will continue into next year.

In 2019, as is the case every year, the Town Administrator has been involved on a day to day basis managing a wide variety of personnel issues. The Town Administrator is regularly involved in matters related to employee pay, benefits, and performance. Also, as the Town's labor union contract negotiator, the Town Administrator is responsible for conducting union contract negotiations, deciding issues related to union contract compliance, and conducting union grievance appeal hearings.

In this capacity, it is important that the town administrator maintain a close and effective working relationship with our fire, police, and dispatch unions. For over 27 years, the Town's employee unions and town administrator have successfully negotiated labor agreements without once reaching an impasse resulting in an arbitration filing. This cooperative track record is a tribute to the good faith intentions and efforts of both our union employees and of management.

In addition to the specific management responsibilities detailed above, the Town Administrator is engaged in regularly attending to a wide range of matters critical to ensuring the efficient and effective day-to-day operations of the Town. In performing these duties, the Town Administrator works directly with departmental staff and many Town boards and committees on a frequent basis. Finally, in the normal course of performing the required due diligence affecting most aspects of Town business, the Town Administrator routinely works directly with state and federal agencies and officials, individual constituents, and various community groups.

Respectfully submitted,

William Wrigley
Town Administrator

Maureen McKeon, Administrative Assistant
Phoebe Haberkorn, Office Assistant

PLANNING BOARD

The Planning Board, a five-member elected board with one appointed associate voting member, has specific statutory requirements. The Board reviews and approves the division of land under the State Subdivision Control Law (MGL c. 41) and the Stow Subdivision Rules and Regulations; serves as a Special Permit granting authority under the State Zoning Act and the Stow Zoning Bylaw; guides the process of Zoning Bylaw amendments under the State Zoning Act (MGL c. 40A); and adopts a Master Plan that is designed to provide a basis for decision making regarding the long-term physical development of the town (MGL c.41).

By statute, the Board is charged with the responsibility of protecting the health, safety and welfare of Stow's residents. Guided by the Massachusetts General Laws, the Stow Zoning Bylaw, the 2010 Stow Master Plan, and citizens' comments and concerns, the Board strives to preserve and enhance the integrity of Stow's character through the use of these regulatory tools, while safeguarding property owners' rights. We recommend and specify changes to zoning bylaws, rules and regulations and development proposals to achieve these goals. Board members and staff strive to work with both applicants and residents to help shape projects so as to positively affect the impact to the community.

Organization

At the annual election, John Colonna-Romano was elected to a 5-year term, filling Ernest Dodd's vacancy. We are pleased that John Colonna-Romano chose to serve the Town as a Planning Board member, as he has been a tremendous asset to the Board. The Planning Board further extends their deep appreciation to Ernest Dodd, for his fifteen years of contribution to the work of the Planning Board.

Following the election, the Board appointed Lori Clark to serve as Chair, and Karen Kelleher as Vice Chair. John Colonna-Romano and Jesse Steadman were designated to endorse ANR Plans (Subdivision Approval Not Required).

Megan Birch-McMichael was appointed as the Voting Associate Member. Although we encourage Associate members to partake in discussions regarding all matters before the Board, the Associate Member's voting power is limited to Special Permit applications in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the Board during the Special Permit process.

Mark Jones was appointed as Non-Voting Associate Member.

The Board also appointed representatives to various Committees:

- Community Preservation Committee: John Colonna-Romano
- Liaison to Metropolitan Area Planning Council (MAPC): Jesse Steadman
- Representative to Minuteman Advisory Group on Interlocal Coordination (MAGIC): Jesse Steadman
- Liaison to Zoning Board of Appeals: Mark Jones
- Liaison to Gleasondale Neighborhood Area Sub-Committee: Margaret Costello
- Liaison to Lower Village Revitalization Subcommittee: Megan Birch-McMichael

In addition to providing administrative and planning support to the Board, the Planning Department also fills a variety of community development roles. The Planning Department provides staff support to the Lower Village Revitalization Subcommittee, Gleasondale Historic District Subcommittee, Economic Development and Industrial Commission, Complete Streets Committee, as well as working closely with the Town's Regional Housing Services consultants to maintain the Town's supply of affordable housing units through the Department of Housing and Community Development's Subsidized Housing Inventory. Planning Department staff assist various Departments, Boards and Committees on issues of transportation and land use policy; and participate in land use staff meetings which continue to be valuable in coordinating and streamlining the permitting process for larger development proposals, planning efforts and bylaw updates.

Development Activity:

The Board reviewed, received and/or considered 1 Subdivision Plan

- A 7 Lot Definitive Subdivision and Erosion Control Special Permit and Site Plan Approval, at Hallocks Point Road – **Approved**

The Board considered nine (9) Special Permit/Site Plan Approval Applications and one (1) Earth Removal Permit Application:

- Minor Modification to Wireless Communication Facility Site Plan Approval at 353 Great Road to allow Sprint Spectrum, LP equipment upgrades – **Approved**
- Special Permit and Site Plan Approval for Screened Storage, Athens Lane – **Withdrawn**
- Minor Modification to Active Adult Neighborhood Special Permit, Erosion control and Exterior Lighting Special Permit and Site Plan Approval at Regency at Stow off Boxboro Road, for the purpose of altering the timing of the provision of an approved Local Action Unit Application from the Department of Housing and Community Development – **Approved**
- Minor Modification to Active Adult Neighborhood Special Permit at Arbor Glen Condominiums for the purpose of paving guest parking area and access drive to wastewater treatment facility – **Approved**
- Minor Modification to Active Adult Neighborhood Special Permit, Erosion Control and Exterior Lighting Special Permit and Site Plan Approval at Regency at Stow off Boxboro Road, for the purpose of increasing outdoor patio at the proposed clubhouse – **Approved**
- Special Permit and Site Plan Approval for an Accessory Apartment, 44A Hudson Road – **Approved**
- Erosion Control Special Permit and Site Plan Approval, Town Center Park, 323 Great Road – **Approved**
- Modification of Springbrook Farm Definitive Subdivision Plan, Apple Blossom Way – **Approved**
- Minor Modification to Wireless Communication Facility Site Plan Approval at 501 Gleasondale Road to allow Sprint Spectrum, LP equipment upgrades – **Approved**
- Erosion Control Special Permit, Collings Foundation – **Currently Under Review**

The Board endorsed 3 Subdivision Approval Not Required (ANR) Plans

- 158 Walcott Street- Lot Line Adjustment
- 79 Edgehill Road- Lot Line Adjustment
- 144 Red Acre Road- Creation of one buildable lot such that the parcel is divided in ownership between the Conservation Commission and the Stow Municipal Affordable Housing Trust.

The Board collects fees for permits according to fee schedules outlined in the various Rules and Regulations for Special Permits, Site Plan Approval and Rules and Regulations Governing the Subdivision of Land.

Permit Type	# Permits	Fee Collected
Approval Not Required Plans	3	\$250.00
Special Permit (including modifications)	10	\$2000.00
Subdivision Plans	1	\$500.00
Total		\$2750.00

With the assistance of the Board's Consulting Engineer, Susan Carter, P. E., of Places Associates, Inc., the Board reviewed plans, considered amendments and monitored ongoing construction of subdivisions and Special Permits:

- Spring Hill Estates Subdivision – Site Inspections
- Boxboro Road Active Adult Neighborhood - Site Inspections
- Jillian's Lane Subdivision – Site Inspections
- Town Center Park Erosion Control Special Permit- Peer Review
- Collings Foundation Erosion Control Special Permit – Site Inspections and Peer Review
- Joanne Drive Definitive Subdivision Plan – Peer Review
- Athens Lane Special Permit and Site Plan Approval – Peer Review
- Hallocks Point Definitive Subdivision Plan – Peer Review

Town Meeting Action - Zoning and General Bylaws

The Planning Board did not bring any Zoning Bylaw updates to a vote of Town Meeting in 2019.

Planning Efforts

Lower Village Traffic Improvement Project – The Planning Board hired Green International Affiliates, Inc. in 2019 to determine the most cost effective approach for resolving drainage

issues along the project corridor in Lower Village. Road construction finished in November of 2019, with punchlist items remaining to be completed in the spring of 2020.

Lower Village Business District Zoning – The Planning Board continued to advance the Lower Village Business District Zoning effort in 2019, drafting bylaw language, including guiding goals and concepts for review by a planning consultant with the expertise to provide technical support and architectural guidelines for the Lower Village. The planning consultant will be funded through a Community Compact Grant from the Baker Administration, as part of the Planning Board’s commitment to align planning and land use regulations.

The work could not have been possible without the Lower Village Revitalization Subcommittee’s submission of its 2019 Final Report. The report combined years of planning data with current trends and community goals to provide an updated vision for Lower Village and offer detailed recommendations for positioning Lower Village as an attractive, traditional New England village. With the report submitted, the Lower Village Revitalization Subcommittee worked with the Planning Board to update its charge to reflect a renewed effort toward finding creative solutions for public water infrastructure in Lower Village.

Complete Streets Construction Projects – In May of 2018, the Complete Streets Committee was awarded over \$265,000 in construction funding in the first application round as a Tier 3 member of the Complete Streets Program. Tier 3 communities are those that have passed a Complete Streets Policy to guide implementation of pedestrian, bike and traffic safety measures, as well as having completed an approved project Prioritization Plan. The Complete Streets was allocated an additional \$50,000 at the May 2019 Annual Town Meeting to advance the funded improvements to shovel ready status, as well as hire a resident engineer to oversee technical aspects of construction.

The two projects advanced include:

- Old Bolton Road’s intersection with Route 117 will receive a reconfiguration to improve sight lines, increase safety for cyclists through the use of a dedicated bike lane and extend sidewalks through the intersection for eventual connection with the Stow Community Park.
- The addition of two push-button, rapid flashing pedestrian lights at the intersection of Harvard Road and Route 117. The intersection marks a significant Route 117 crossing of the walkway stretching from Old Bolton Road to Town Center. The improvement will increase visibility and safety for pedestrians.

Affordable Housing - In keeping with recommendations of the 2010 Master Plan and 2016 Housing Production Plan to provide diversity in housing units to ensure that people of all abilities, income levels, and ages have appropriate housing options, staff have been working with Metrowest Collaborative Development (MWCD), a Regional Housing Services Consultant serving Stow and six other communities. Planning Staff and the Stow Municipal Affordable Housing Trust coordinated with MWCD to ensure that Stow’s Affordable Housing Inventory remains intact. MWCD helped Stow to keep track of affordable unit compliance through annual mailings to residents to ensure income compatibility and document any concerns.

In 2019, Planning staff assisted in hosting a second annual, multi-town Community Housing Fair at Pompositticut Community Center, where participants learned about affordable housing ownership and rental opportunities. Later in the summer, MWCD and Planning staff hosted a workshop titled “55+ and Looking to Downsize.” The workshop was aimed at providing older adults with knowledge and tips on how to begin the process of moving into housing that is more accessible and easier to maintain.

Gleasondale Local Historic District – In 2017, the Planning Board created a Gleasondale Historic Area Subcommittee to provide recommendations to the Planning Board on historic preservation strategies through public outreach and study of the development of historic districts, bylaw revisions, and relevant policies, for the purpose of implementing goals and action steps in the Gleasondale Revitalization Plan and the Town’s Master Plan. Through 2019, Planning staff continued to assist the Subcommittee in developing goals for a potential Historic District and creating a survey of residents. In the fall of 2019, the Board of Selectmen formally voted to nominate a Local Historic District Study Committee, which provides members with statutory authority under Massachusetts law to draft a bylaw for Town Meeting Vote. Margaret Costello, member of the Planning Board, serves as a liaison between the Subcommittee and Planning Board.

Making Connections Transportation Pilot

The Towns of Sudbury, Bolton, Boxboro, Acton, Carlisle and Stow were awarded a Community Compact Best Practices grant by the Commonwealth of Massachusetts in spring 2019 for the purpose of creating a multijurisdictional program of on-demand transportation pilots, called *Making the Connections*. The *Making the Connections Program* is focused on connecting seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities with on-demand transportation services. The Town of Stow is working to craft an individualized pilot program that utilizes ride-hailing applications, such as Uber and Lyft, as well as Taxi companies, to augment existing Council on Aging transportation services, and specifically, to provide subsidized rides for residents at times when the Town’s service is not running. The long term purpose of the Pilot Programs is to gather community transportation needs data and disseminate that data to our Regional Transit Authorities, as a way to confirm additional transportation needs and incentivize service expansion.

Golf Course Planning Initiative

In the summer of 2019, the Planning Board hosted a workshop on the future of Stow’s residentially zoned golf courses, including Stow Acres and Butternut Farm Country Club. Participants discussed the significance of the courses to Stow’s land use and culture, providing feedback on the resources that the golf courses provide, as well as future needs of the Town that could be met in the event of their potential future development.

Bridge Reconstruction

In collaboration with other Departments and Boards, the Planning Board continued to provide feedback and guidance to MassDOT regarding the Gleasondale Bridge Replacement which reached the 75% design phase in 2019 after a Town wide Public Hearing in late summer. The Boxmill Bridge Replacement project, advanced to the 25% design phase.

Communications

We encourage residents to keep updated on the latest information on current developments and projects by visiting the Planning Board Web Page at <https://www.stow-ma.gov/planning-board>, the Planning Department Facebook Page, or stopping by the office on the third floor of the Town Building.

Thanks

None of the planning efforts would be possible without the enormous contributions of time and attention by Stow residents serving as volunteers on the boards and committees of Stow. It is a pleasure to continue working with all of you. A special thanks this year to Ernie Dodd, for his fifteen years serving on the Planning Board! The Board cannot replace the institutional knowledge and attention to detail that he brought to every project and initiative. His presence will be missed and the Planning Board wishes him well in his new role as a Zoning Board of Appeals member.

The Planning Board also extends a special thanks to our very capable and always reliable professional consultants - Susan Carter of Places Associates, Inc. and Town Counsel - Jon Witten and Barbara Huggins Carboni, of Koppelman and Paige Law firm.

The amount of work the Planning Department undertakes would never have been possible without the tireless and outstanding efforts of Town Planner Jesse Steadman, Assistant Planner/GIS Administrator Valerie Oorthuys, and Administrative Assistant Susan Ostrander, who not only work diligently for the Board, but also for other Town Boards and Committees and the general public with whom they interact on a daily basis.

Respectfully submitted,

Lori Clark, Chair
Karen Kelleher, Vice Chair
Leonard H. Golder
Margaret Costello
John Colonna-Romano

Megan Birch-McMichael, Voting Associate
Member

Mark Jones, Non-Voting Associate

Jesse Steadman, Town Planner
Valerie Oorthuys, Assistant Planner/GIS
Administrator
Susan Ostrander, Administrative Assistant

CONSERVATION COMMISSION

The Conservation Commission consists of seven members appointed by the Board of Selectmen to administer and enforce the Massachusetts Wetlands Protection Act and the Town of Stow Wetlands Protection Bylaw and associated regulations. The Commission reviews and issues permits for all proposed activities in and near wetland areas, including areas within 100 feet of wetlands and 200 feet of ponds and streams. As the Town's largest landowner, the Commission is also responsible for management of approximately 1,600 acres of Town Conservation Land and stewards an additional 700 acres of Conservation Restrictions on private land in Stow. The Commission works closely with the Stow Open Space Committee and the nonprofit Stow Conservation Trust to protect high priority lands identified in the 2016 Stow Open Space and Recreation Plan. It also oversees the town's Conservation Fund, which helps fund land acquisition and land stewardship.

The Commission's work is supported by a full-time Conservation Coordinator, part-time Conservation Assistant, and part-time Conservation Land Steward. In addition to the regular members of the Commission, several associate members help with special projects and help manage Stow's Community Gardens.

Town Center Park

This year saw the completion and grand opening of Town Center Park – a collaborative effort of the Recreation Commission, Conservation Commission, Open Space Committee, and Stow Conservation Trust to create a park with a fully accessible walking trail on town-owned land at Minister's Pond in Stow's geographic center. The park was designed to meet a need for accessible outdoor activities for seniors and families in the center of Stow. The project received \$275,000 in Community Preservation Funds at the May 2017 Town Meeting. During 2019, the Conservation Department and Recreation Department worked collaboratively to oversee construction of the park (completed by JAM Landscaping) and held a Grand Opening on a beautiful day in October, with hundreds of residents in attendance enjoying music, refreshments and beautiful views. We hope that residents will use and enjoy the park for many years to come.



Land Acquisition and Protection

After completing six acquisitions in 2018, this year was comparatively quiet on the land acquisition front, with completion of a one-acre addition to Stow Town Forest along Elizabeth Brook, a gift from the Melone family. We thank them for the gift. The Commission also conveyed a conservation restriction on the former Kunelius property to Stow Conservation Trust, as required by the Community Preservation Act. This land will now be managed as part of Captain Sargent Conservation Area. The Commission worked with several landowners on prospective projects which are likely to come to fruition next year and beyond.

Conservation Land Management

A significant responsibility for the Commission and its staff is the management and oversight of conservation land and restrictions held by the Town. These lands help protect our air and water quality, provide important wildlife habitat, maintain the rural character and aesthetic of Stow, and offer year-round outdoor recreation and environmental education opportunities. The Conservation Department staff monitors these properties and prioritizes management and maintenance needs including boundary posting, working with neighbors to resolve encroachment issues, removing of hazardous or downed trees, reblazing trails, updating conservation land maps, and mowing of trail entrances and open fields.

This year, the Highway Department worked with us to reconstruct the Captain Sargent Parking Lot on South Acton Road and to repair the road at the Community Gardens on Tuttle Lane. Other changes on Town conservation lands include the opening of an extension of the Red Trail connecting Carver Hill to Town Forest and the construction of a deer enclosure at Marble Hill Conservation Area by Eagle Scout Dylan Gross. This will allow monitoring of the impact of white-tailed deer on the vegetation community in the area.

The Commission publishes maps of conservation trails on town land which are available in our office and on the Town website. We regularly update these maps and this year completed a comprehensive revision of the maps for Heath Hen Meadow Brook Conservation Area and Stow Town Forest to update them and make them more user-friendly.

Enforcement of conservation land regulations requires regular attention and we are grateful to the Stow Police Department which provides ongoing support in this regard, regularly patrolling our parking lots and assisting with prosecution of significant violations and vandalism issues. Several violations were successfully resolved in 2019.

An ongoing concern is encroachment onto conservation lands – including storage of equipment, and dumping of leaves and other yard waste by conservation land abutters. We continue to work to educate our neighbors and the public regarding town conservation land regulations, and encourage residents to compost yard waste on their own land. An educational flyer is available on our website for conservation land neighbors, and we published annual advertisements in the local paper reminding residents not to dump yard waste on conservation land. We also distribute

information outlining wetlands permitting and conservation land regulations to all new homeowners in Stow.

Trail users and neighbors can help us manage town conservation land by contacting our office regarding any maintenance needs, downed or hazardous trees, or other conservation land issues. The Stow Highway Department is always helpful with plowing parking lots for winter trail users and removal of large items dumped on conservation land.

Community Gardens and Agriculture

The Conservation Commission manages the Stow Community Gardens at Captain Sargent Conservation Area on Tuttle Lane, and licenses fields at Captain Sargent and Noonan Field behind the Arbor Glen development to area farmers. These farmers do a great job helping to maintain the property, and keep fields in active production.

Myong Hunt, Mary Coombs and Laura Reiner volunteered as Garden Stewards and on-the-ground managers of our Community Gardens in 2019. As a team, they did a wonderful job coordinating participants, laying out plots, educating on organic gardening, and creating a sense of community among both annual and perennial gardeners. Plots are assigned to returning gardeners and then to new gardeners on a first come, first served basis. Applications for Community Garden plots are available on our website or in our office. This year, Eagle Scout candidate Christian Eld constructed a new trail kiosk at the Community Gardens on Tuttle Lane.

After over 15 years of participating in and stewarding the Stow Community Gardens, Joyce Bunce retired as steward. In addition to stewarding, Joyce had four perennial plots and donated produce to the Stow Food Pantry. The Stow Community Gardens would not be what they are today if it was not for the help of Joyce. The Stow Conservation Commission is deeply indebted to Joyce for her years of dedication to the Stow Community Gardens.

Wetlands Permitting

The Commission's wetland permitting workload in 2019 included a total of 24 permit applications: 14 Notices of Intent, 10 Requests for Determinations of Applicability and one Emergency Permit. All projects were approved, or approved with modifications, with the exception of an application for an unpermitted retaining wall at 168 Barton Road on Lake Boon, which was denied.

This year the Commission reviewed construction issues associated with the seven-lot Hallocks Point Subdivision off Sudbury Road along Lake Boon. Hearings were also held for a variety of small residential projects including new dwellings, additions, and septic system replacements. Older approved projects required extensive construction monitoring during the year, including the ongoing development at Jillian's Lane on Walcott Street and at Regency at Stow on Boxboro Road. Both projects are nearing completion.

The Commission worked cooperatively with residents and contractors to resolve about a dozen violations of the Wetlands Protection Act of which half involved formal Enforcement Orders. The most serious of these involved excavation of a large hill on the Collings Foundation property

and construction of a significant unpermitted retaining wall in Lake Boon at 168 Barton Road. In both cases, restoration of these sites was required. Many violations involve the unauthorized cutting of trees in and near wetlands, and homeowners are advised to “check before they cut” with the Conservation Department staff to avoid potential fines and restoration costs.

As a reminder, any work within 100’ of wetlands and 200’ of streams requires a permit. This includes tree and understory clearing, pools, and other structures. Please contact the Commission to discuss your project in advance.

Collaborative Efforts, Outreach, and Long Range Planning

The Commission co-sponsored a public forum in 2019 called “The Wildlife in Our Woods” to help educate the public about wildlife conservation issues. The program focused on identification and understanding of coyotes, bobcats and foxes. The program was well-attended, and was also recorded by Stow TV and available on the Commission’s web pages. We also hosted our annual New Year’s Hike at Stow Town Forest.



The Commission has also been involved in a number of cooperative and long range planning efforts in conjunction with other town boards and departments. A representative of the Commission sits on the Complete Streets Committee. Conservation Department staff serves on the Steering Committee of the Cooperative Invasive Species Management Area – a regional invasive species management organization, the Metrowest Conservation Alliance, and the Board of Directors of the statewide Massachusetts Society of Municipal Conservation Professionals.

We have worked closely with the Planning Department on a number of issues including the design of a replacement bridge on Box Mill Road, assisting residents of Gleasondale with a trail project on town land, and a golf course study project and forum. We also worked with OARS, the nonprofit focused on water quality and recreation in the Assabet River, to sponsor a successful Town Meeting article to help fund water chestnut management along the River and to review a wastewater permit for the Town of Hudson.

Administration

Stow is very fortunate to have a Conservation Commission with active members who possess a wide range of expertise. Kathy Sferra, Jacquie Goring, and Bruce Trefry serve as staff to the Commission, juggling responsibilities in a busy office and regularly monitoring activities on conservation land. We appreciate their dedication and hard work in support of our efforts. Sferra received the “Conservation Agent of the Year” Environmental Service Award from the Massachusetts Association of Conservation Commissions at their Annual Meeting in 2019 and was the keynote speaker at their fall conference.

This year saw several changes in membership of the Commission. Associate member Nick Tepper resigned from his position and the Commission welcomed residents Dan James, Andrew Bass, and Matt Styckiewicz as new associate members. Member Nickole McGachey stepped down due to a job change and was succeeded by Andrew Bass. Jeff Saunders continued to serve as chair, and Serena Furman as Vice Chair. Cortni Frecha served as the Commission’s liaison to the Community Preservation Committee for most of the year and was succeeded in that position by Ingeborg Hegemann Clark in fall of 2019.

The Conservation Commission is seeking associate members who are interested in learning more about our work and contributing to the Commission’s efforts. If you have an interest in conservation and would like to join the Conservation Commission, please contact the office at 978-897-8615, conservation@stow-ma.gov, or attend one of our meetings. You can also learn about events and activities via the Conservation Department’s Facebook page at www.facebook.com/stowconservation.

Respectfully submitted,

Commission Members:

Jeff Saunders, Chair
Serena Furman, Vice-Chair
Ingeborg Hegemann Clark
Cortni Frecha
Sandra Grund
Andrianne Snow
Nickole McGachey (resigned 4/19)
Andrew Bass (appointed 11/19)

Associate Members:

Bruce Trefry, Land Steward
Joyce Bunce, Garden Steward (resigned 2019)
Myong Hunt, Garden Steward
Mary Coombs, Assistant Garden Steward
Laura Reiner, Assistant Garden Steward
Dan James (appointed in 2019)
Andrew Bass (appointed in 2019)
Matthew Styckiewicz (appointed 2019)
Nick Tepper (resigned 2019)

Staff:

Kathy Sferra, Conservation Coordinator
Jacquelyn Goring, Conservation Assistant
Bruce Trefry, Conservation Land Steward

BOARD OF HEALTH

As the local permitting authority responsible for the health and safety of Stow residents, the Board of Health serves the town by ensuring that our water wells, sanitation, habitation, and environment continue to meet the high standards set by those early pioneers who recognized that good health practices create positive outcomes for people and the environment.

This past year has been especially busy due to the many new environmental challenges faced by the town of Stow, including Eastern Equine Encephalitis (EEE) concerns; the presence of blue-green algae located in Lake Boon, creating a concern of toxins being released into lake; the identification of concerning levels of PFAS in the schools in Stow; the ongoing challenges facing homeowners desiring to expand the size of their homes while protecting the private drinking water of their wells and those of their neighbors; and the quality of water in Lake Boon. The Board of Health held 16 meetings during the past year.

The concerns over the EEE virus, spread by mosquitoes, was especially concerning due to the high incidence of mortality (death) and morbidity (disease) caused by the virus. There was a state-wide response by the Department of Public Health (DPH) including recommendations for curtailing evening activities, taking additional personal protection measures and aerial spraying. Communication to the community regarding spraying was challenging due to the necessity to act quickly as well as the challenge of changing weather conditions. The DPH has convened a group to work on a more coordinated plan for dealing with the EEE virus and how to improve communication with the communities, should we experience another year of increased incidence.

The presence of blue-green algae in Lake Boon in late August with the concern of the potential release of toxins necessitated the recommendation of no swimming in Lake Boon over the Labor Day week-end and beyond as per DPH recommendations when this algae is present. The delay in obtaining samples and results was a challenge. The Board of Health and the Lake Boon Commission and Association have met to develop a response plan for next year, to improve communications with residents and develop a unified response plan should this occur in the future.

PFAS is often called “the forever chemical” as it does not biodegrade. It is found primarily in the manufacture of Teflon and was previously found in foam used to fight fires, but is no longer found in this foam. The DPH has recently recommended the lowering of acceptable levels in drinking water from 70 ng/l to 20 ng/L. When tested, the schools were below the current level, but above the proposed lower level. In an abundance of caution, the Center Elementary and Hale Middle Schools immediately switched to outside water sources as well as preparing all steamed and boiled foods off site. Appropriate filtering equipment is being installed in the schools. The DPH is currently conducting testing of wells in the area, and notifying residents if there is an issue.

Additional information on all of the above issues may be found on the Board of Health web site as well as the Mass Department of Public Health web site.

The challenge of being environmentally cautious yet supporting growth in the economy of Stow is a delicate balance. Assuring the private sewers are adequate to process effluent (Title 5 Regulations) and thus protect the nearby drinking water wells and the environment while supporting growth in Stow is handled by residents requesting variances when they need exceptions made. The Board meets individually with residents and in most cases is able to develop a plan that works for the homeowner and the surrounding residents, granting variances as appropriate.

In addition to the above listed Public Health issues, the Board of Health has an ongoing commitment to providing health education to Stow residents and seeking grants for needed equipment and services. We have obtained Stop the Bleed kits for all town buildings, recreation facilities and police and fire buildings. Training in use of the kits was held in the Fall and an additional one for town residents will be held this Spring. An information table was also provided at Spring Fest. We also participated, along with Fire and Police, in a Disaster Preparedness Table Top Training Exercise with area towns to better execute our Emergency Dispensing Plan, should an emergency arise.

Stow is a member of the Nashoba Associated Boards of Health, which is a regional health district. It was established in 1931 with the express purpose of providing robust public health services to small communities. The Association consists of 16 communities (including Stow) in North Middlesex and Worcester counties. Entering into this regionalization plan enables Stow to have full time access to experts in the areas of environmental protection, public health nursing and dental screening.

Medical Reserve Corps (MRC)

In October, the MRC assisted the Nashoba Nursing Service and Board of Health at the annual seasonal flu clinic. Two hundred and six (206) people were vaccinated against the flu at this clinic. Many clinic sites were offered to Stow residents throughout the Nashoba region by the Nashoba Nursing Services with the intent to inoculate as many people as possible against the influenza virus. In addition, several MRC members attended a Stop the Bleed training. Many thanks to the MRC volunteers who stepped forward to help with these important events.

Community Health Nursing

Nashoba Community Health Nursing Program provides an essential public health service to the residents of Stow. The Nurse is available in town on the first Wednesday morning of each month at the Stow Community Center and daily by phone at 800-427-9762. The nurses provide monthly well-being clinics, screenings, and education services to all residents.

Hazardous Waste and Recycling

In July 2016 the Town became a member of the Devens Regional Household Hazardous Products Collection Center located at 9 Cook Street, Devens, MA. In 2019 eighty-three (83) residents and small businesses enjoyed the opportunity to properly dispose of their toxic waste safely and easily at the Devens Regional Household Hazardous Waste Center. Approximately 790 gallons of toxic waste were disposed of by Stow residents. Many items disposed of included leftover paints, pool chemicals, and unused cleaners. The service resulted in additional protection to our drinking water supplies.

The Center is open 20 days a year, the first Wednesday and the following Saturday of each month from 9:00 AM-1:00 PM, March to December. Informational flyers are available at the Board of Health office or on the Board of Health and Devens website at www.devenshww.com. The flyer lists items that are accepted and not accepted at the facility.

The Health Department continues to offer recycling of certain types of batteries (non-alkaline), mercury thermometers and fluorescent bulbs and sharps. Residents can call the Board of Health office to set up a drop off. There is a statewide ban on the disposal of sharps, including unopened packages of hypodermic needles and lancets in the trash. The Board of Health office provides the sharps containers for a small fee that covers the cost of the container and disposal.

Mosquito Control

The Town of Stow is a member of the Central Massachusetts Mosquito Control Project. The Control Project is committed to an Integrated Mosquito Management Program which utilizes a variety of control techniques and evaluation procedures. The goal is to provide effective and environmentally sound mosquito control, reducing mosquito annoyance and the potential for the transmission of mosquito-borne diseases.

Animal Control and Animal Inspector

The Town of Stow shares regional services for Animal Control with the town of Boxborough, providing full time access to an Animal Control Officer. In 2016, Phyllis Tower became Stow's Animal Control Officer. She divides her time between Stow, Boxborough, and Littleton. In order to reach the Animal Control Officer, residents can call the Stow Police Department. In 2019 Phyllis was appointed as Animal Inspector. The Animal Inspector conducts barn inspections, handles rabies exposures and animal quarantines.

Animal Control Officer Report

Total Calls 184

Dogs:		Cats:		Livestock Calls	
Reported Missing	9	Reported Missing	12		2
Loose	41	Loose	4	Wildlife Calls	35
Found	50	Found	4		
Barking	8	Struck/Injured	7		
Agency contacted	5	Residence Advice	7		

Animal Inspector Report

Quarantine Calls:

4 dog/person	10 day quarantine
4 dog/dog	10 day quarantine
3 dog wound of unknown origin	45 day quarantine
2 cat wound of unknown origin	45 day quarantine
2 cat/person	10 day quarantine

Barn/Livestock Inspections 95



NASHOBA ASSOCIATED BOARDS OF HEALTH

STOW ANNUAL REPORT 2019

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in **Stow**. In addition to the day to day public health work conducted for Stow we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See ***nashoba.org***)
- Nashoba assisted the Board with providing a school-located seasonal flu clinic with the Stow Medical Reserve Corps (MRC)
- Provided health education programs in collaboration with the Stow Council on Aging

We look forward to continuing our work with **Stow's Board of Health**. Included in the day to day work of Nashoba in 2019 were the following:

- Through membership in the Association, Stow benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists**
- Reviewed **44** Title 5 state mandated private Septic System Inspections for **Stow** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to **Stow** Board of Health for enforcement action.

By the **Stow** Board of Health's continued participation in the **Association** you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

TOWN OF STOW

Environmental Health Department

Environmental Information Responses

Stow Office (days).....90

The Nashoba sanitarian is available for the public at least twice a week on Tuesday and Friday mornings at the Stow Board of Health Office. This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.

Food Service Licenses & Inspections.....18

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected on an at risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Pool/Camp Inspections..... 20

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105 CMR 430.000. Semi-public swimming pools are permitted and inspected in accordance with 105 CMR 435.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations.....25

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....23

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.

Septic System Lot Tests..... 76

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications29

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews31

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to the engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications25

Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....52

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....34

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....14

Water Quality/Well Consultations.....41

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized.....26

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools

Community Health Nursing

Nashoba’s Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of the individual and the community at large (mandated by the Massachusetts Department of Public

Health).

- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psycho-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is a summary of the activities of the Community Health Nursing program.

Nashoba conducted 14 public clinics/outreach events in your community; those clinics offered your citizens blood pressure screening, flu shots and an opportunity to consult with the nurse to address questions. Programs were provided at the Council on Aging on a variety of topics.

Our staff conducted 12 health promotion/well-being/volunteer visits in your community.

We administered 206 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated.....	93
Confirmed	43

Communicable Disease Number of Cases

- | | |
|----------------------|----|
| • Anaplasmosis..... | 5 |
| • Babesiosis | 1 |
| • Campylobacter..... | 1 |
| • Hepatitis C | 1 |
| • Influenza | 34 |
| • Salmonella | 1 |

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....	280
Students Participating.....	145
Referred to Dentist.....	10

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

Number of Programs.....	13
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Permitting and Licenses

In addition to the Permitting and Inspections by the Nashoba Board of Health, the Stow Board of Health issued the following permits and licenses:

- Rubbish Hauler Permits.....7
- Stable Licenses.....23
- Dumpster Permits.....12
- Retail Tobacco Permits.....6
- Title 5 Inspection Report reviews- 98

The Board of Health office is located on the second floor of the Town Building. Please call if you would like more information on any of the services we offer, such as sharps disposal, or recycling. As always, we encourage you to call or visit if you have any questions, problems, or concerns. We can be reached by phone at 978-897-4592 or email at health@stow-ma.gov. Please visit us on the Town of Stow website at www.stow-ma.gov.

Respectfully submitted,

Stow Board of Health

Mary McDowell, Chair
Marcia B. Rising
Merrily Evdokimoff

Cynthia Colosi, Office Administrator
Justine St. John, Office Assistant
Phyllis Tower, ACO/Animal Inspector

ZONING BOARD OF APPEALS

The Zoning Board of Appeals, consisting of up to five (5) full members and six (6) associate members, is appointed by the Board of Selectmen. As authorized by MGL c.40A, the Board is responsible to hear and decide applications for special permits, variances, and appeals from decisions of the Zoning Enforcement Officer. Consistent with MGL c.40B (affordable housing), the Board is responsible to hear and decide applications for Comprehensive Permits. The Board typically meets on the first Monday of each month and is supported by a part-time Secretary.

The Board saw a change in membership in 2019 with the appointment of Leonard Golder to fill an unexpired five-year associate member term ending June 30, 2023.

One full member vacancy exists to complete an unexpired term ending on June 30 in the year 2022. Three Associate Member vacancies exist to complete unexpired terms ending on June 30 in the years 2020, 2021 and 2024.

The Board met fifteen (15) times with hearings held on twenty (20) applications for Special Permits and Variances. In addition, there are six (6) ongoing appeals of the Board's decisions.

Special Permits

- 302 Boxboro Road - Paving of gravel safety area at Minute Man Airfield - GRANTED
- 28 South Acton Road – Kennel - GRANTED

Special Permit Applications on Pre-Existing Non-Conforming Lots

- 103 Peabody Drive – Addition to an existing dwelling – GRANTED
- 208 Boxboro Road – Addition to an existing accessory building and replacement and enlargement of a pool house - GRANTED
- 23-25 Hale Road – Demolition and reconstruction of a single family dwelling and relocate shed – GRANTED
- 54 Wildwood Road - Addition to single-family dwelling – GRANTED
- 8 Shore Ave - Demolition and reconstruction of a single family dwelling – GRANTED
- 147 North Shore Ave – Garage – GRANTED
- 40 Barton Road – Garage – GRANTED
- 72 Pine Point Road – Garage – GRANTED
- 39 Red Acre Road – Replacement of deck with a 3-season porch – GRANTED
- 7 Canterbury Road – Screen porch - GRANTED

Sign Variance Application

- 117 Great Road (Stow Shopping Plaza) - Variance from the restriction on the size of a real estate sign – GRANTED

Property Line Setback Variance Applications:

- 23-25 Hale Road –Relocation of a shed – GRANTED
- 8 Shore Ave – Single family dwelling – GRANTED
- 147 North Shore Ave – Garage - DENIED
- 34 Edson Road –Family Room - GRANTED
- 72 Pine Point Road – Garage – GRANTED
- 69 Kingland Road – Addition to a single family dwelling – GRANTED
- 7 Canterbury Road – Screen porch - GRANTED

Ongoing Litigation on Decisions under Appeal

- Collings Foundation v. Stow Zoning Board of Appeals
- Kathleen Fisher v. Stow ZBA/Presti
- Presti Management Corporation v. Stow ZBA/Fisher
- Habitat for Humanity – Comprehensive Permit (Appealed by Applicant to Housing Appeals Committee)
- Stow Elderly Housing Corp. – Plantation Apartments II Comprehensive Permit (Appealed by Applicant to Housing Appeals Committee)
- Reynolds et al v. Stow Board of Appeals - Appeal of Plantation Apartments II Comprehensive Permit

Thanks

The Board extends a special thanks to our long-time member Edmund Tarnuzzer, who decided not to seek re-appointment after serving 33 years on the Board of Appeals. Previous to his service on the Board of Appeals, he served 8 years on the Planning Board. He also served on the Electric Energy Study Committee and Stow Municipal Electric Department. His institutional knowledge has been invaluable to the Board of Appeals. He served as chairman of the Board for many years, leading each meeting in a professional, fair and equitable manner by giving applicants, Board members, and abutters the opportunity to voice their opinions, ideas and concerns. He always took on the role of drafting decisions taking into consideration the intent of the Zoning Bylaw, property owner rights, and impacts to abutting properties.

We wish Ed the best in his retirement.

Respectfully submitted,

Mark Jones, Chair
William Byron
Bruce E. Fletcher
Ernest E. Dodd

Andrew DeMore, Associate
Ruth Kennedy Sudduth, Associate
Leonard H. Golder, Associate

TOWN SERVICES

AGRICULTURAL COMMISSION

The Stow Agricultural Commission is charged with maintaining the viability of agriculture in Stow. This includes advising other Town boards on matters pertaining to agriculture, resolving conflicts between agricultural and residential uses, and promoting agriculture in town. The Agricultural Commission has a website, StowAgCom.org, which provides notices of agricultural events and conditions. The site can also be reached through the Town website.

Residents are reminded that Stow has a right-to-farm bylaw, which reiterates State laws in our Town bylaws. As part of this bylaw, we provide a notification form for use in transfers of property that lets people know that farms are active in Stow. The notification form should be filed with the Selectmen's office before the transfer of property is completed. The form can be downloaded from StowAgCom.org or through the Town website.

Respectfully submitted,

Liz Painter
Kathy Steege
Elena Colman

BUILDING DEPARTMENT

The Building Department issued a total of 281 Building Permits in 2019. It was a very busy year with Toll Brothers finishing the final 35 Units in the Active Adult Neighborhood off of Boxboro Road and the major construction contract for HVAC replacement in the Town Building. Doug Hyde, our Assistant Facilities Manager/Local Building Inspector, has continued with oversight of the Town buildings and the bulk of the building inspections. Our inspections included commercial expansions, new homes, kitchen and bath remodeling, home additions, roofing, siding, wood/pellet stoves and annual inspections of schools, restaurants, golf clubs & day care facilities. We continued to attend training seminars on the IRC & ICC/MA building codes and energy codes which continue to evolve with new codes and amendments. In addition to the duties as Building Inspectors, we are also in charge of operation & maintenance of the following municipal properties: Town Building, Town Hall, West School, Crescent Street Garage, Old Crescent Street Fire Station and the Pompo Fire Station/Community Center. We also assist the Police Department and the Library Trustees with building improvement projects at their respective buildings. We have maintained the Town Buildings as follows:

Town Hall

The Town Hall Restoration Committee that was formed in 2018 continued its work evaluating preliminary designs presented by the architect. Doug Hyde is the Chair. In addition, annual maintenance of the oil burners was completed as well as annual testing of the smoke detectors and fire alarm notification system. Custodial services are provided by the Building Department.

Town Office Building

Construction bids were received in June for the replacement HVAC Systems. Construction began in August and as of December the project was 90% complete and operational. The buildout of 4 offices at the lower level was completed. In October the elevator was taken out of service due to an underground hydraulic fluid leak. Repair funds were approved at the November 18, 2019 Special Town Meeting. Repair is expected to be completed in early 2020. Also in October, PFAS was found in the public water supply well, so funds for treating PFAS, manganese and PH control were approved at the November 18, 2019 Special Town Meeting. Design for treatment will begin in Spring of 2020. Annual inspections were completed for the elevator, smoke alarm system and the sprinkler system. Custodial services are provided by the Building Department.

West School & Crescent Street Garage Building

These buildings were checked periodically for security.

Old Crescent Street Fire Station (Cemetery Department)

The building continues as the office and equipment storage space for the Cemetery Department. A temporary gas furnace supplies heat to the equipment storage area and shop. The office and second floor bunk rooms (used as needed for Highway Dept. snow plow drivers) are heated by a high efficiency gas condensing boiler with inverter heat pump installed in December.

Randall Memorial Library

We provide assistance to the Director and the Library Trustees for any building issues that may develop. Custodial services are provided by the Building Department.

Police Station

We provide assistance to the Police Department for any building issues that may develop. Custodial services are provided by the Building Department.

Pompositticut Fire Station/Community Center

This building has been open and well used for 3 years. In addition to the daily COA and Recreation activities in the building, as of spring 2019 the Recreation Department is scheduling all room rentals. The building utility costs are paid through the Building Department. We also provide building and equipment assistance to the Fire Department. Custodian services, snow removal and operation and maintenance of building systems are provided by the Building Department.

In summary, I want to thank all the Town departments for their support and assistance. Many thanks to Doug Hyde and Administrative Assistant Courtney Poulson for their dedicated service in the Building Department.

Respectfully submitted,

Craig D. Martin, P.E.
Building Commissioner/
Facilities Manager

Doug Hyde
Assistant Facilities Manager/
Local Building Inspector

Courtney Poulson
Administrative Assistant

Inspectors

Robert Norton, Wiring Inspector
Charles Weeks, Deputy Wiring Inspector
Michael Norton, Deputy Wiring Inspector
Adam Sahlberg, Plumbing & Gas Inspector
Robert Smith, Deputy Plumbing & Gas Inspector

#	INSPECTIONS
612	Building
275	Electrical
153	Plumbing
132	Gas
1172	TOTAL

BUILDING PERMITS ISSUED IN 2019		
NUMBER of Permits	Type of Construction	Construction Value
6	Additions	\$984,715.00
9	Basements/Attics	\$295,619.00
1	Cell Tower Antenna	\$25,000.00
5	Commercial	\$758,548.00
30	Decks/Porches	\$573,048.12
3	Demo	\$18,500.08
2	Demo / Re-Build House	\$895,324.00
11	Insulation	\$103,168.00
23	Kitchen & Bath	\$602,038.00
3	Municipal	\$956,779.35
2	New Dwellings	\$569,428.00
5	Pools	\$261,723.00
15	Renovations	\$487,897.00
6	Repairs	\$192,864.00
57	Roofs	\$840,497.00
16	Sheds/Barns	\$400,910.41
9	Sheet Metal	\$99,000.00
4	Solar	\$111,965.00
3	Strucutal	\$23,450.00
7	Tents	\$0.00
1	Voided Permit	\$0.00
49	Windows, Siding & Doors	\$762,124.00
14	Woodstoves	\$53,288.00
281		\$9,015,885.96

TOTAL PERMITS & CERTIFCATES ISSUED IN 2019		
#	Permits & Certificates	Fees Collected
281	Building Permits	\$79,575.56
214	Electrical Permits	\$16,390.00
120	Plumbing Permits	\$8,800.00
118	Gas Permits	\$7,590.00
33	Signs/Banners	\$893.20
3	Trench Permits	\$150.00
12	Annual Certificates	\$400.00
781	TOTAL PERMITS	\$113,798.76

CEMETERY COMMITTEE

The Cemetery Committee, which reports to the Board of Selectmen, is composed of three members, each serving a three year term. The Committee oversees the management and upkeep of the Town's cemeteries.

The three cemeteries in Stow are Hillside Cemetery on Crescent Street, Lower Village Cemetery on Great Road and Pompositticut Street, and Brookside Cemetery on Gleasondale Road and Box Mill Road. All 15 acres are maintained by the Superintendent and with assistance from the crew of the Highway Department.

Assessment of the nine acre Derby parcel has continued. We have determined to proceed with a six- foot pathway surrounding the 9 acres and having access overlooking both Pot Ash and Elizabeth Brook waterways. We will be looking into putting together conceptual drawings for the future layout of roadways, burial plots and other possible options.

The Committee members and the maintenance crew want to thank both the Historical and Ancient Documents Committees for the countless hours they have spent organizing documentations.

We would also like to thank the Board of Selectmen, the Town Administrator and all the townspeople who supported us during the past year. We also thank the Council On Aging for allowing us to bring forth the open discussion with family members on burial information.

In the year of 2019 we performed 18 burials and had 50 inquiries about genealogy, general plots and burial information. We look forward to serving in any way we can, and we continue to prepare for the future needs of the cemeteries and the community as well.

Respectfully submitted,

Kenney Banks
Glenn Hammill, Chair
Chet Jacobs

Robb *GH* Gledhill, Superintendent

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA), MGL c. 44B, was enacted into legislation on September 14, 2000. Under this legislation, municipalities may opt to participate by adopting a property tax surcharge to create a locally-controlled Community Preservation Fund administered by a Community Preservation Committee (CPC). The state provides matching funds based on the percentage of surcharge adopted and the number of communities participating statewide. The Community Preservation Fund can be used to fund projects related to the acquisition and preservation of open space/recreation, the creation and support of affordable/community housing, and the acquisition and preservation of historic buildings, landscapes and documents. Stow voters accepted the provisions of the CPA in May 2001.

The fiscal year ending June 30, 2019 was the eighteenth year of collections and state matching grants in Stow. In November of 2019 Stow was awarded \$134,657 - a 21.6 percent match. Stow has received over \$4.4 million in matching state funds over the past 18 years. Community Preservation funds are deposited in a locally controlled, interest-bearing account. All projects recommended by the CPC must first be approved by Town Meeting before expenditures can be made from Stow's Community Preservation Fund. The CPC carefully reviews each project before bringing it to Town Meeting to determine whether or not it is eligible for CPA funding, assesses the feasibility of completion, and evaluates whether it might be possible to leverage other funds to make each project the best possible investment of the Town's funds.

At the Annual Town Meeting (5/6/19) there were no warrant articles for Community Preservation projects, however, we did set aside Community Preservation administrative funds (\$40,000) and allocated for Community Preservation annual reserves required under the Community Preservation Act: Historic Preservation (\$100,000), Open Space and Recreation (\$100,000), and Affordable Housing (\$100,000). An additional adjustment was also needed (\$4,350) for each of the three reserve accounts.

Gary Yu filled the vacant seat for the Assessors' Office on June 5, 2019.

The Community Preservation Committee consists of the following members:

John Colonna-Romano	Planning Board
Vin Antil, Chair	Open Space Committee
Mike Busch	Recreation Commission
Bill Byron	Council on Aging
Gary Yu	Assessors' Office
Andy Crosby	Historical Commission
Cortni Frecha, Vice Chair	Conservation Commission
Bob Larkin	Housing Authority
Atli Thorarensen	Finance Committee
Krista Bracci	CPC Administrator

Approved Stow CPA Projects 2001 to Present	Approved Project Amount	Final Project Cost
Totals for Open Space/Recreation	\$ 5,168,975.00	\$ 4,887,051.30
Conservation Comm Acquisition of Open Space	\$ 50,000.00	\$ 50,000.00
Con Comm Additional Open Space Funds	\$ 50,000.00	In progress
Funds spent thus far \$6,656.64		
Hale Woodlands	\$ 35,000.00	\$ 35,000.00
Lake Boon Preservation Project	\$ 77,000.00	\$ 33,299.89
Assabet Rail Trail Easement	\$ 227,000.00	\$ 135,949.50
Moseley APR	\$ 23,600.00	\$ 23,600.00
Maple Street CR for SCT	\$ 80,000.00	\$ 75,000.00
Snow Property Acquisition	\$ 673,000.00	\$ 658,899.46
Stow Community Park Construction	\$ 1,000,000.00	\$ 999,595.93
Design Plan for Track Road Rail Trail	\$ 46,000.00	In progress
Funds spent thus far \$0.00		
Fitzpatrick Property Acquisition	\$ 95,000.00	\$ 89,676.19
Design Funds for Pine Bluffs	\$ 40,000.00	\$ 39,730.50
<i>Project complete (not closed yet)</i>		
Additional Funds for Pine Bluffs	\$ 39,500.00	\$ 39,500.00
Creation of Rec Facilities at Pine Bluffs	\$ 242,000.00	\$ 242,000.00
Tuttle Lane Land Acquisition	\$ 140,000.00	\$ 140,000.00
Invasive Species Mapping and Control	\$ 25,000.00	In progress
Funds spent thus far \$17,975.60		
Purchase of Boon Road APR	\$ 140,000.00	\$ 140,000.00
Creation of 323 Community Park	\$ 275,000.00	\$ 275,000.00
Carver Hill Conservation Restriction	\$ 1,400,000.00	\$ 1,400,000.00
Small Farm Conservation restriction	\$ 275,000.00	\$ 275,000.00
Final Phase of work at Pine Bluffs	\$ 20,000.00	\$ 19,889.21
<i>Project complete (not closed yet)</i>		
Purchase of the Kunelius Property	\$ 215,875.00	\$ 214,910.81
<i>Project complete (not closed yet)</i>		
Totals for Historical	\$ 1,142,419.00	\$ 772,211.47
West School Parking/Access	\$ 20,000.00	In progress
Funds spent thus far \$6,932.66		
Blacksmith Shop	\$ 929.00	\$ 745.00
Lower Village Cemetery Wall Restoration	\$ 9,990.00	\$ 9,918.28
Lower Village Cemetery Wall Restoration #2	\$ 19,500.00	\$ 14,199.08

Lower Village Cemetery Wall Restoration #3	\$ 20,000.00	\$ 17,500.00
Rehab Monuments & Headstones	\$ 48,000.00	\$ 46,300.00
Historic Document Preservation Project	\$ 100,000.00	\$ 100,000.00
Town wide Inventory of Historic Properties	\$ 50,000.00	\$ 50,000.00
Historic Document Preservation , Phase II	\$ 85,000.00	In progress
Funds spent thus far \$0.00		
Brookside / Hillside Cemetery Wall Restoration	\$ 60,000.00	\$ 56,000.00
Design Funds for Randall Library (5/14)	\$ 25,000.00	\$ 25,000.00
Additional Design Funds for the Library (5/16)	\$ 25,000.00	\$ 19,755.11
Library 2nd Floor Restoration	\$ 380,000.00	\$ 380,000.00
Mapping of Lower Village/Hillside Cemeteries	\$ 24,000.00	\$ 24,000.00
Additional Funds for Cemetery Mapping	\$ 5,000.00	In progress
Funds spent thus far \$207.00		
Town Hall Roof Repair	\$ 30,000.00	\$ 28,794.00
Stow Town Hall Improvements	\$ 175,000.00	In progress
Funds spent thus far \$67,573.44		
Additional Funds for Library Restoration	\$ 65,000.00	In progress
Funds spent thus far \$20,666.15		
Totals for Affordable/Community Housing	\$ 2,927,200.00	\$ 356,163.00
Pilot Grove Perpetual Deed Restrictions	\$ 350,000.00	\$ 350,000.00
Purchase Perpetual Deed Restriction	\$ 250,000.00	In progress
Funds spent thus far \$0.00		
Consultant SMAHT	\$ 7,200.00	\$ 6,163.00
Affordability Safeguard Program	\$ 220,000.00	In progress
Funds spent thus far \$0.00		
Affordability Safeguard Program Extension	\$ 200,000.00	In progress
Funds spent thus far \$0.00		
Habitat for Humanity Units	\$ 150,000.00	In progress
Funds spent thus far \$0.00		
Pilot Grove and Plantation Expansions	\$ 1,750,000.00	In progress
Pilot Grove is complete \$825,000 & Spent \$100,000 on Plantation		
Funds spent thus far listed in the approved CPA projects column are not part of the final project totals (only totals of completed projects).		
Date Revised/Completed: January 15, 2020		

COMMUNITY SERVICES DIRECTOR

The Stow Community Services Coordinator provides confidential, professional social work services to residents of all ages. Residents can visit the Community Services Coordinator office at the Pompositticut Community Center for information, referrals, consultation, and supportive counseling. Home visits are also available for residents with limited mobility and after hours appointments may be arranged to accommodate resident work schedules. Office hours are **Monday, Wednesday and Thursday 9 am to 2 pm. Appointments are recommended.** Stow residents may self-refer by calling 978-897-2638 or emailing townsocialworker@stow-ma.gov.

In December 2018 the Community Services Coordinator left after 2 ½ successful years in the position. In February, 2019 Brian O’Sullivan, LICSW was hired into the position. In 2019 the Community Services Coordinator saw a 25% increase in overall activity as compared to 2018. The number of households served increased from 100 to 119, demonstrating a consistent need for service in the town. Most households sought support on multiple occasions. The Community Services Coordinator conducted **95 office visits, 46 home visits, and 262 phone/email consultations** to assist Stow residents in need of social service resources. The most common areas of need were: accessing insurance coverage and medical care, transportation options, housing resources, mental health support, emergency financial assistance, and affordable homecare options.

In addition to direct resident contacts, the Community Services Coordinator also coordinates with a number of local agencies to ensure that residents are connected with supports that meet complex needs. Additionally, the Community Services coordinator has become a member of the Care Transitions Collaborative and the Regional Social Work Group.

The Community Services Coordinator facilitated three meetings of the Stow Interdisciplinary Group to discuss community trends, share resources, and provide trainings. Members of the group include representatives from the Fire Department, Police Department, Board of Health, Council on Aging, Recreation Department, Warm Hearts of Stow, Plantation and Pilot Grove Apartments, Nashoba Public Health Nursing, Stow Food Pantry, Stow Community Chest, and local faith groups. The Community Services Coordinator is appreciative of the support from and collaboration with all group members.

In the coming year the Community Services Coordinator will be working with the COA and the town planner to expand the transportation options for Stow residents. The Community Services Coordinator looks forward to continued opportunities to promote the health and well being of all Stow residents.

Thank you for your continued support of this important town resource.

Respectfully submitted,
Brian O'Sullivan, LICSW
Stow Community Services Coordinator

COUNCIL ON AGING

The Council on Aging (COA), one of the larger town departments, acts as the social service agency for the town, serving not only seniors, but all ages in need including low income and/or disabled citizens. The department continues to grow, experiencing an increase in daily attendance at the Pompositticut Community Center. This past year the COA assisted approximately 1,083 people. On average 28 calls and 94 people came into the Center each day for COA.

There has been an increase in services being provided by our Outreach Coordinator and Workers. They provided numerous hours of assistance through information and referrals regarding: housing, home-care, legal, fuel assistance, food stamps, meals on wheels, Life Line, medical equipment, home and hospital visits, assistance with consumer complaints and other concerns. The COA staff works closely with the Community Services Coordinator on the more challenging cases. In addition, the COA staff also works closely with other town departments such as: Assessor, Board of Health, Fire, Police, Town Clerk and Treasurer's office. The COA has a 2005 Ford Freestar van for the Community Services Coordinator and Outreach staff to use when visiting clients at home, in the hospital or a nursing home.

Our ***Transportation Service*** continues to be our number one service. The COA transported approximately 754 riders totaling 5,391 trips covering 30,084 miles this past year. The cost of services for Transportation (van driver salaries & fuel) is \$59,084 of which \$43,081 was reimbursed by Montachusett Regional Transit Authority (MART), and an additional \$2,123 was collected through ride fares, reducing the cost to the Town to only \$13,880. The COA is continuing to make every attempt to streamline services to make them as efficient as possible. In April, our 2008 Ford 8-passenger van was hit by a car that ran a red light. The accident was not our fault. The van was totaled by the insurance company. In July, our 2005 Ford 20-passenger van transmission blew. It was replaced with a rebuilt transmission which failed, luckily still under warranty, and it was replaced. After six months of problems, it was determined that the brains of the transmission were bad, so we had to replace the engine/electronic control module of the transmission. We struggled for many months with use of only the 2018 (14-passenger) and the Freestar Van (3-passenger), when the Community Services Coordinator and Outreach staff were not using it, as a result, being forced to limit our services.

Nutritional Programs are offered such as: Congregate Meals and Meals on Wheels. The COA continues the increasingly popular program offering day-old food that local supermarkets have generously donated. The COA has volunteers picking up food during the week and distributes it to the Stow Food Pantry, Stow low income housing, meal site and Stow's most needy citizens. The remainder of the food is distributed at the COA, available all day for Stow residents. 290 people participated.

A variety of ***Programs and Services*** are offered through the Council on Aging throughout the year. Wide selections of Games offered include Billiards, Social Bridge, Chess, Mahjong and Poker. Weekly ***Exercise Classes*** offered include: Qi Gong, Senior Fitness, Stretch & Flex, Tai Chi, Yoga and Zumba Gold. Brains and Balance (8 week sessions) are offered in the Spring and Fall. Free workouts on our exercise equipment in the Community Center Circuit Exercise Room have become increasingly popular and are open to all ages. ***New Creativity Classes*** such as Open Art Studio, Long Arm Quilting Training and Swedish Cardamom Bread Baking Class were offered. The Open Art Studio had an Art Exhibit in August. Other popular creativity classes that we continue to offer were Baby Wraps (baby quilts for the neonatal unit at Emerson Hospital), Quilting, Crafts, and the Bee (hand spinning, knitting and textile related work). Holiday Thanksgiving Centerpiece and Boxwood Tree Arranging classes were held, which everyone enjoyed. ***Health and Educational*** presentations are offered monthly on a variety of topics such as: Tick-borne Illnesses, Spring Cleaning, Happy Feet, Estate Management, Fire Prevention and Safety, Safe & Secure Online, Stow Cemetery Preplanning, Elder Law, Veterans Benefits Specialist, and Nutritional Talks. Clinics offered were Podiatry, Hearing, Blood Pressure, Blood Sugar and Vision Screening. This past year, the COA loaned out over 150 items of Durable Medical Equipment including: wheelchairs, tub transfer benches, shower chairs, commodes, walkers, and other miscellaneous items. ***Outings & Social Programs*** such as: Boston Flower Show, Minuteman National Park, Seabrook Nuclear Power Plant Tour, Isabella Stewart Gardner Museum, Museum of Fine Arts, Castle Hill Crane Estate, Harvard University Glass Flower Exhibit, Clambake, River Cruises, Garden Tours, Red Sox Games at COA, Sewing & Quilt Expo, Fall Foliage, Twin River Casino, many restaurants, diners & shopping excursions, and a variety of holiday parties and socials. Other programs include Armchair Travel to Australia, New Zealand, Malawi Africa and Canadian Rockies. Music of World War II, Concord Players Traveling Troupe entertainment, NEC Jazz Concert, opera for opera haters and a Senior Picnic at Lake Boon with entertainment provided by Guitarist Dave Ashman (our van driver/dispatcher). Our most popular Inter-generational Event is held during May and June. The COA participates in a 7-week “Bridges Together” program, matching over 40 seniors with students, working together in the classroom on a variety of lesson plans. This continues to be a very successful program and it is mandated that every 4th grade student at Center School participate. Two successful monthly events offered were a Veteran’s Coffee Hour Social and Stow Genealogy Club. Also, a weekly peer led support group called “Buried in Treasures”, helping people deal with clutter.

The COA 16-page colorful newsletter “The Stow Senior Scoop” continues to be mailed out as an insert in the Action Unlimited to every household in Stow on the last Friday of every month.

The COA oversees the Senior Tax Work-Off Program which continues to be very beneficial; 17 participants worked in various Town departments, the library, and the schools in 2019.

In 2019, the COA relied heavily on the 110 dedicated volunteers who provided approximately 9,959 hours of their time, offering their talent to improve all that COA offers and the quality of life for the seniors of Stow. This is a savings of over \$119,508 to taxpayers. Volunteers are assigned to a variety of duties such as: receptionist, data entry, bookkeeping, newsletter editor, and general office help. We also have friendly visitors, volunteer drivers, food program assistance, birthday cake bakers, musicians, handymen and crafters. In addition, volunteer

instructors teach exercise and craft classes, Reiki, technology help, money management and a variety of ever changing requested skills. The COA would not be able to do all that we do without their help.

Free Professional Services offered were: a Reiki Clinic, AARP Income Tax Preparation, and In-Home Computer Repair Service including distributing free refurbished computers and printers to seniors. Free Technology Assistance is a new service offered weekly, thanks to Justin Jacobs.

The COA has a Gift Shop at the Community Center that offers beautiful handmade gifts by Stow seniors and a variety of products with the Stow logo on them; thanks to the numerous volunteers that create products for the Gift Shop. Many items are made in our creativity classes and generously donated to sell. The Gift Shop is another source of income for the Stow Friends of the COA (SFCOA).

The SFCOA raise funds to supplement the COA. They have numerous fundraiser events throughout the year. Their popular clothing drive is a joint effort between the SFCOA, The Epilepsy Foundation and Savers and a win-win for all. Without their financial support, the COA would not be able to offer such a variety of programs and services. They pay for our monthly Newsletter, Outreach Activities and Events, and help pay for the cost of the Instructors for our Exercise Classes. Through the years, they have purchased and maintained all COA vans.

Minuteman Senior Services provided services this past year to over 446 residents of Stow at a total value of \$513,236 in return for Stow's Local Share contribution of \$1,573. Services include: Care Management & In-Home Care, Caregiver Support and Options Counseling, Protective Services, Information & Referral, S.H.I.N.E (Serving Health Insurance Needs for Everyone) Benefits Assistance, Meals on Wheels, Senior Dining, Clinical Eligibility Screening and Senior Citizens Law Project.

Local organizations have offered their help such as the Rotary Club of Nashoba Valley, Stow Garden Club, the Stow Schools, the Scouts, and the Stow Lions Club. Local businesses have supported the COA throughout the year such as: Shaw's and local farms & orchards.

COA Funding Sources include: Mass. Executive Office of Elder Affairs, Stow Community Chest, SFCOA, and the Stow Lions Club.

We wish to welcome Kathleen Surdan, new Outreach Worker, hired in July. She comes with a vast amount of experience and education background as a Social Worker. She is extremely friendly, warm and welcoming, and a great addition to our team.

Respectfully submitted,

Alyson Toole, COA Executive Director

COA Staff:

Martha Shea, Outreach Coordinator

Suzanne Howley, Outreach Worker

Kathleen Surdan, Outreach Worker
Gilda “Gigi” Lengieza, Office Manager, Transportation and Volunteer Coordinator
David Ashman, Van Driver/Dispatcher
Chris Schuch, Chet Jacobs and James Moulton, Van Drivers

Board Members:

William Byron, Board Chairman

Ruth Delmonico, Board Secretary

Members: Ruth Banfield, Peter Cirioni, Susan Matatia, Kathy O’Brien and Susan Pauley.

Associate Members: Brian Burke, State Rep. Kate Hogan, June Thall and Roger Zimmerman.

CULTURAL COUNCIL

The Stow Cultural Council is dedicated to creating a closer-knit community in Stow by sponsoring and supporting activities in the arts, humanities, and sciences that bring the diverse elements of our community together for enjoyment and cultural enrichment. The SCC especially seeks to fund projects that bring together parts of the community that do not often interact in their day-to-day lives in order to foster understanding by experiencing events together, working on projects and sharing stories about Stow's history.

The Stow Cultural Council completed a successful year, receiving a total of \$6,700 in grants from the following sources: \$5,200 from the State Legislature through the Massachusetts Cultural Council and \$1,500 from Town Meeting.

The council voted to grant funds to the following projects for 2019 fiscal year:

Nashoba First	Nashoba First Robotics Team #1768	\$800
Nashoba Friends of Drama	Nashoba Regional High School Spring Musical	\$800
Nashoba Friends of Music	Nashoba Symphonic Band 2019-2020 Season	\$625
Randall Library	Summer Reading 2020	\$625
Seven Bridge Writers' Collaborative	Slam Poetry Workshop at NRHS	\$750
Smile Mass D/B/A Jones Playground	Building a New, Inclusive Culture at Jones Playground	\$500
Sounds of Stow	Sounds of Stow 2019-2020 Concert Season	\$925
Steven Hurlbut	Jumpin' Juba at the Stow Senior Center	\$300
Stow Conservation Dept. and Stow Recreation Dept.	Art in the Park	\$500
Stow Friends of Music	Music in the Parks Festival	\$350
	Total	\$6,250

The Stow Cultural Council encourages any Stow resident or organization to apply for a grant for a project of his or her own imagination or to sponsor an event by an area artist or performer, that will benefit the Stow community through arts, science, and/or culture. Area residents and organizations with ideas for projects benefiting the Stow community are also welcome to apply. Grant applications were due October 15, 2018, for the 2019 grant cycle. Awards were announced in January 2020. For more information see the Cultural Council page on the town website, www.stow-ma.gov. Local cultural council grants are to be considered a temporary aid to encourage groups to find added sources of funding.

Membership currently stands at nine (9) members. The Council is required to have 5 members in order to receive and disburse funds. The Council is able to add additional new members.

Respectfully submitted,

Hector Constantzos, Chair
Jennifer Edgerton
Shawn Gross
Rachel Gwaltney, Treasurer
Mary Louton

Debie Maher
Alex Rosiewicz
Angela Santos
Charles Streff



ECONOMIC DEVELOPMENT AND INDUSTRIAL COMMISSION (EDIC)

The Economic Development and Industrial Commission, consisting of business owners and interested Stow community residents is a seven member Commission appointed by the Board of Selectmen in accordance with M.G.L. Chapter 40, Section 8A.

Organization

The Economic Development and Industrial Commission (EDIC) is made up of seven members serving staggered terms, not exceeding 5 years.

Mission Statement

The Stow EDIC will support new and existing businesses, identify needs and action steps to further opportunities throughout Stow and work with residents to better understand the most appropriate types of business development. To accomplish these goals the EDIC will welcome new businesses to Stow by streamlining the understanding of local regulations, act as liaison between business interests and the Town Government and develop baseline information and studies on Stow's evolving economic condition.

Commission Efforts

The Economic Development and Industrial Commission (EDIC) continued their initial assessment of the Zoning Bylaw section relating to signs, which was identified through the 2015 Stow Business Survey as a regulatory challenge for local businesses.

The EDIC continued to engage in planning processes for Lower Village, through supporting the Planning Board's Lower Village Traffic Safety Improvement Project and learning more about mixed use zoning, public water supplies, and the potential effects zoning updates could have on the current patterns of use in Lower Village.

In May of 2019, the EDIC hosted their second Job Fair to help match qualified job seekers with area businesses, with over 40 attendees and over a dozen participating businesses. The EDIC anticipates hosting a third Job Fair in the late spring of 2020.

We regret that Jean-Claude Sureau, a member of the Commission since 2017, resigned in the Spring of 2019. The EDIC extends their appreciation to Jean-Claude for his contributions to the EDIC.

Together with input from Town residents, the EDIC is looking forward to a productive 2020. This past year's focus on enhancing the economic climate in Stow would not be possible without the dedicated time and effort volunteered by the Stow residents making up the Commission.

Respectfully submitted,

Kevin Whalen, Chair
Thomas Farnsworth, Vice Chair
Andrew Bluestein
Robert Collings

Jennifer Gero
Serena Howlett
Jean-Claude Sureau

HIGHWAY DEPARTMENT

This has been a busy year, and one of many transitions, for the Highway Department. This year we saw the retirement of Mike Clayton, Superintendent of Streets. He had been with the town and this department for thirty years. He will be missed, but everyone wishes him luck on his next venture. We would also like to thank Brian Hatch, Assistant Superintendent of Streets for his assistance and knowledge of Stow Highway operations during this time of transition.

Highway has a work load that stays pretty consistent year round. We begin snow removal/sanding operations in the winter; brush, tree care, street sweeping, filling potholes and basic road cleanup in the spring; road construction, repair of drainage problems in the summer; and additional projects that have been brought to our attention to finish up in the fall, before winter starts all over again.

This year we paved parts of Harvard and Taylor Road. The paving project took about a week, and then we had to work on loaming/seeding the areas and marrying the driveway aprons with the new pavement. We also helped the Facilities Department with a few projects, including creating additional parking spaces and a small loading zone behind the Pompositticut Community Center and repairing a broken water line in front of the old Fire Station.

Wedgewood Road is on our “to-do” list this spring, as it was voted on during the 2019 Town Meeting. We are grateful that the residents approve money for work on these low-volume roads every year. It allows our Chapter 90 funding to be used for roads that see higher volumes of traffic.

In April we participated in the American Public Works Association’s recognition of Public Works Week by running a “fill-a-truck” event to benefit the Stow Food Pantry. It was a great opportunity for our employees to meet up with our residents, and we are hoping to have an even bigger response this year.

Our employees are some of the most dedicated in the profession, and they continue to impress me with their ability to do whatever it takes to get the job done. I would like to thank all of our current employees, listed below.

Respectfully submitted,

Steve Nadeau, Superintendent of
Streets

Justine St. John, Administrative Assistant

Brian Taranto, Crew Chief

Brent Allen, Tree Worker

Jim Rogers, Mechanic

Bruce Fletcher, Tree Warden/Consultant

Brian Hatch, Assistant Superintendent of
Streets

Chris Ogilvie, Equipment Operator

Nico Antonelli, Driver/Laborer

Ben Miele, Equipment Operator

Jonathan Beharrell, Worker/Laborer

TREE WARDEN

I'll start by offering a little historical perspective as an explanation for why there hasn't been a separate Tree Warden's Report in 36 years. At that time, our Tree Department, which had employed several full- and part-time employees and was led by a part-time elected Tree Warden, was eliminated and all its duties and equipment transferred to the Highway Department. In 1984 the Tree Warden became an appointed position, and I was appointed Superintendent of Streets and Tree Warden in 1985. Subsequently, as a result of the merger of the two departments, any tree-related activities have been included in the annual report of the Highway Department, until now.

It was decided that this would be a good year to return to a separate Tree Warden's report due to a transition to a new Superintendent of Streets following the retirement of Michael Clayton this past August, 2019 after having served in that role since 2000. I continue to retain the position of Tree Warden, and remain under the fiscal umbrella of the Highway Department.

Since 1899, Massachusetts General Law has mandated that all cities and towns in the Commonwealth have a tree warden who is responsible for the care and control trees of trees on public property, primarily on the public ways. To that end, one of my principal activities is to maintain a list of trees deemed hazardous or otherwise in need of attention. The list is updated frequently, as trees are removed from the list and others are added. All necessary tree work continues to be performed by Highway Department personnel as time allows, or subcontracted when the work is beyond the resources of the Department. Trees that are too close to power lines are referred to the Hudson Light & Power Department for their attention, and whenever possible, the Highway Department employees work with the HLPD in a mutually beneficial arrangement.

Approximately 23 public shade trees were removed or partially removed by Department tree workers during this past year. Pruning of low limbs and brush took place on numerous roads. Additionally, innumerable trees and limbs were taken down by storms and cleaned up by Town personnel. Trees and limbs that are taken down by storms are almost invariably live healthy trees that have plenty of foliage to catch wind, ice, and snow, and are not trees that had been on the list for removal.

During 2019, one public hearing was held for the cutting of a public shade tree at the request of an abutter, in accordance with GL c.87; and two permits were issued for the cutting of public shade trees. Litigation continued on one case of damage to private property by a public shade tree; and review and guidance was provided regarding proposed trees in one new subdivision.

The skills and hard work of the Highway Department personnel, often under adverse conditions, is to be commended. I'll take this opportunity to thank them, as well as former Superintendent of Streets Mike Clayton for his cooperation, and Assistant Superintendent Brian Hatch who also served as Interim Superintendent, for his continuing cooperation. I also look forward to working with the new Superintendent of Streets Stephen Nadeau.

Respectfully submitted,
Bruce E. Fletcher, Tree Warden

STOW HOUSING AUTHORITY

The Stow Housing Authority founded by town meeting is authorized by and operates under the provisions of Chapter 121B of the Massachusetts General Laws to manage and administer low rent housing programs, funded by the Massachusetts Department of Housing and Community Development (DHCD) and the U.S. Department of Housing and Community Development. The Stow Housing Authority is governed by a Board of five commissioners, four of which are locally elected with the fifth member appointed by the Commonwealth. The Board of Commissioners meets as necessary at the Town Building.

Respectfully submitted,

W. Robert Dilling, State appointee
John Kendra
Michael Kopczynski

Robert Larkin, Chair
Cynthia Perkins
Jaclyn Beaulieu, Administrator

INFORMATION TECHNOLOGY DEPARTMENT

During 2019 we continued improving the IT capabilities of the Stow Police Station. We have begun hardening the defenses against cybercrime and the possibility of a ransomware attack. We conducted a Cyber Crime Awareness training over two days sponsored by the State of Massachusetts and our IT services provider RetroFit. We will be looking for approval of funds to continue ongoing Cybercrime Awareness Training and a host of other protections to increase our defenses against cybercriminals around the world.

Efforts to improve the efficiency and accuracy of the IT systems in our Assessors Office are still ongoing. All new desktop computers have replaced the ten year old equipment that was well beyond the life expectancy of what the office was using. The vendors that provide the equipment automatically find the best contract pricing for whatever the town purchases.

I want to personally thank all of the residents of Stow for their support of the IT Department in its efforts to provide and support all of the town's technology related needs.

Respectfully Submitted,
Ron Eld, Director of Information Technology

LAKE BOON COMMISSION

The Lake Boon Commission (LBC) was enacted by the Massachusetts legislature as Chapter 712 of the acts of 1941, with the charter of regulating the use of the waters of Lake Boon. It is an unpaid Commission comprised of three members: Two appointed by the Stow Selectmen and one by the Hudson Selectmen. The LBC holds publicly posted meetings at the Stow Town Building about eight times per year or as otherwise needed.

In June 2019, Don Hawkes, longtime Commissioner, stepped down from his role as Chairperson and Commissioner. The LBC extends its heartfelt thanks to Don for over 35 years of service to the LBC and lake community. Dan Barstow was appointed by the Stow Selectmen as the 2nd Stow Commissioner. Kris Krablin (Commissioner, Stow) was voted in as the Chairperson, and Dan Barstow as the Clerk. Conray Wharff (Commissioner) continues to represent Hudson. The LBC would also like to acknowledge the invaluable volunteer work of Andy Pollack (Hudson) and David Gray (Stow) in responsibilities related to weed treatment and drawdown activities.

Lake Boon Bylaws & Regulations: Enforcement of all boating rules and regulations fall under the responsibility of sworn police officers. These functions are performed by the Stow Police and the Environmental Police, with Stow Police patrolling the lake on a regular basis throughout the boating season. NOTE: All calls concerning Lake Boon safety and/or law violations must be made directly to Stow Police at 978-897-4545 or by calling 911. It is the responsibility of all persons using the lake to know and abide by the MA State boating rules/regulations, and the Lake Boon ByLaws & Rules (which can be found on the LBC section of the Stow Town website). Failure to do so can result in citations and fines.

During 2018, the Commission completed a thorough review of LBC rules and how they interact with current State and Environmental Police laws. The resulting LBC's recommended amendments to the Lake Boon Bylaws were prepared for presentation to the voters at the 2019 Stow Annual Spring Town Meeting, however there was a clerical issue with the wording in the Warrant which did not allow it to come to a vote. The LBC will take the steps required for a vote at the 2020 Stow Annual Town Meeting.

Weed Treatment & Drawdown: Lake Boon has for many years been host to non-native invasive weeds, exacerbated by increased nutrient loading. The primary way to address this problem is through a comprehensive lake management program. Key features are steps to reduce nutrients reaching the lake and aquatic vegetation management. The latter involves the annual licensed application of state-approved herbicides in accordance with state permits and Orders of Conditions (OOC) from the Conservation Commissions of Stow and Hudson. Total Lake Management through education, non-native invasive weed treatment, and lake drawdown continued to be a focus in 2019. "Solitude Lake Management" completed the year-1 services of our 3-year Herbicide Treatment Program contract, which involved a whole basin treatment with Sonar herbicide in Basins 3 & 4, and spot treatments with Sonar and Reward/Tribune in Basin 2. The lake drawdown program, which lowers the level of the lake during the winter to help purge nutrients from the lake and kill peripheral vegetation by exposing it to deeper freezing, also continued in 2019 according to the governing OOC with the Spring refill being completed by April 1, and the Fall drawdown level reached by early-November.

Water Quality: In late-Aug 2019, a visual inspection at the Town Beach indicated the possibility of a cyanobacterial bloom (with potentially harmful cyanotoxin levels) in the water, which resulted in the closing of the beach by the Nashoba Board of Health, and strong recommendations against swimming and other contact with the water on the entire lake. The Town Beach remained closed for the remainder of the season. The Lake Boon Commission and Lake Boon Association (LBA) have agreed to assist the Board of Health to improve responsiveness to this kind of situation in the future.

Respectfully submitted,
Kris Krablin, Commissioner/Chairperson, Stow
Dan Barstow, Commissioner/Clerk, Stow
Conray Wharff, Commissioner, Hudson

OPEN SPACE COMMITTEE

The purpose of the Open Space Committee is to advise the town on open space protection priorities and to assist the Conservation Commission in implementing Stow's Open Space and Recreation Plan.

The Committee continued to explore the southwest quadrant of Stow for opportunities to extend Stow's Emerald Necklace trail and expand conservation holdings as recommended in the Open Space and Recreation Plan and monitored proposed developments in this area.

The Committee assisted the Planning and Conservation Departments with mapping/identification of priority areas for conservation on and adjacent to Stow Acres and Butternut Golf Courses. The Committee reviewed and made recommendations with regard to several parcels of land offered to the Town including two parcels of land on Great Road and one on Boxboro Road. The status of the construction of Town Center Park and the sale of High Rock Chapel was monitored, and several proposals for the use of Community Preservation Act funding were reviewed and comments provided to the Community Preservation Committee.

The Committee is currently evaluating ways to improve accessibility to conservation lands for people with a broader range of abilities. To advance their knowledge of this important subject, the group recently met with Lucy Gertz, the accessibility coordinator for Mass Audubon, who provided her guidance in this regard.

The Committee voted unanimously to reappoint Committee member Vin Antil as the representative to the Community Preservation Committee for another year. Carole Sureau (chair of the Committee) and long-time member Eve Donahue and resigned from the Committee in 2019. Both were very valuable members of the Committee and the Committee thanks them for their service. Greg Jackson was elected Chair, and Ben Mast was elected Vice Chair.

Respectfully submitted,
Greg Jackson, Chair
Ben Mast, Vice Chair
Bill Maxfield
Vin Antil
Bob Wilber

Eve Donahue (resigned 2019)
Carole Sureau (resigned 2019)
Kathy Sferra, Conservation Coordinator,
Staff Support

RANDALL LIBRARY

The Library continued to uphold its mission to use its resources to contribute to individual and community informational, educational, cultural, recreational, and social enrichments by providing free and equal access to materials. By developing an excellent, efficient, and energetic staff, the Library provided general information, reference assistance, facilities management, and special programming while cultivating a safe, pleasant community space to meet the diverse needs of its patrons.

Attendance and Circulation

There were 41,168 visits to the Randall Library during calendar year 2019 to pick up materials, browse the collections, use computers, attend special events, and use the Library for meetings and quiet study.

61,905 non-digital items circulated from the Randall Library during 2019. These included check-out and renewals done at the Randall Library circulation desk and the remote renewal of Stow owned print items. Renewals and checkouts of digital materials to Stow patrons totaled 11,253 items in 2019.

Databases

The Randall Library continues to provide special databases for Stow library card holders to use both on-site and remotely. These databases include Consumer Reports, Ancestry.com, Freegal, Hoopla, Mango Languages, and Kanopy.

As a member of the Minuteman Library Network, the Randall Library provides patrons with access to the Boston Globe and the New York Times online, Novelist, Heritage Quest, and business and educator resources. These can be accessed at <https://www.minlib.net/online-resources/stow> or by visiting the Randall Library website at <https://www.stow-ma.gov/randall-library>.

Programming

The Randall Library continued to fulfill its mission to provide informational and educational enrichment to the town of Stow by providing a number of special programs during 2019. Within the year the library staff provided 252 special educational and cultural programs for adults, children and young adults with an attendance of 3,841 participants.

Just a sampling of the adult, young adult, and children's special programs offered included authors' visits, Cookbook Clubs, Lego Clubs, iPad Training, Puzzle Escape, Puzzle Club, Maker Spaces for Adults, local musician Ed Morgan, Mini-Golf, Tech Take Apart, Learn to Play the Ukulele, Slime Making, Blue Star Planetarium, Caterpillar Lab, and poetry readings.

In addition to the special programming provided at the Library, regularly scheduled weekly programming included 100 children's programs with an attendance of 1,392 participants. These included preschool story-times, bi-lingual preschool story-times, infant programs ("Baby

Lapsit”) and access to the Randall Library Reading Dogs (special therapy dogs provided by *Pets for People*).

The Randall Library had another successful year of summer reading with its “A Universe of Stories” reading program, designed by Youth Services Librarian Christine Morrison. During the summer, astronaut adventure parts were given out for those who participated in the reading program. Over 800 children received prizes for reading all summer.

Staff

Both Library Director Melissa Fournier and Library Aide Lily Nicolazzo resigned from their positions in 2019. Tina McAndrew was hired in December 2019 as the new Library Director from her position as Assistant Director at the Leominster Public Library. Meghan Bouffard was hired as a Library Aide and is currently studying for her Master’s Degree in Library Science.

Collection Development

A total of 2,078 new non-digital formatted items were added to the collection in 2019. The library continues to provide high demand materials in all genres and formats and added the database Kanopy to the collection of exclusive “Stow only” databases in 2019. Kanopy is an on-demand streaming video service that offers access to a variety of different movie types.

Facilities

Continued maintenance is being done to the heating system on the roof of the Library to sustain heat on the second floor. Updated fire extinguishers were added to both floors of the Library. Furniture was added to the Young Adult area of the Library including a new desk and a chair, YA counter and file cabinet, and a storage cupboard for programming supplies.

Acknowledgements

Special thanks to the Stow Cultural Council, Alice Eaton Fund, Stow Community Chest, DCU Kids, Hale Reference Fund, Second Century Fund, Randall Library Friends Association and Randall Library Trust Fund for their financial support during 2019.

The Library staff would also like to thank all the special volunteers who have supported the library with their time and efforts during 2019. Special thanks to the volunteer tutors of the Randall Library Tutoring Center, members of the Pets and People organization that participate in our reading dog programs, and the volunteers of the Stow Garden Club who continue to keep the garden at the front of the Library beautiful and well cared for.

Respectfully Submitted,
Randall Library Trustees:
Maureen Busch
Kathleen O’Brien
Timothy Reed, Chair
Laura Reiner
Marianne Sharin

Carol Stoltz
Barbara Wolfenden
Tina McAndrew, Library Director
Christine Morrison, Youth Services Librarian

Randall Library Trust Funds
Statement of Sources & Uses of Funds, CY19:

January 1, 2019 Opening Balance \$ 647,699.20

Sources of Funds:

Contributions and Donations

Randall Library Friends	\$	760.00
Stow Cultural Council	\$	500.00
Hale High School Trust Grant	\$	14,500.00
Miscellaneous	\$	48.45
Alice Eaton Grants	\$	2,260.00
Minuteman	\$	188.17

Net Investment Income \$ 29,177.31

Capital Gain \$ 84,647.13

Total Sources of Funds \$ 132,081.06

Uses of Funds:

Conventional Library Materials	\$	(23,602.39)
Programs	\$	(1,970.00)
Electronic and Digital Materials	\$	(10,622.38)

Total Uses of Funds \$ (36,194.77)

December 31, 2019 Ending Balance \$ 743,585.49

RECREATION COMMISSION

This past year has been exciting and eventful for the Stow Recreation Department.

The Recreation Department is very excited to offer year round programs for all ages at the Pompositicut Community Center. Some of our more popular programs include Superstar Drama Camp, ballroom dancing, bridge club, Pilates, babysitter training, Skyhawk Youth Sports, dance and music programs and swim lessons. We have continued to partner with the Randall Library for more of the “Adventures in Food and Travel” series, which have all been a tremendous success!! We look forward to adding more programs and events. Please give us your ideas.

Camp Stow was created in 2011 for the purpose of simultaneously providing an affordable, safe, and fun day camp experience for local kids while also generating income to be used for the maintenance and upkeep of Stow’s parks and fields. The program has been and continues to be a huge success! During summer 2019, our enrollment was at an all-time high. We were sold out for a record 5 out of the 8 weeks!! In addition to traditional camp activities, our campers were treated to special events such as High Flying Dogs, Museum of Science and Animal World Experience!! On Thursdays, we hit the road for field trip day! Some of the camp favorites include Breezy Water Park, Southwick Zoo and Chunky’s Cinema. In September, we showcased our talented campers with an art show at the Pompo Community Center. Safety and activity improvements were made by adding archery and art specialists and a Waterfront Director. We are so proud to offer approximately 40 seasonal jobs to our local teens and young adults. We thank them for their hard work!

Camp Stow’s success has allowed the Recreation Department to do more than basic maintenance on our parks and fields. Here are just a few examples of last year’s projects:

Town Center Park: The first phase is complete!!! We had a wonderful turnout at our fall grand opening! Attendees enjoyed fall décor, apple cider and cider donuts generously donated by our local orchards, Shelburne Farm and Honey Pot Hill Orchards. Entertainment was provided by local musicians Dave Ashman and Molly Trunfio.

The plan for 2020 is to complete the playground area and install the many donated benches and picnic tables. The Recreation Department is partnering with Stow’s Conservation Commission and Cultural Council to sponsor a contest to add some art to the already natural beauty of the park. If you have not already, please come to the Town Center Park. It is a wonderful place to walk, meditate or simply take in the beauty that makes our town so special.

Stow Community Park: There was some comprehensive maintenance on trees and bushes as well as some fence mending. With the help of AVLL, the baseball field infield was cleaned up and the pitcher’s mound was reconfigured.

Pine Bluff Recreational Area: Our beautification process continues with the ongoing removal of invasive plants and some fence repairs. As always, we replenished supplies and

equipment for Camp Stow and Pine Bluff Beach. Two new Eagle Scout projects! Stow's Troop 1 always treats us right! Thank you to Luke Pottie for the new signage at the entrance! Thank you to Jude Porter for the new Gaga Pit.

The **13th Annual Stow Gobbler** road race was fortunate to have over 900 participants building up their appetite by walking or running on Thanksgiving Day! The Gobbler is a huge undertaking that requires countless volunteer hours leading up to and including race day! The Sabourin and Belsanti families have been heading this up for 2 years and will now pass the torch onto new organizers. We sincerely thank them along with the many volunteers and sponsors for making this race a huge success. Their hard work and dedication netted over \$12,000 which will result in sizeable donations to both Stow Community Chest and Habitat for Humanity! Congratulations!

We would like to acknowledge the generous financial support we have received from Warm Hearts of Stow. Your support has allowed us to give out numerous Camp Stow scholarships and beach passes to Stow residents.

What's coming up? More improvements to Camp Stow, our fields, our parks and our programming! We are excited about the possibilities that can be accomplished in the years ahead to make recreation in Stow an important ingredient towards maintaining and improving the quality of life for all town residents.

The Recreation Commission would like to encourage others within the Stow community to participate. Please consider joining the Commission either as a member or an associate member. Let us know the kind of programs in which you would like to participate. If you have a hobby or talent you could share with the community, let us know. Please feel free to bring any issues or ideas to the Commission. We always welcome community input.

Thanks to all the workers and volunteers who have helped with the programs throughout this last year as well as in the past years.

Respectfully submitted,

Laura Greenough, Recreation Director
Maureen Hogan, Administrative Assistant

Michael Busch, Chair
Samantha Altieri

Dan Nicholson
Eric Sullivan

SPRINGFEST ORGANIZING COMMITTEE

The SpringFest Committee got to work in February planning and advertising SpringFest weekend. The Committee advertised the Ice Cream Social, the 1st Annual Run for the Kids, An Evening of Music, and SpringFest on Facebook and local flyer distribution. The SpringFest Committee started with a larger balance as many of the activities from 2018 were canceled due to the poor weather. This allowed the Committee to expand its entertainment budget and provide more fun activities, ie. the Rockwall.

Friday, May 17th, SpringFest kicked off with the annual Ice Cream Social, benefiting the Stow Food Pantry. The Ice Cream Social was held for the first time at Pompositticut Community Center. The Committee encouraged patrons to bring nonperishable goods in order to win prizes. The Ice Cream Social was a huge success for the Stow Food Pantry.

Friday also was the day of the silent movie, hosted by the Stow Lions. The 2019 silent movie was "Show People". The Stow Lions also provided free popcorn to all who attended.

Saturday, May 18th, started with placing live entertainment and vendors throughout the Center School and outside field area. The Committee was also able to provide extra tents, chairs and tables for outside comfort near the food vendors and music entertainers. The very popular free snow cones, cotton candy and popcorn were located outside near the backdoor of Center School.

The Committee was able to provide some new entertainment due to the extra 2018 funds; the new additions included the Rock Wall, placed in the front of Center School near the Lions Food Truck and the photo booth indoors near the vendors. The Committee also hired a magician for the first time, Magic Fred. Magic Fred performed a magic show inside Center School on the stage and provided wandering entertainment outside.

Sam Wolf, former American Idol Contestant, performed live music in the afternoon outside. Other stage entertainments were our local student dancers from Jennifer McGowan's and Miss Tricia's dance studios.

SpringFest also had Mister Vic and Animal Adventures.

SpringFest was attended by over 700 patrons and over 50 vendors participated.

Continuing with Saturday events, the SpringFest Committee sponsored "An Evening of Music" performed by Hip Anonymous at the Pompositticut Community Center.

Sunday May 19th, ended the SpringFest weekend with the 1st Annual Run for the Kids and the Annual Spring Fest Concert, presented by the Sounds of Stow. They performed the Bounty of Earth at the First Parish Church.

The SpringFest Committee would like to thank our wonderful sponsors for their generous donations. The Committee would also like to thank all Town employees, residents and

volunteers who came out before, during and after to help make this year's SpringFest run smoothly.

Respectfully submitted,
SpringFest Committee

Samantha Altieri
Maura Hyland

Sherry Jusseaume
Sara Salamone

SpringFest Committee
springfest@stow-ma.gov

STOW TV and LOCAL ACCESS CHANNEL ADVISORY COMMITTEE

The Local Access Channel Advisory Committee (LACAC) was created by the Board of Selectmen in 2002. LACAC established and oversees the local cable TV access station for the Town of Stow. This station, known as Stow TV, is intended to provide programming in areas of public affairs, education and town government. Funding for all programming and operations is provided through license agreements negotiated by the Town with Comcast and Verizon.

Stow residents and Nashoba Regional School District members are welcome to participate in Stow TV. The *Stow TV Handbook* provides guidelines for Stow TV operation and participation. Stow TV can be contacted at 978-897-7732 or by email to stowtv@stow-ma.gov. More information about Stow TV and its operations may be found at www.stowtv.org.

Stow TV is available in Stow on Verizon Channels 32 and 33 and Comcast Channels 8 and 9. The even-numbered channels are allocated primarily to Public programming, and the odd-numbered to Government, with Schools and Education across all channels. The Stow TV schedule is published in the local newspaper and on the Stow TV web site at www.stowtv.org.

The Stow TV YouTube Channel (www.YouTube.com/StowTVNow) increased its offerings with a mix of informational and entertaining shows. Town officials and residents especially found the Selectmen, Lake Boon Commission, Planning Board Forums, and Nashoba Regional School Committee videos useful on YouTube. The Stow TV Facebook page (www.facebook.com/StowTV/) serves to publicize the videos on the YouTube channel, the bi-weekly broadcast schedule, and maintains Stow TV's presence in the public eye. During 2019 the amount of YouTube views increased 62%, 26k to 42k, and the number of subscribers increased 55% to a total of 458 up from 254.

Stow TV operates with a small staff and publicly spirited volunteers. Volunteers are always welcome. A volunteer's time commitment can be just occasional or as available. Video expertise is not required. In addition to operating a camera, a volunteer may help in diverse ways such as by solving technical problems, documenting a process or scheduling shows. Volunteers often work in teams, which enable all participants to learn from one another.

Stow residents and NRSD members are invited to submit or request video shows and to use Stow TV equipment for recording and editing shows to submit for cablecast. They may also submit or request video shows produced elsewhere. Residents and NRSD members are encouraged to alert Stow TV to general interest events that they think should be recorded and aired.

Jonathan Daisy took the position of Executive Director in June of 2018 after the retirement of long-serving Anne VanTine. His previous position as production manager has not been filled, instead the production duties are shared between the Executive Director and the remaining employees. Access coordinator Nicki McGachey left in April 2019 to accept the position of Executive Director of Bolton TV. The access coordinator position has been filled by Claire Lavina. Claire works with the Director to plan, prepare, and publicize program schedules,

archive videos, populate the YouTube Channel, produce Bulletin Board announcements, posters, and create YouTube posts. The Technical Assistant Lew Halprin produced numerous videos, improved recording arrangements, devised innovative solutions for technical problems, and kept all the video equipment operating properly. Stow on-call firefighter Yuris Mangolds worked as a freelance videographer and editor, shooting many events and doing final editing. Nashoba High students Chris Barrett and Jake Tremblay worked for Stow TV as videographers, shooting Nashoba Reg High School sports and concerts.

In 2019 Stow TV upgraded their video server to one capable of handling HD video files, eliminating the need to convert the HD videos to SD before broadcasting over the cable channels. This saves a great deal of time and eliminates the need to store standard definition videos, with the server capable of doing the conversion internally.

2019 was an exceptional year for video production. Jonathan Daisy, Lew Halprin, Mike Jordan, Linda Stokes, and Lynne Colletti, all produced shows in 2019. Leslie Miller, Rebecca Stadolnik, and Dino Stamos operated cameras. Stow students also produced programing. Stow Minuteman Tech student Nicci Stamos produced a baking show series called Better Batter Baking, and she and friends did video tours of Springfest and holiday events at the COA. Linda Stokes and Mike Busch recorded most of the Selectmen meetings. Mike Jordan contributed technical guidance. Ron Eld and Bob Mong provided IT support. Jonathan Daisy, Lee Pappas, Yuris Mangolds, Lew Halprin, and Mike Busch set up for Town Meeting sound and video. Linda Stokes ran the video mixer for Town Meeting. Linda passed away suddenly in January 2020, she had many talents, years of experience, and a love of volunteering that will be sorely missed.

Stow TV created 12% more unique videos in 2019, up from 229 in 2018 to 259, including Selectmen meetings, Town Meeting and a variety of town hearings and forums. The production team recorded public events that took place in Stow or the schools, including school concerts and performances, Springfest, Sounds of Stow, First Parish Church New Revival Coffeehouse concerts, the Lake Boon Water Carnival, and events at the Library, Council on Aging, Lions, Stow Historical Society, and Stow Conservation Trust. In March Stow TV filmed the nail-biting win by the Nashoba GV team at the D2 Basketball Championship against Groton-Dunstable held at Worcester State. Stow TV's videos of the Center, Hale, and Nashoba High school concerts are used by the music directors for performance review and learning.

In 2019 Stow TV continued to use a permanent video mixer set-up that was installed in the Pompositticut Community Center in 2018. This enables multi-camera, high quality videos of the various community events that take place there; performances for the COA, Town board and committee presentations, and baking shows presented by the Friends of Randall Library to name a few.

Also cablecast were a number of shows produced in the NRSD towns of Bolton and Lancaster. These included School Committee and Tri-Town meetings, the Nashoba News broadcast from the high school, church services, and other shows on topics of general or local interest. In 2019 Stow Tv began running on a weekly basis videos from House Broadcast Services, showing hearings and legislative proceedings at the MA House of Representatives.

Stow TV has built up an archive of shows covering over a decade of Stow community events. Many shows from previous years were replayed for annual events, special occasions, to provide a historical look back, or to repeat an entertaining show. With the passing of Stephen M Dungan in 2019, Stow TV was able to pay tribute to someone who had long contributed to the Town by airing a 2014 April Fool's day video he participated in, "The Alien Side of Stow", that has him interviewing many townspeople and having fun. Stow TV also started showing old movies at certain special times of the year, such as classic horror films around Halloween, and a "Hooray for Hollywood" film fest during the cold days of winter.

Stow TV encouraged participation in Town government. Video of town and school events informed residents about local issues. Stow TV collaborated with town departments to create public service announcements and bulletin board slides that encouraged civic engagement. Stow TV also partnered with community organizations to make timely announcements of matters of general public interest. Stow TV continued to collaborate and exchange videos with Bolton and Lancaster TV.

The collaborative use of hardware and software tools has notably enhanced production quality. Stow TV has six High Definition cameras, and four 4k cameras. Producers have become adept at using several cameras to capture multiple views. The Sony Anycast portable video mixer allows capture of ready-to-cablecast shows. Videos are edited with a variety of software tools including Adobe Premiere, Davinci Resolve, and Power Director.

LACAC met on Jan 14, Mar 24, June 3, and Oct 28 in 2019. Robert Putnam, the newest member, died in October after a three-year battle with leiomyosarcoma. His intelligence and enthusiasm are very much missed. The vacancy on the board has not yet been filled. LACAC members contributed time, advice, and oversight for planning, equipment, and policy decisions. LACAC members Bob Glorioso and Lee Pappas advised on equipment selection.

Respectfully submitted,

Brian Burke
Robert Glorioso

Lisa Lavina
Lee Pappas
Jonathan Daisy, Executive Director

VETERANS' GRAVES COMMITTEE



The primary responsibility of the Veterans' Graves Committee is to ensure the proper marking and identification of veterans' graves in each of the town's three cemeteries (Hillside, Lower Village, and Brookside). We are also responsible for replacing annually all U.S. flags that mark veterans' graves and for ensuring that a military medallion is available to hold each flag. We always have ample and enthusiastic support from the Stow Minutemen and the local Boy, Girl, Cub, and Brownie Scouts for this task. The Committee coordinates all Memorial Day parade activities, including the Nashoba Regional High School (NRHS) Marching Band, the Stow Minutemen, the Stow Fire Department color guard, the Stow Police Department traffic control, veterans, Boy and Girl Scouts, Civil Air Patrol, Selectmen and guest speakers. Our thanks go to State Rep. Kate Hogan and Senator Jamie Eldridge for their sincere recognition of, and support to, our veterans and their families.

Every year many of Stow's citizens volunteer to help prepare for our Memorial Day Parade. The Moseleys, the Verackas, and the Zavorskis plant flowers and spruce up the monuments at Brookside Cemetery and Randall Library. The Garden Club generously donates the wreaths for the wreath laying ceremonies and the geraniums for the Library Memorial. The Stow TV personnel record the events for viewing on the Stow TV channel.

The Memorial Day ceremony in 2019 had sunny weather and we marched a new route from the backside of Center School on Hartley Rd to the Brookside Cemetery. An enthusiastic crowd joined us to honor our veterans and to remember those who died in service to our country. Air Force Reserve Colonel Martha Monroe led the ceremony. At Brookside Cemetery, Mr. Steve Piotte delivered the Invocation, Col. Monroe delivered a speech, Capt. (Ret.) Jeff Lance placed a wreath, Capt. (Ret.) Patty Bolton and Lt. Col. (Ret.) Mike Travalent read the names of

the Stow veterans who died in service to their country, and the Stow Minutemen and NRHS performed a gun salute, Taps and Echos. Veronica Wells read Lincoln's Gettysburg Address, and there was a poem reading by Ms. Celia Tripi, a speech by Sen. Eldridge, a speech by Rep. Hogan, and the first grade class placed flowers on veteran's graves. Finally the NRHS Marching Band performed the National Anthem. Col. Monroe gave a benediction and recognition to all the support provided to make the ceremony possible.

We then marched to the Randall Library where wreaths were placed by Lt. Col. (Ret.) Mike Travalent and Mr. Bob Stokes. Finally Col. Monroe concluded the ceremony.

Please view our page on the Stow website to see photos of past parades and ceremonies. Maybe you will see yourself in one! A HUGE "Thank You" to all who have served our country. Be sure to join the ceremonies and parade on Memorial Day.

Respectfully submitted,
The Veterans' Graves Committee
Chairperson: Air Force Colonel Martha Monroe
Member: Army Sergeant Ret., Tom Zavorski,
Member: Army Captain Ret., Patricia Bolton



VETERANS SERVICES

Director's Report

To the Honorable Board of Selectmen, the Town Administrator, the Citizens, and the Veteran Community of Stow, this report is submitted for the year ending December 31, 2019.

Veterans Benefits

Veterans Benefits are governed under Chapter 115 of the Massachusetts General Laws (M.G.L.c.115) and Commonwealth of Massachusetts Regulations 108 (C.M.R.108). Benefits assist qualified needy veterans and their dependents based on income levels and in accordance with the Budget Standards Chart. The Town of Stow is reimbursed 75% by the State for veterans' assistance payments issued by this office.

The Director of Veterans Services is responsible for determining the eligibility of all cases processed through this office. The Director conducts interviews, establishes approvals, and conducts follow-up on veterans receiving assistance. Field investigations within the local community are also performed by this office to determine the recipient's continued eligibility to receive benefits.

Veterans Services also provides assistance to Stow veterans in filing federal forms for benefits, which include service-connected disability claims, non-service-connected claims, VA healthcare, requests for medals, requests for service records, bonus applications, burial assistance and other federal benefits such as counseling in vocational rehabilitation and employment.

Additionally, the Director acts under Power of Attorney for veterans researching and processing cases to the Ratings Review Board (Department of Veterans Services) and prepares appeal cases for the Board of Veterans Appeals on the veteran's behalf. The Director also acts as liaison between State and U.S. Representatives on behalf of veterans and their dependents.

Office

In the year 2019 this department assisted in approximately 40 veterans' and family members' requests for Federal, State, and Local Veterans benefits, some of which include Burial Assistance, Service-Connected Disability, Aid and Attendance, Pension, VA Healthcare, Annuities, and Exemptions in addition to State Chapter 115 Assistance. This office is also hosting a Veterans coffee hour from 10 to 11 am on the third Tuesday of each month, all Veterans are welcome.

Respectfully submitted,

Joseph Jacobs, Director

FINANCIAL REPORTS

FINANCE COMMITTEE

Introduction to the Finance Committee

Every Town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee (Fincom) that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the Town.” According to the Department of Local Services (DLS), the Finance Committee is “the official fiscal watchdog for a Town. Because it is difficult for all taxpayers to be completely informed about every aspect of a Town’s finances, Fincoms 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 Fincom’s primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on each article. It also administers the Reserve Fund -- historically about \$70,000 -- to provide for urgent and unforeseen expenditures that might arise between Town meetings. Lastly, although it is not required in our Charter, the Finance Committee Annual Report provides the Voters with an overview of the Town’s financial condition.

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

Budget Overview

According to the Town’s Charter, the Town Administrator, William Wrigley, is Chief Administrative and Operational Officer as well as the Chief Personnel, Fiscal and Procurement Officer. With this in mind, the Town Administrator develops a budget with all the stakeholders and shares it with the Select Board and the Fincom for their recommendation. The Fiscal Year (FY19) Stow Budget was voted on by the Voters at the Annual Town Meeting (ATM) in May 2018 and in some cases a Special Town Meeting (STM) which is usually held in the Fall. The Fiscal Year (FY18) closed on June 30, 2018 and the FY19 began on July 1st, ending on June 30, 2019.

The following budget overview includes total revenues received in FY19. It also contains the amounts for departmental wages and expenses, operational special articles and capital project funding. Finally, there are Town-wide budget expenditures and mandated state and county charges included in this budget.

It is worth noting that the Fincom set a goal at the beginning of FY19 to make recommendations to reduce the tax rate. The reason we chose the tax rate is because the tax rate is set according to what the Town Administrator feels he needs to fund the Budget Revenues to balance the Budget. An individual Taxpayer's actual Tax Bill is a function of the Assessor's property valuation multiplied by the Tax rate. The Assessor’s valuation process runs on a State approved formula

so there is not much we as Taxpayers can do to affect a property's valuation or the Town-wide valuation.

With the Fincom's goal in mind, when the Town Administrator recommended the FY19 Budget to the Selectmen and the Voters in March of last year, he remarked (emphasis added):

*"This budget has been developed with the **primary goal of reducing the current tax rate to the maximum extent reasonable and practicable in FY-19**. And it is based on the belief that of all the competing constituent interests and needs that are routinely considered in developing the annual town budget, **the interests and needs of the taxpayer are deserving of more focused attention in FY-19 than has been provided in recent years**.*

*This budget intends to **affect a substantive change in the tax rate** which necessarily also causes a reset in the budget expenditure baseline. Both outcomes are significantly important from a current and long-term fiscal perspective."*

In discussions with Standard and Poor's leading up to our AAA rating approval, the Town has been encouraged to attempt to maintain a stored asset balance of between 5% and 10% of the overall budget. The Town possessed an amount of stored assets in excess of the upper 10% limit in FY19 and the Town Administrator applied a fair amount of it to reduce the tax rate. Utilizing the current total valuation provided by the Assessors of FY19, this budget **reduced** the tax rate of \$20.98/\$1,000 to **\$20.13/\$1,000 (a 4% reduction)**. Although the average single-family valuation **increased by just over 5%**, the Average Single-Family Tax Bill **increased less than 1%**.

The Fincom was happy that the Town Administrator and the Selectmen joined us in our goal to reduce the tax rate and reduce the rate our tax bills increased. With this in mind, let's take a look at how the Town Administrator achieved this magnificent budget year.

Table 1: Property Taxes Rates and Valuations Trends (based on MA Class 101 properties)

	FY 15	FY 16	FY 17	FY 18	FY 19	5 Year CAGR	10 Year CAGR
Tax Rate (per \$1,000)	\$ 19.98	\$ 19.98	\$ 20.59	\$ 20.98	\$ 20.13	2.31%	3.41%
YOY % Change	4.23%	0.00%	3.05%	1.89%	-4.05%		
Avg Single Family Valuation	\$ 428,160	\$ 442,300	\$ 449,301	\$ 460,309	\$ 483,500	1.17%	-0.47%
YOY % Change	0.82%	3.30%	1.58%	2.45%	5.04%		
Avg Single Family Tax Bill	\$ 8,555	\$ 8,837	\$ 9,251	\$ 9,657	\$ 9,733	3.50%	2.92%
YOY % Change	5.09%	3.30%	4.68%	4.39%	0.79%		

Source: DLS and Board of Assessors
*Balances at start of calendar year
Note: Free Cash is the "certified" balance

Town Revenues

Town revenues totaling **\$30,471.829** in FY19 represent a **2.35% increase** relative to FY-18, driven by a **1.4% increase** in Property Taxes as displayed in Table 2 which shows a comparison of revenue sources for FY19 and FY18.

Property Taxes overwhelmingly fund the Town's Operations at just about **87%** of the Total Revenue see Figure 1. This percentage decreased slightly from 88% in FY18 resulting from a 5% growth in average assessed home value and a 0.78% increase in the Tax Rate (https://www.stow-ma.gov/sites/stowma/files/pages/tax_rate_doc_0.pdf). It is notable that the Property tax was raised within Proposition two-and-one-half levy limit (Prop 2 ½) with actual new growth revenue amount of **\$865,656** representing a **25% increase** above FY18. The New Growth revenue is significant because historically the Town has enjoyed an approximate \$325,000 per year in this type of tax revenue. However, in the last few years, our New Growth number has been higher than average and projected to be even higher in FY20 before dropping off in FY21.

Local Receipts and State Aid, together accounted for about **9.4%** of Town Revenues, continuing the trend from FY18 and increasing by approximately 6% over FY18.

Table 2: Revenue Sources						
	FY18	FY18 % of Total	FY19	FY19 % of Total	\$ Change FY18 - FY19	% Change FY18 - FY19
Property Tax	\$26,151,939	87.8%	\$26,520,076	87.0%	\$368,137	1.41%
Local Receipts	\$2,215,501	7.4%	\$2,362,997	7.8%	\$147,496	6.66%
State Aid	\$488,486	1.6%	\$503,637	1.7%	\$15,151	3.10%
Savings and Other Funds	\$690,773	2.3%	\$865,656	2.8%	\$174,883	25.32%
Override	\$0	0.0%	\$0	0.0%	\$0	0.00%
Transfers from Other Funds	\$224,104	0.8%	\$219,464	0.7%	(\$4,640)	-2.07%
Total	\$29,770,803		\$30,471,829		\$701,027	2.35%
Source: Town Administrator FY19 and FY18 Financial Summary Report						

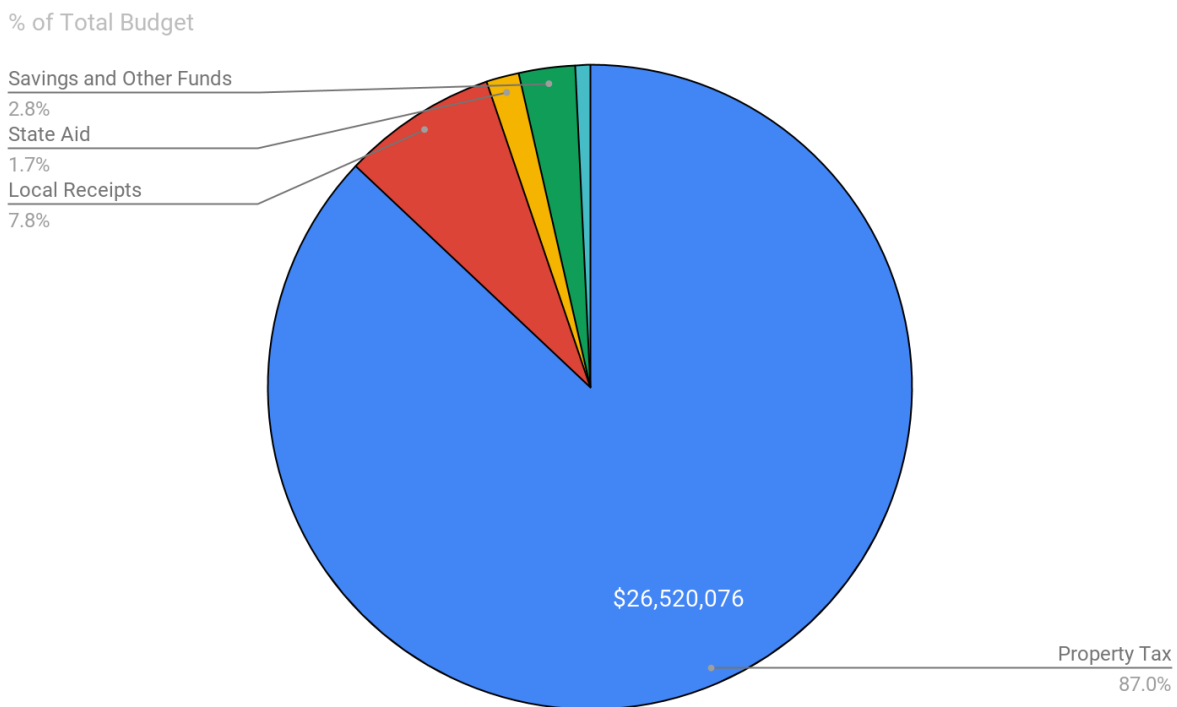
Another "Revenue" source is certified free cash (i.e. unrestricted available funds). The Town Administrator may opt to transfer Free Cash funds to pay for budget and capital items rather than borrowing or raising taxes. In FY19, the Town Administrator applied **\$50,000** to fund the Other Post-Employment Benefits (OPEB) and applied **\$765,656** of Free Cash to purchase Capital Items the Voters affirmatively approved at the May 2019 Annual Town Meeting (ATM). This application of a total **\$815,656** of Free Cash towards Capital items represents an **89.69% increase**

or \$335,656 over FY18. This application of Free Cash reduces the total tax appropriation amount and reduces the Town's need to finance Capital items and was supported by the Fincom. (See the Stored Assets section to learn why the Fincom supported the Town Administrator's decision).

Also included as a revenue source in the FY19 budget, in the amount of \$542,576, is the annual MSBA reimbursement payment related to the 1995 Hale School renovation project. The project bond note, and its accompanying \$744,450 annual debt payment, is retired in FY20. The net budget impact upon the bond retirement will be \$201,874. However, the Town's unused levy capacity will be reduced by the annual debt payment of \$744,450.

Not included in Property Tax Revenue Total is the unused Town's Tax Levy the Town currently has available for additional taxation pursuant to the provisions of Prop 2 ½. Under Prop 2 ½, the amount the Levy limit grows is 2.5% each year. In FY19, the Levy Limit grew by \$630,736 to **\$2,130,932** and with all the other revenue sources represents a 112% increase of our Tax Levy from \$1,004,952.94 in FY18.

Figure 1: FY19 Town of Stow Revenue Sources



This doubling of unused Tax Levy occurred despite our tax rate decreasing **4.05%** from \$20.98 in FY 18 to \$20.13 in FY19, and the total Town assessed value increasing at a much greater rate of **5.37%**. In other words, the Town could afford to choose to raise taxes another approximately \$2 million or **7.5%** if we need to pay for a large increase in Budget or to purchase or finance large capital purchases.

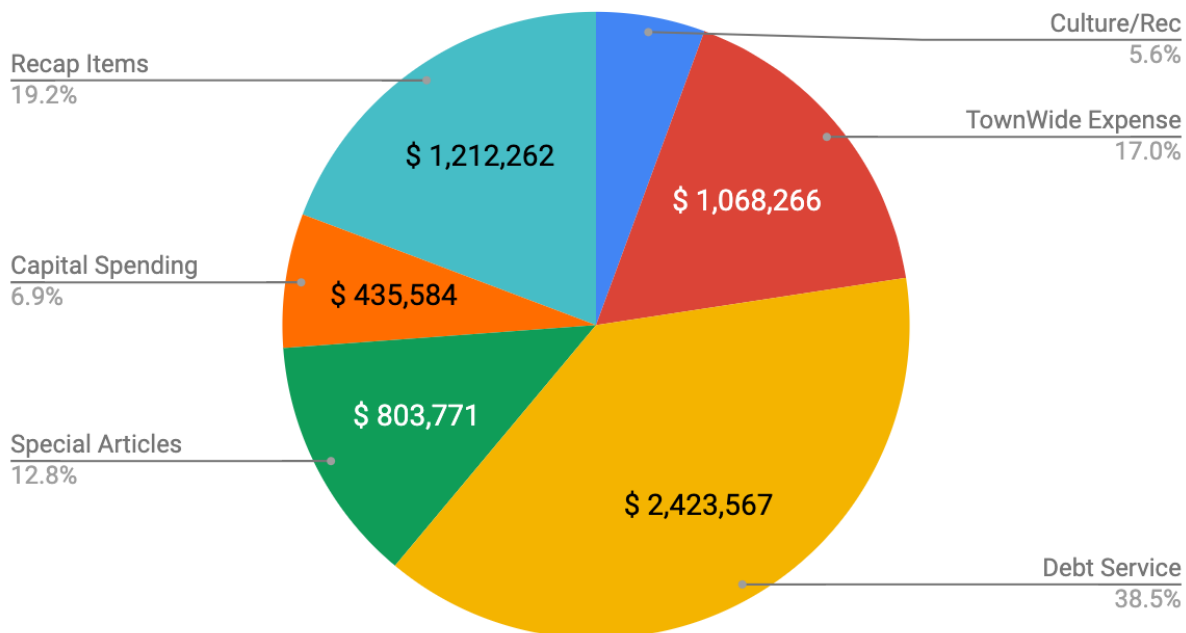
Town Expenditures

Before discussing the analysis of the Town expenditures, the Fincom feels it is important for the Voters to understand there are several significant annual budget expenditure categories for which the Town Administrator -- who is also the Chief Fiscal and Procurement Officer -- exercises little or no authoritative control. The items include the state and county charges, the annual employee pension premium; the NRSD and Minuteman school assessments; capital project budget and the annual debt payment. These expenditures roll up into the Total Town Budget when other parties such as the Voters or a State Agency or Statute decide the amount of each of these line items.

With this in mind, these structural expenses of **\$23,514,773** represent approximately **77%** of the total annual Town budget, an increase of 2.1% over FY18. This means the Town Administrator has only direct management control over approximately **23%** of the total Town Budget. With this understanding, the FY19 expenditure budget totals **\$30,401,074** representing a **2.5%** increase above FY18. Total Town Expenditures increased by about **\$751,255** in FY19 and is driven primarily by an **\$820,216** (4.6%) increase in the School Assessments and **\$255,136** (36%) decrease in Capital Spending.

The Fincom would like to highlight in Figure 3, that the total non-school Town budget only (a.k.a. Municipal Government portion of the budget exclusive of the Town Debt Service) is **\$6,886,301** or about **23%** of the total budget, showing an increase of just **1.3%**. The wage and expense budgets of all municipal departments include a 2.5% cost of living adjustment (COLA) and any required employee wage step increases. There were no new hires included in the budget.

Figure 3: FY19 Non-School Town Expenditures



Most notable, the FY19 combined public safety budget (i.e. police, fire, highway and building departments) total of \$3,528,642.00 represents only a **0.38% increase** above the FY18 year. The

Police, Fire/EMS, Highway and Building departments should be commended for their conscious effort to control their budget growth as they represent 51% of the total general municipal budget. Also, the COA budget request of \$233,714 represented less than a 2% increase above the FY18. The IT, telephone, municipal building, and recreation budgets all decreased in FY19. Finally, the Town's property and casualty insurance budget decreased from the FY18 total of \$179,834 to an estimated amount of \$153,000 in FY19. This represents nearly 15% of the General Budget.

The FY19 employee healthcare budget will increase to \$890,266; representing a 5.32% increase above the current year.

Table 3: Town Expenditures						
	FY18 Voted	FY18 % of Total	FY19 Voted	FY19 % of Total	\$ Change FY17 - FY19	% Change FY18 - FY19
<i>Municipal Govt</i>						
General	\$ 1,530,794	5.2%	\$ 1,575,837	5.2%	\$ 45,043	2.9%
Public Safety	\$ 2,403,198	8.1%	\$ 2,412,262	7.9%	\$ 9,064	0.4%
Public Works	\$ 1,101,967	3.7%	\$ 1,116,380	3.7%	\$ 14,413	1.3%
Human Services	\$ 351,314	1.2%	\$ 359,524	1.2%	\$ 8,210	2.3%
Culture/Rec	\$ 353,554	1.2%	\$ 354,032	1.2%	\$ 478	0.1%
Town Wide Expense	\$ 1,057,134	3.6%	\$ 1,068,266	3.5%	\$ 11,132	1.1%
Total Municipal Govt	\$ 6,797,961	22.9%	\$ 6,886,301	22.7%	\$ 88,340	1.3%
<i>Education</i>						
Nashoba	\$ 17,188,374	58.0%	\$ 17,912,331	58.9%	\$ 723,957	4.2%
Minuteman	\$ 630,999	2.1%	\$ 727,258	2.4%	\$ 96,259	15.3%
Total Education	\$ 17,819,373	60.1%	\$ 18,639,589	61.3%	\$ 820,216	4.6%
<i>Other</i>						
Debt Service	\$ 2,352,478	7.9%	\$ 2,423,567	8.0%	\$ 71,089	3.0%
Special Articles	\$ 790,225	2.7%	\$ 803,771	2.6%	\$ 13,546	1.7%
Capital Spending	\$ 690,773	2.3%	\$ 435,584	1.4%	\$ (255,189)	-36.9%
Recap Items	\$ 1,199,009	4.0%	\$ 1,212,262	4.0%	\$ 13,253	1.1%
Total Other	\$ 5,032,485	17.0%	\$ 4,875,184	16.0%	\$ (157,301)	-3.1%
GRAND TOTAL	\$ 29,649,819		\$ 30,401,074		\$ 751,255	2.5%
Source: Town Administrator FY19 & FY18 Budget Request Worksheets & Financial Summary Report						

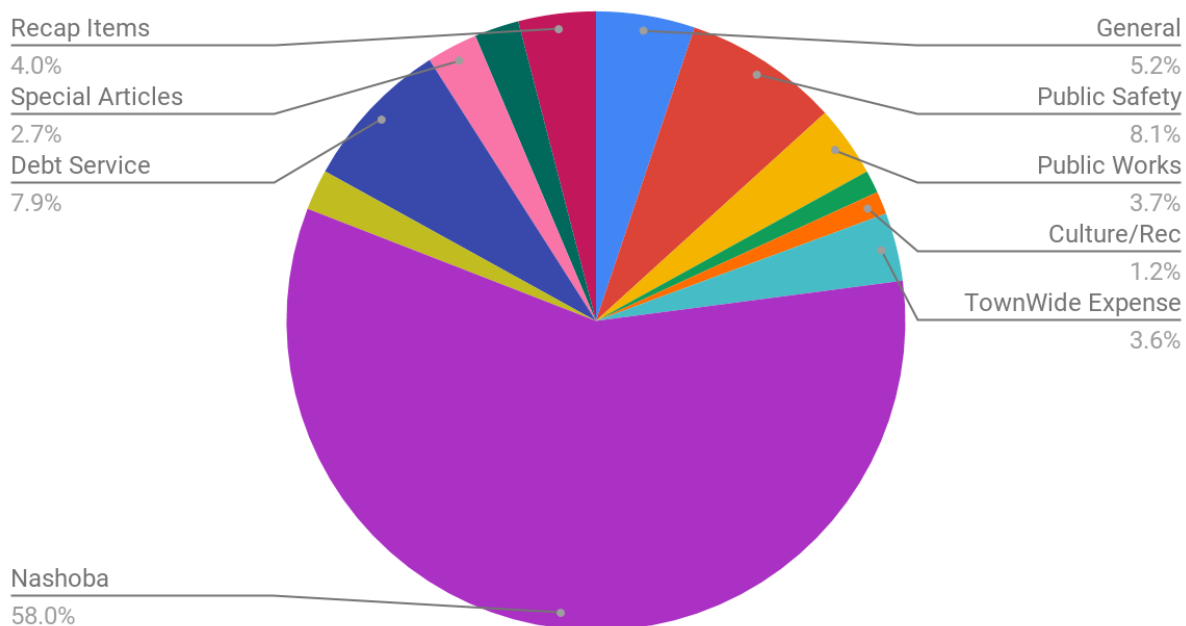
The 1% **decrease** in the Other category can be attributed to a slight 2% **increase** in Special Articles and a whopping 36% **decrease** in Capital spending.

The FY19 Capital Project Budget total \$435,584 compared to the FY18 budget of \$690,773. The Capital Items budget benefitted significantly by both the Police department and Highway department agreeing to shift forward by one year their annual rolling stock replacement schedule, thus delaying purchase of a new cruiser and backhoe, respectively. Also, the NRSD **significantly reduced** their original FY19 capital project request of \$308,000 to \$125,450. On average over the last 9 years, the Town spent about \$600,000 on Capital items and this year spent only **\$435,584**.

On the Special Articles, the Raise and Appropriate (SA-R&A) category **decreased 11.56%** from \$547,621 in FY18 to 484,307 to FY19. On average over the last 9 years, the Town spends about \$415,000 on SA-R&A items and FY19 is **above average** in this category.

The Appropriate & Transfer (SA-A&T) category **increased 31.68%** from \$242,604 in FY18 to \$319,464 in FY19 driven by 17% increase from \$130,000 to \$152,000 in Educational Incentive Program (EIP). On average over the last 9 years, the Town spends about \$139,000 on SA-R&A items so in FY19 is **above average** in this category.

Figure 4: FY19 Expenditures



There are a few more notable numbers in this budget category including the legal budget decrease from \$70,000 to \$40,000 in FY19. Also, the veterans' benefits budget decreased in FY19 to \$35,000 from the FY18 figure of \$53,400.

The annual Lake Boon water quality remediation program budget increased from \$15,000 to \$27,550; this is a contracted amount.

With respect to the FY19 tax recapitulation budget, a total of \$1,212,262 represented a 1.1% increase compared to FY18.

The single largest amount contained in this Municipal budget is the Town’s mandated annual employee county retirement contribution. The FY19 amount has been set at \$881,015; this represents a 6.58% increase above FY18.

The other significant number in this budget category is the overlay reserve account “Allowance for Abatements and Exemptions”. This category is an annual budget contingency that is available to the Assessors on an as needed basis to cover any tax abatements and exemptions that result from successful challenges by individual property owners to the property valuations set by the Assessors. Given the number and amount of requests for abatements and/or exemptions that the Assessors expect to receive in FY19, the Town Administrator increased the overlay reserve from \$178,120 this year to \$200,000.

The estimated annual debt payment of \$2,423,567 represents an increase of 3.02% relative to the FY18.

Of the state and county charges the most significant figure is the mandated annual county retirement premium. The FY19 premium amount of \$ 881,015 represents a 6.58% increase above FY18.

School Assessments effects on the Budget

As you can see in Figure 4, the Town spends fifty-nine cents (59%) of every tax dollar on the Nashoba Regional School District (NRSD), i.e. Nashoba Regional High School, the Hale Middle School, and the Center Elementary School which increased at 4.01%. Another two-and-a-half cents (or 2.4%) funds the Minuteman Regional Vocational School District (Minuteman) operations which increased 15.3% this fiscal year over FY18.

Both School Assessments include the Town’s portion of both School Districts’ Debt service obligations totaling \$272,972 in FY19 (\$163,543 for NRSD and \$109,429 for Minuteman). The number of students at Minuteman remains the same in FY19 as the FY18 year; however, the FY19 assessment includes Stow’s portion of the annual debt owed by the district for the new high school. The increased dollar amount of the assessment is \$96,259.

It is important to note that the NRSD debt service will decline beginning in FY21 when the Hale Building debt is retired while the Minuteman will **increase dramatically** relative to the Minuteman budget due to the bonding of debt related to the new \$157,000,000 school that opened in late 2019 ahead of schedule and on budget.

Table 5: Stow’s School Assessment Budgets and the Town's General Municipal Budget Comparison					
	FY15	FY16	FY17	FY18	FY19
Nashoba (inclusive of School Building Debt)	\$ 16,190,738	\$ 17,101,144	\$ 17,829,844	\$ 18,527,743	\$ 19,270,600
YOY % Change	5.39%	5.62%	4.26%	3.91%	4.01%
Minuteman (inclusive of new School debt to date)	\$ 657,204	\$ 618,680	\$ 577,577	\$ 630,999	\$ 727,258
YOY % Change	-14.21%	-5.86%	-6.64%	9.25%	15.26%

School Subtotal	\$ 16,847,942	\$ 17,719,824	\$ 18,407,421	\$ 19,158,742	\$ 19,997,858
YOY % Change	4.46%	5.18%	3.88%	4.08%	4.38%
Municipal (inclusive of Municipal Debt)	\$ 8,053,820	\$ 8,317,786	\$ 8,827,336	\$ 9,154,439	\$ 9,305,906
YOY % Change	2.07%	3.28%	6.13%	3.71%	1.65%
Total	\$ 24,901,762	\$ 26,037,610	\$ 27,234,757	\$ 28,313,181	\$ 29,303,764

In dollar amounts, the **non-school portion of the total budget shows the Town spending 1.65% or \$151,467** more inclusive of debt service in FY19 than in FY18 and **the schools spending increasing 4.38% or \$839,116** more inclusive of School Building Debt.

Town Savings

Town savings (Free Cash plus the Stabilization Fund) are “rainy day” accounts that are built up during good times and drawn down in bad times. Free Cash comes from receiving more-than-budget revenue (taxes, state aid, Budget money left over from the prior year) and/or spending less than our voted budget. It is annually certified each year by the Department of Revenue (DOR). Once certified, free cash is available for appropriation throughout the fiscal year to be spent for any lawful purpose. Every dollar of free cash appropriated as revenue in the FY19 budget is a dollar that does not need to be raised and appropriated through taxation.

These savings are a necessity, not a luxury, and accumulate to build a targeted balance or used to fund the next year’s budget. In discussions with Standard and Poor’s leading up to our AAA rating approval, the Town was encouraged to attempt to maintain a stored asset balance of between 5% and 10% of the overall budget.

Table 5 Town Savings

FREE CASH AND STABILIZATION FUND						
(Beginning of Fiscal Year)						
FISCAL YEAR	FREE CASH	% of BUDGET	STABILIZATION FUND	% of BUDGET	TOTAL	% of BUDGET
2019	2,735,392	9.00%	895,443	2.95%	3,630,835	11.94%
2018	2,787,417	9.40%	878,975	2.96%	3,666,392	12.37%
2017	2,266,676	8.09%	865,531	3.09%	3,132,207	11.18%
2016	1,890,072	7.03%	852,619	3.17%	2,742,691	10.20%
2015	1,832,298	6.96%	840,333	3.19%	2,672,631	10.16%
2014	1,696,289	6.83%	779,856	3.14%	2,476,145	9.97%
2013	1,395,874	5.94%	713,310	3.04%	2,109,184	8.98%
2012	1,283,016	5.61%	649,953	2.84%	1,932,969	8.45%
2011	778,703	3.58%	586,998	2.70%	1,365,701	6.27%
2010	604,198	-%	500,593	-%	1,104,791	-%

Source: Town Administrator FY19 Financial Summary Report

Historically, the Town added to the balance and used savings to fund capital items, as noted in Table 5.

Table 6: SAVINGS (FREE CASH) APPLIED TO BUDGET AS A REVENUE SOURCE								
FISCAL YEAR	CAPITAL ITEMS	OPEB	STAB. FUND	OPERATIONS	TOTAL	\$ CHANGE	% CHANGE	% OF BUDGET
2019	\$765,656	\$50,000	\$0	\$0	\$815,656	\$335,656	89.69%	2.68%
2018	\$430,000	\$0	\$0	\$0	\$430,000	\$193,500	81.82%	1.45%
2017	\$236,500	\$0	\$0	\$0	\$236,500	\$40,500	20.66%	0.84%
2016	\$196,000	\$0	\$0	\$0	\$196,000	-\$39,379	-31.32%	0.73%
2015	\$235,379	\$0	\$50,000	\$0	\$285,379	\$38,379	15.54%	1.08%
2014	\$197,000	\$0	\$50,000	\$0	\$247,000	-\$3,000	-1.20%	0.99%
2013	\$200,000	\$0	\$50,000	\$0	\$250,000	\$0	0.00%	1.06%
2012	\$200,000	\$0	\$50,000	\$0	\$250,000	\$500	0.20%	1.09%
2011	\$199,500	\$0	\$50,000	\$0	\$249,500		N/A	1.15%

Source: Town Administrator FY2019 Financial Summary Report

Town Savings is a key determinant of the Town credit rating, and the credit rating affects the interest rate the Town pays when the Voters decide to borrow money and is recommended to be kept at balances between 5% to 10% of the annual budget.

The Town's overall Savings balance has increased steadily over the past ten years, and is consistently above the 10% of the Total Budget threshold for the last five years, as noted in Table 5.

Further, it is worth noting that, historically, the Voters decided to apply Free Cash to build the Stabilization Fund, which is restricted in how it can be spent. This policy was discontinued in 2015 as noted in Table 6 because Town Savings had hit the upper range of the target balance and Free Cash was applied to other priorities (e.g. Other Pension and Employee Benefits liability of OPEB).

Town Debt

The Town has a significant but seemingly manageable Debt Load. The Town Outstanding Debt load was \$24,848,507 in FY19, decreasing for the third straight year and by 10.18% over FY18. (See Figure 7).

Table 7 - TOWN DEBT						
Fiscal Year	Beginning Year LT & ST Principal Outstanding	Principal LT	Interest LT	Principal ST	Interest ST	Debt Service Total
FY19	\$ 24,848,507.00	\$ 1,645,874.00	\$ 817,306.30	\$ 90,000.00	\$ 3,708.45	\$ 2,556,888.75
FY18	\$ 25,978,298.00	\$ 1,605,791.00	\$ 771,776.30	\$ 21,000.00	\$ 1,629.93	\$ 2,400,197.23
FY17	\$ 27,884,005.00	\$ 1,550,707.00	\$ 811,870.99	\$ -	\$ 600.00	\$ 2,363,177.99
FY16	\$ 21,054,629.00	\$ 1,490,624.00	\$ 687,605.43	\$ -	\$ 57.57	\$ 2,178,287.00

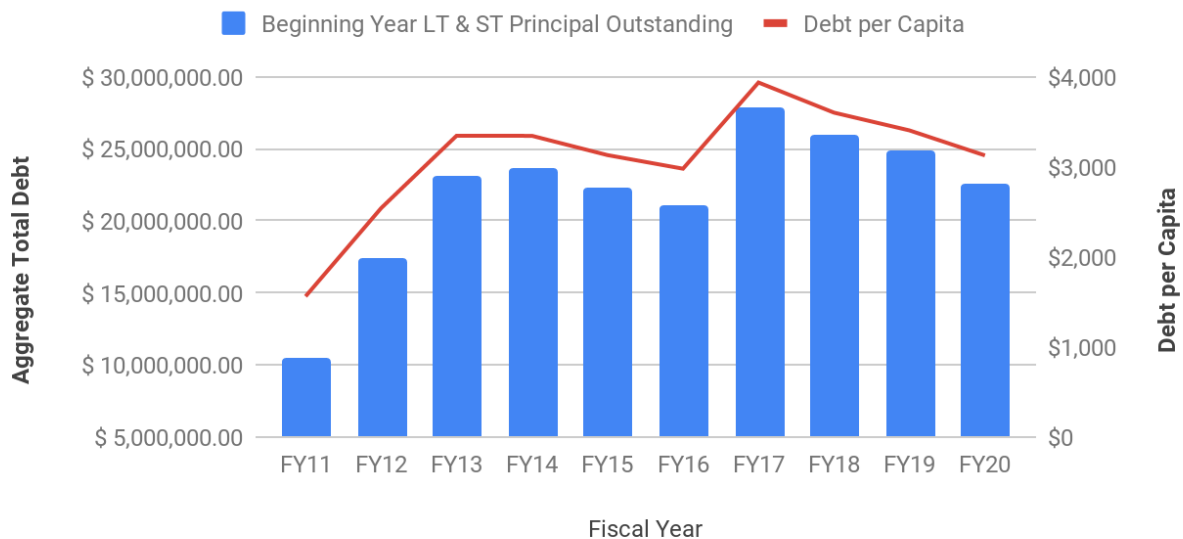
FY15	\$ 22,299,169.00	\$ 1,393,540.00	\$ 652,237.06	\$ -	\$ 466.44	\$ 2,046,243.50
FY14	\$ 23,699,626.00	\$ 1,175,457.00	\$ 623,556.30	\$ 220,000.00	\$ -	\$ 2,019,013.30
FY13	\$ 23,130,000.00	\$ 1,130,374.00	\$ 764,356.28	\$ -	\$ -	\$ 1,894,730.28
FY12	\$ 17,412,000.00	\$ 1,048,000.00	\$ 595,350.53	\$ -	\$ -	\$ 1,643,350.53
FY11	\$ 10,540,000.00	\$ 645,000.00	\$ 439,480.73	\$ 140,000.00	\$ -	\$ 1,224,480.73

Source: FY2020 Town Administrator Financial Summary Report

The manageable characterization of the Town's Debt service starts with the AAA bond rating earned in recent years by great fiscal management by the Town Administrator. The total annual debt payment in FY19 is \$2,556,888; this amount represents a 4.73% increase above the FY18 debt payment. Much of the increase results from the Pompositticut Fire Station/Community Center project debt becoming fully loaded in FY19.

Figure 7 -Town Debt

Total Debt and Debt per Capita



Again, in FY20 the Hale school renovation project debt will be retired. This \$744,494 annual payment, subtracting out the annual \$542,576 MSBA reimbursement revenue, nets the Town \$201,918. The net-net means the debt service will decline by this much in FY20 until the Town borrows more.

Overall, the Debt per Capita has decreased significantly starting in FY19 to just over \$3,000/person, as noted in Table 7.

Property Tax Rate and Property Valuations

The information presented in Table 8 shows the trends in tax rate, average single-family home valuation and average single-family tax bill. As mentioned previously, the Town's tax rate **decreased by just over 4%** over FY19.

The Tax Rate reduction was offset by the just over **5% increase** in the Average Single-Family Valuation which increased from \$460,309 to \$483,500.

The net increase to the Average Single-Family Tax Bill (ASFTB) **grew less than 1%** or \$76 in FY19 over FY18.

Despite this one year's focus on reducing the FY19 Tax Rate -- which the Town Administrator called a "budget reset" -- an analysis of the DLS data show Stow's FY19 Tax Rate still ranks in the top ten percentile in the State (out of 351 towns) in this category as displayed in Table 6. The Town is also in the top ten percentile for Average Single-Family Valuation and Average Single-Family Tax Bill.

Table 8: Stow Average Single Family Valuation (ASFV), Average Single-Family Tax Bill (ASFTB) and Tax Rate Comparison									
Fiscal Year	ASFV	ASFV % Change	Rank	ASFTB	ASFTB % Change	Rank	Tax Rate	Tax Rate % Change	Rank
2019	\$483,500	5.04%	28	\$9,733	0.79%	32	\$20.13	-4.05%	16
2018	\$460,309	2.45%	16	\$9,657	4.39%	29	\$20.98	1.89%	21
2017	\$449,301	1.58%	31	\$9,251	4.68%	31	\$20.59	3.05%	31
2016	\$442,300	3.30%	35	\$8,837	3.30%	35	\$19.98	0.00%	35
2015	\$428,160	0.82%	34	\$8,555	5.09%	34	\$19.98	4.23%	34
2014	\$424,668	0.17%	34	\$8,141	4.53%	34	\$19.17	4.35%	34
2013	\$423,931	-1.22%	37	\$7,788	1.38%	37	\$18.37	2.63%	37
2012	\$429,156	0.10%	35	\$7,682	0.09%	35	\$17.90	4.99%	35
2011	\$428,744	-3.67%	36	\$7,675	1.15%	36	\$17.05	2.83%	36
2010	\$445,062	-3.99%	30	\$7,588	-1.28%	30	\$16.58	8.51%	30
Sources: Massachusetts Department of Revenue's Department of Local Services (DLS) Municipal Databank									

Finance Committee Commentary

With a net increase of 2.5% above the FY18 budget, the FY19 budget leaves the Town with \$2,130,932.37 in unused levy capacity and approximately \$3,630,835 in stored assets.

There are a number of factors that indicate that the Town remains in great fiscal shape. There has been no voter override of the Budget in over 10 years, the Town Savings are over the recommended amount of 5-10% of the overall Town Budget, the Town's property taxes remain well within the levy capacity -- aka the limit we can tax ourselves -- with over \$2 million in levy capacity, and our debt rating remains strong.

Nonetheless, the Finance Committee remains concerned about the growth in the Town's overall budget and debt levels and growth. Generally, there are a number of capital projects in process or queued up that will require funding in the future including a potential new or renovated NRHS facilities.

Specifically, the Town has yet to bond Stow's full share of the new Minuteman building. Moreover, the NRSD submitted a Statement of Interest (SOI) to Massachusetts School Building

Authority (MSBA) and was accepted to submit a request for potential renovations or to build a new Regional High School facility. The debt associated with this new High School Facility project will likely double the Town's Debt Load and debt service.

By looking at the total Debt load of the Town, we can see the recent borrowing has increased dramatically in the last 10 years although the Total Principal outstanding has decreased in the last 3 years or so. Moreover, the Debt per Capita has decreased as well. Of course, Debt is useful and financially prudent when you can borrow inexpensively like the Town can because of a financially well managed Budget. Nonetheless, our debt servicing costs have grown by to over \$2.6 million in the last 10 years.

The Fincom believes the Town is borrowing wisely but, nonetheless, the Town citizenry keeps voting to "spend".

Also, as an update to the Fincom's questions about the Government Accountability Standards Board (GASB) guidance for Towns to include the Town's Other Pension and Employee Benefits (OPEB) liability of several millions on its balance sheet hasn't (thankfully) affected the Town's Financial standing such as its credit rating. The Fincom would like to recognize the Town Administrator's leadership by hiring an OPEB consultant to validate the Town's financial policy towards funding OPEB. The resulting outcome confirmed the Town Administrator's OPEB funding plan, much to his credit. Bravo!

Overall, the Town is in great financial shape although our tax bills reflect the cost.

The Town Administrator stated it best that the FY19 Budget has three major contributing factors that ensured this minimal increase:

First, there was the use of a significant amount of free cash revenues; second, the non-school town budget decreased by 1.3% in FY19; and, third, the NRSD assessment increased by only 4.01%.

The intent is to provide the taxpayer with the direct and immediate relief through a substantive reduction in the FY19 tax rate.

I sincerely hope that this result is realized.

We agree and thank the Town Administrator for his leadership and strong stewardship of our Town to make this an extraordinary FY19 Budget. We hope it continues! (It's unlikely). It is our opinion that this is a fair and accurate picture of the Town's financial state. Whether you are pleased or displeased, the Finance Committee reminds that Town Meeting directly controls the rate of growth of Town expenses. We encourage your participation.

Respectfully submitted,

Richard Eckel, Chair
Atli Thorarensen, Vice Chair
Peter McManus, Member

Erica Benedict, Member
Christopher Buck, Member
Jean Vangsness, Esteemed Administrative Assistant

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee is charged by the Town Bylaws to annually study capital outlays proposed for the ensuing five fiscal years that involve the acquisition of land or any expenditure of \$10,000 or more having a useful life of at least three years. The Committee considers the relative need, timing, and cost of these outlays and the effect that each will have on the Town's financial position.

2019 was one of the most challenging years in recent memory for the Town with respect to capital expenditures. Prior to the Annual Town Meeting in May, the Committee reviewed and recommended that the Town support approval of capital outlay requests totaling \$2,290,310, as follows:

- By the Assessors: \$40,000 to replace the Town's Computer Assisted Mass Appraisal system and \$19,000 for a server to host the new system;
- By the Building Department: \$850,000 to construct renovations and upgrades to the heating, ventilation and air conditioning (HVAC) system for the Town Building and \$55,000 to upgrade the heating system in the former Fire Station on Crescent Street;
- By the Cemetery Department: \$25,000 to fund landscape improvements at Brookside Cemetery;
- By the Fire and Rescue Department: \$625,000 to replace Engine 14;
- By the Highway Department: \$135,000 to purchase a new backhoe, \$87,000 to implement repairs to the Lake Boon Dam under Bartlett Road, and \$50,000 for reconstruction and resurfacing of Wedgewood Road;
- By the Local Area Cable Access Channel (Stow TV): \$40,000 to purchase a new high-definition video server and \$10,000 to purchase a new live stream device;
- By the Planning Board: \$137,500 for supplemental design funds for to complete improvements to the pavement, sidewalks and drainage systems along Great Road in Lower Village;
- By the Police Department: \$47,235 for a new police cruiser and associated radio equipment, and mobile computer equipment;
- By the Randall Library Trustees: \$40,000 to develop conceptual design plans for renovation of the 1975 addition to the library building; and
- By the Nashoba Regional School District: \$61,675 to upgrade the controls and alarms on the water supply system for Hale School, \$13,000 to replace failed compressors on HVAC systems at Hale School, a total of \$42,400 for security system upgrades at Hale and Center Schools, and \$12,000 for security system radios and repeaters for Hale and Center Schools.

The voters approved all of the above-listed outlay requests during the first two sessions of Annual Town Meeting on May 6 and 7, 2019.

Also, prior to the Annual Town Meeting the Committee reviewed and recommended that the Town not support capital requests totaling \$108,000, as follows:

- By the Highway Department: \$14,000 to replace the existing waste oil burner, and \$30,000 for reconstruction and resurfacing of October Lane;
- By the Planning Board: \$50,000 for construction of certain small projects under the Complete Streets program; and
- By the Nashoba Regional School District: \$14,000 to replace the library carpet at Hale School.

Voters at the first two sessions of Annual Town Meeting approved the Hale School carpet outlay request, and voted down the waste oil burner and October Lane resurfacing requests. No action was moved on the Complete Streets program construction request.

Prior to the third session of Annual Town Meeting, the Committee reviewed and recommended the Town support approval of a supplemental request by the Planning Board for \$1,886,000 in construction funds to complete the pavement, sidewalks and drainage systems along Great Road in Lower Village. Voters approved this request during the third session of Annual Town Meeting on June 24, 2019.

Prior to the Special Town Meeting in November, the Committee reviewed and recommended that the Town approve additional capital outlay requests totaling \$316,500, as follows:

- By the Building Department: \$60,000 to repair the elevator at the Town Building, \$15,000 to repair the water service line to the former Fire Station on Crescent Street, and \$150,000 to upgrade the water filtration and treatment system serving the Town Building;
- By the Planning Board: \$34,500 for construction administration for certain state-funded projects under the Complete Streets program; and
- By the Nashoba Regional School District: \$57,000 to add per- and polyfluoroalkyl substances (PFAS) removal equipment to the water supply systems at Hale and Center Schools.

Voters approved each of these supplemental requests at the Special Town Meeting on November 18, 2019.

In summary, for fiscal 2020 voters approved a total of \$4,506,310 in capital outlay requests, as compared to an approved annual average capital outlay of \$580,950 for the past five fiscal years.

Respectfully submitted,

Steve Jelinek, Chair

James Salvie, Selectmen's appointee and Clerk

Dave Arsenault

Ed Deluca

Peter McManus, Finance Committee appointee

BOARD OF ASSESSORS

The Stow real estate market has seen an increase in sale prices during the past year. The final valuations for FY2020, which have an assessment date of January 1, 2019, show an upward turn on average. Sales of real estate occurring in 2017 and 2018 were used to determine assessments for the current fiscal year. The new average assessment of a single-family home is \$495,800. For FY2020, the average residential tax bill increased 4.98% based on approved spending at the Annual Town Meeting.

Fiscal 2020 was an Interim Adjustment year for Stow, and the Assessors' office performed sales analysis to provide the Department of Revenue with data required to certify that property assessments are uniform throughout the town and are representative of the real estate market. The Assessors' office adjusts values every year to reflect the current market, as required by the Department of Revenue.

For FY2020, the residential sector was up an average of 2.54%. The total assessed value for FY2020 increased from \$1,313,450,700 in FY19 to \$1,358,166,917. New Growth increased this year by 43% largely due to the new Regency condominium development. The commercial and personal property sectors decreased slightly, while industrial increased slightly. Land values remained unchanged from FY19.

Seniors on fixed incomes can be particularly vulnerable in the current economy. A binder at the Assessors' window contains information with details of the various exemptions, deferrals, and other programs designed to help with taxes. The 41C tax exemption of up to \$2,000 is available for those over the age of 65 that qualify with limited income and assets. Other exemptions are also available. Lastly, the interest rate on Tax Deferrals is now at 4%. Do not hesitate to check with the Stow Assessor's office to see if you qualify for any of these programs.

The Community Preservation Act (CPA) surcharge system continues to be administered by the Assessors' office. The total CPA surcharge raised during FY2019 was \$622,157 with \$134,657 in matching funds received from the State in the fall. Exemptions from the surcharge are available for certain income brackets. Please check with the Assessors' office for more information.

There were some changes on the Board of Assessors during 2019. Dom Pugliese, resigned after many years of service as a member and Chair. His knowledge and dedication will be missed. The Board welcomed two new members this year. Georgie Smith, a long time Stow resident, and Bruce Morgan, who has many years of valuation experience, is our current Chair. Gary Yu continues to serve on the Board. Kristen Fox continues to be the Principal Assessor. Kelly Szocik is the Assistant Assessor, and Deborah George continues to be the Assessors' Clerk.

From time to time, you may see the staff or a sub-contractor collecting data on property in Stow. Staff and contractors always carry proper identification. We hope you will allow these

representatives of the Assessors' office to do their job. Our property assessments are reliant on accurate data collection.

The Board of Assessors encourages taxpayers to ask any questions or discuss any matter that might help them better understand their assessments. The staff in the Assessors' office is available every weekday to assist the public.

Respectfully submitted,

Bruce Morgan, Chairman
Gary Yu
Georgie Smith

Kristen Fox, M.A.A., Principal Assessor
Kelly Szocik, Assistant Assessor
Deborah George, Assessors' Clerk

FISCAL 2020 TAX RATE RECAPITULATION

TAX RATE SUMMARY

A.	Total Amount to be Raised	\$34,009,254.39
B.	Total Estimated Receipts & Other Revenue	\$ 6,017,434.22
C.	Tax Levy	\$27,991,820.17
D.	Distribution of Tax Rates & Levies	

CLASS	LEVY PERCENTAGE	LEVY BY CLASS	VALUATION BY CLASS	TAX RATES
Residential	92.6729%	\$25,940,831.51	\$1,258,652,500	\$20.61
Open Space	-0-	-0-	-0-	-0-
Commercial	4.1042%	1,148,840.28	55,742,750	\$20.61
Industrial	1.6561%	463,572.53	22,492,227	\$20.61
Personal	1.5668%	438,575.84	21,279,440	\$20.61
<hr/>				
TOTAL	100%	\$27,991,820.17	\$1,358,166,917	

TREASURER-COLLECTOR

The Office of the Treasurer/Collector department is responsible for the receipt, investment and disbursement of all Town funds. The department manages the billing and collection of all real estate, personal property and excise tax.

The Office of the Treasurer/Collector is also responsible for the payroll and health benefits of its employees. It maintains its compliance with payroll accounting, applicable laws and regulations. The Treasurer/Collector Office has undergone many changes this year which includes an appointing of a new Treasurer/Collector and a new Assistant Treasurer/Collector. The office would like to streamline some our duties all the while maintaining professional customer service in a timely manner to all the residents.

TAX COLLECTOR'S REPORT FY 2019

Tax & Levy Year	New Commitments	Amount Collected
2019 Real Estate	\$25,883,035.57	\$25,614,194.62
2019 Supplemental RE Tax	\$419,032.64	\$395,050.73
2019 Personal Property	\$556,728.40	\$575,633.57
2019 Motor Vehicle	\$1,130,662.41	\$1,033,097.44
Totals:	\$27,989,459.02	\$27,617,976.36

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2019

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
Assets							
Cash and Interest Bearing Deposits	\$ 5,169,834	\$ 7,342,700	\$ (49,686)	\$ 2,026,175	\$	\$ -	\$ 14,489,023
Cash and Investments Held by Trustees				1,427,084			1,427,084
Receivables:							
Real Estate Taxes	163,783						163,783
Personal Property Taxes	141,954						141,954
Less Allowance for Abateements and Exemptions	(316,794)						(316,794)
Motor Vehicle Excise Taxes	115,629						115,629
Tax Liens	345,198	15,474					360,672
Deferred Real Estate Taxes	16,673						16,673
Tax Foreclosures	105,477						105,477
Ambulance	47,675						47,675
Well Betterment		71,323					71,323
CPA Surcharge		3,324					3,324
Other							0
Due From Other Governments		549,403					549,403
Amount to be Provided for Notes and Bonds Payable						22,060,633	22,060,633
Total Assets	\$ 5,789,428	\$ 7,982,224	\$ (49,686)	\$ 3,453,259	\$	\$ 22,060,633	\$ 39,235,858
Liabilities and Fund Equity							
Liabilities							

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2019

	Governmental Funds			Fiduciary Funds		General	Totals
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds	Long-Term Debt Account Group	(Memorandum Only)	
Warrants Payable	\$ 82,379	\$ 12,028	\$ -	\$ 3,250	\$ -	\$	97,657
Accrued Payroll	190,229	23,220		1,250			214,699
Amounts Withheld from Employees and Other Liabilities	9,895			73,395			83,289
Deferred Revenue:							
Personal Property and Real Estate Taxes	(11,057)						(11,057)
Motor Vehicle Excise Taxes	115,629						115,629
Tax Liens	345,198	15,474					360,672
Deferred Real Estate Taxes	16,673						16,673
Tax Foreclosures	105,477						105,477
Ambulance	47,675						47,675
Well Betterment		71,323					71,323
CPA Surcharge		3,324					3,324
Other							0
Other Governments		549,403					549,403
Notes Payable			492,000				492,000
Bonds Payable					22,060,633		22,060,633
Total Liabilities	902,097	674,772	492,000	77,894	22,060,633		24,207,397

TOWN OF STOW
COMBINED BALANCE SHEET (Unaudited)
ALL FUND TYPES AND ACCOUNT GROUP
June 30, 2019

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
Fund Equity							
Retained Earnings (Deficit)	1,067,500						0
Reserved for Expenditure	11,281	2,500					1,067,500
Reserved for Encumbrances	406,069	2,214,242					13,781
Reserved for Appropriation	159,055						2,620,311
Reserved for Reduction of Future Excluded Debt	(45,636)						159,055
Reserved for Deficits							(45,636)
Reserved for Endowment				146,045			146,045
Reserved Fund Balance			(541,686)				(541,686)
Undesignated	3,289,062	5,090,711		3,229,319			11,609,092
Total Fund Equity	4,887,331	7,307,452	(541,686)	3,375,364			15,028,461
Total Liabilities and Fund Equity	\$ 5,789,428	\$ 7,982,224	\$ (49,686)	\$ 3,453,259	\$ 22,060,633	\$	\$ 39,235,858

Prepared by: Julie Costello
Town Accountant

TOWN OF STOW
SCHEDULE OF CHANGES IN FUND EQUITY
STATE GRANTS & REVOLVING FUNDS
June 30, 2019

	Beginning Fund Equity	Revenues	Expenditures	Ending Fund Equity
STATE GRANTS:				
Public Safety	\$ 22,223	\$ 49,137	\$ 47,344	\$ 24,017
Culture & Recreation	5,305	5,710	6,822	4,193
Council on Aging	-	15,384	15,384	-
Library	11,028	8,456	9,968	9,516
Other Grants	(511,294)	1,192,098	610,543	70,260
TOTAL STATE GRANTS:	\$ (472,738)	\$ 1,270,785	\$ 690,061	\$ 107,987
REVOLVING FUNDS:				
Recreation	\$ 107,345	\$ 263,862	\$ 226,811	\$ 144,396
Inspectors	80,927	41,234	61,083	61,078
Ambulances Services	-	-	-	-
TOTAL REVOLVING FUNDS:	\$ 188,273	\$ 305,095	\$ 287,894	\$ 205,474

Prepared by:
Julie Costello
Town Accountant

RANDALL RELIEF FUND

Balance January 1, 2019	\$34,218.26
Interest received	6.78
Contributions received	0.00
Repayments received	0.00
Payments	(1500.00)
Balance December 31, 2019	\$32,725.04

Citizens Bank Insured Money Market Account

Louise E. Peacock
Jeffrey D. Smith
Dorothy G. Sonnichsen, Treasurer
Trustees

**HALE HIGH SCHOOL FUND
INCOME/EXPENSE
7/1/2018 - 6/30/2019**

INCOME

Dividends	\$10,207.26
Bond Interest	\$ 8,383.75
Mutual Fund Income	<u>\$ 1,909.02</u>
Total Income	\$20,500.03

EXPENSE

Greenfield Savings Bank – Management Services	\$ 7,305.16
The Randall Library	\$14,500.00
Total Expense	\$21,805.16

Trustees of the Hale High School Fund

Jeffrey D. Smith
Kathleen M. Pavelchek
Laura Reiner
Linda Hathaway

EDUCATION

NASHOBA REGIONAL SCHOOL DISTRICT

To: NASHOBA Regional School District Parents, Students, and Community Members

The annual town report offers the opportunity to reflect back on our school year, our achievements and challenges.

Nashoba Regional School District, for the last several years, has had an authentic District Improvement Plan (DIP) in place which underpins the goals and aspirations for the school district's year – it has become a foundational document that we utilize to be forward thinking to challenge ourselves to consistently become better at what we do and who we are. The Department of Elementary and Secondary Education requires all Commonwealth school districts to create such a plan. NRSD takes the development and implementation a step further. These plans are developed in collaboration with many key district stakeholders with an eye to future initiatives and district direction. These become living, breathing documents that annually guide our work – they help to lay a clear pathway for the schools and district. All district Professional Development is linked to it, as are our School Improvement Plans, many Administrative and School Committee Goals, and goals linked to our extended programming.

The 2018-19 school year focused on innovation as a key tool and characteristic within the District Improvement Plan. Teachers were encouraged to participate in Professional Development activities, small and large group sessions, as well as school and district events that looked at instruction through a fresh lens of innovation. The year's activities culminated in a highly successful district-wide event in March – a genuine celebration of educational innovation.

Our communities and students of Bolton, Stow and Lancaster continue to flourish and grow. NRSD has a current student population of 3,230 students in grades K through twelve. We continue to receive new students into our district from within the state, the country and from around the world. Our English Language Learners population has steadily increased in recent years and has brought a new level of enrichment to our schools.

NRSD schools are busy with a balance of traditional and innovative instructional delivery. Our students continue to fare extremely well on state-wide assessments, commonly referred to as MCAS. Students have a wide range of options available to them in terms of academic programming, particularly at the high school level. They challenge themselves as they flourish into caring, thoughtful citizens beyond their public school life. A high percentage of our graduating students move onto college and post-secondary education alternatives. We take pride in their accomplishments and the fine adults they become.

Students also take advantage of a myriad of fine and practical arts programs that are offered at the middle and high school level, as well as a wide variety of athletic activities. Other activities such as DECA and Robotics await them beyond their elementary years. So many of our programs offer a wide array of opportunities that allow our students to flourish, gain life-long essential skills and show off their talents. Through State Championships, DECA accolades,

Music Festivals and Drama productions, our schools are alive with diversified learning opportunities for each and every student.

NRSD is extremely fortunate to be supported by three supportive and caring communities. We work in close partnership with the leadership levels and local organizations in each. These relationships offer the district guidance and support. They are active supporters, volunteers, and partners with our work. We take pride in the relationships we have built with each of our communities and appreciate the support, collaboration and participation in all of the activities in our district. Our March Day of Professional Learning is one example of where the entire Nashoba community comes together to celebrate authentic teaching, learning and community collaboration. We continue to be grateful to each of our communities for their continued support. We are appreciative of all that you do and give to us to support our many efforts with our students.

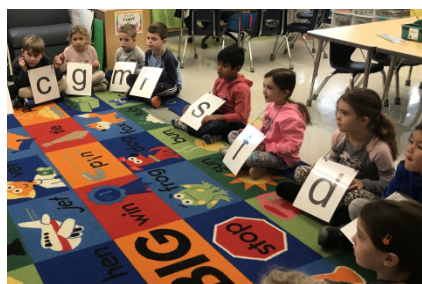
NRSD is an incredible school district, accomplishing much on a daily basis. We are proud of our students, staff and communities. Our students excel in the classrooms, in the gymnasiums, on stages, on fields, in competitions, and beyond. They are outstanding representatives of our communities and district. Collectively we take pride and celebrate each one of them.

Thank you for your continued support of NRSD – we are deeply appreciative.

The Center School

The Center School continues to be a place of learning, community and high expectations. Our opening was successful in welcoming returning students, new students, and our kindergarten cohort. In addition to our ongoing focus on student learning, school staff have engaged in their own learning about Social Emotional Learning. We are excited for our next steps in how to integrate what we have learned into our school community and instruction.

Our Spring 2019 MCAS results were again successful and exemplary. We again met almost every target set for student performance and are most proud of the progress made in our high needs reporting categories. Our overall performance resulted in our school placing in the 94th accountability percentile as compared to other elementary schools in the state.



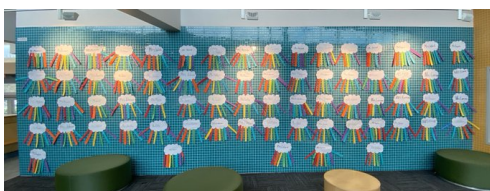
Our literacy professional development continued this year. Staff have continued to develop engaging reading and writing units with an emphasis on creating conditions for all students to develop skills and strategies. Next steps will include our ongoing review of assessment and integration of new social science and history standards into literacy instruction.

*Kindergarten students
developing decoding skills in
Reader's Workshop.*

Parent and community support are one of the cornerstones of our school's success. Our generous PTO continues to support our school in terms of funding and volunteering. In November, we

welcomed Sam Drazin who brought us messages and perspectives on kindness and empathy. In turn, our students created “rules for kindness” to continue what they learned with Mr. Drazin. We also have strong ties to community organizations such as the Council on Aging and Warm Hearts of Stow. As a school, we have continued to give back through the Thanksgiving meals and school supplies drives.

Our partnerships with the Town offices, Stow Fire Department, and Stow Police Department ensure a safe school environment for all. This was also evident as we have continued to work through the elimination of PFAS chemicals in our water in collaboration with our Facilities Department and the Town of Stow.



Students posted their dreams as they participated in a follow-up activity from a recent All School Meeting.

What we do at the Center School is part of a larger equation to make students successful and life-long learners. We are grateful to be part of the community of Stow, along with Hale Middle School and Nashoba Regional High School, in the preparation of our students for the future.

Hale Middle School

Hale Middle School continues to be a top level middle school within the Commonwealth. Our overall accountability percentile is 84, which places us in the top tier of schools serving students in grades 6-8 throughout Massachusetts. We are incredibly happy with these results and the educational experience the students at Hale are receiving.

Our current enrollment is at an all time high with over 303 students. The enrollment numbers are projected to increase over the next two years. In preparation for this increase, we are exploring options for expanding our teaching spaces and increasing our personnel so that the educational experience of our students is not negatively impacted. This presents us with an opportunity to rethink how we utilize spaces like the former culinary arts classroom. Our goal is to hire excellent educators who teach within adaptable learning spaces so that we can support the dynamic needs of students.

Our relationship with the parent community in Stow could not be any better. We are proud to work with parents who are involved in our school events and regularly offer to chaperone and volunteer. Whether it is presenting at our annual Career and Innovation Day or chaperoning a dance, we can count on our parent community. The Stow Parent Teacher Organization has been instrumental in supporting building wide initiatives. Whether it is supporting the purchase of technology, organizing teacher appreciation week events, or contributing to student activities like the 8th grade dance; the SPTO is an amazing supporter of Hale Middle School.

As we look ahead to 2021 we will continue to address our deficits and build upon our strengths. Next year we will continue to develop our staff's capacity to teach social and emotional learning within their classrooms.

We will do this with more professional development and inhouse SEL experts. We will continue to push for an expansion of our guidance department so that we can proactively address our students' emotional needs in a way that is more beneficial to them than emergency response. We have an exciting year ahead of us and we are excited to continue to deliver a top level education to the children of Stow.

Nashoba Regional High School

Nashoba Regional High School continues to thrive in its diversified and enriching programs that meet the needs of all students. This past year, Dr. Ruth Potee, a much sought after speaker on substance use, addiction, and recovery spoke on March 21st to a full house of students, parents and staff. This was a free event for the community and for students ages 14 and up. This was a great education opportunity on substance use prevention and was put on by the Substance Use Task Force.

DECA

This year, 112 students attended the DECA State Career Development Conference in Boston in March and from that group, 26 students qualified for the International Career Development Conference in Orlando where they competed against the best of the best from around the world, with a few groups finishing in the top 30 nationwide.

Music Department

Our music department continues to provide opportunities for strong student success. Just this past year, students in the concert band won the Silver award at the MICCA Music Festival, Concert Choir won the Bronze award at the MICCA Music Festival and the Chamber Choir won the Bronze award. 60 students from the Concert Band and Choirs travelled to Orlando, FL where they performed at the MarketPlace Stage in Disney Springs. Both groups attended workshops, working with Disney professional musicians. Four students participated in the Massachusetts Central District Music Festival and all four were recommended for the All-State Auditions. Three of those students were accepted to perform in the MA All State Music Festival.

Class of 2019

On June 9, 2020 – Nashoba graduated 228 students at the Worcester DCU Center who received diplomas as members of the Class of 2019. The class was marked with tremendous successes and future plans ranging from university, the workforce, entrepreneurship and the military.

German Trip

The German Exchange Program at NRHS traveled to Weilheim, Germany where fourteen students from Nashoba Regional High School traveled to Germany for two weeks in June as part of NRHS' German Exchange program. Accompanying the students were Herr Prichard and Sra. Davis.

The Nashoba students left for Weilheim, Germany and upon arrival students were greeted by their host families, with whom they would spend the following two weeks. During their visit, students shadowed their host students at the Gymnasium (German High School) and went on excursions around the Munich area.

The group also visited Salzburg Austria, Dachau, BMW world, and two of King Ludwig II's castles. The host families also included visits to many popular sites, a Bavarian pot-luck dinner with folk music and dancing and a farewell dinner at a local Bavarian restaurant.

The NRHS German Exchange (GAPP) has been running for the past 10 years and runs biennially. It is open to NRHS students enrolled in German 2 or higher.

Teacher Recognitions

Three of our teachers were nominated for a LifeChanger of the Year award this year including Ms. Lauren Bullard, Ms. Katie Jankun & Mr. Robert Griffith.

Special Olympics Unified Sports

Sydney Meininger, 2014 NRHS graduate student in our Transitions Program and U.S. Youth Ambassador for Special Olympics, in collaboration with Edmodo, helped create a short video showing the importance of Special Olympics Unified Sports in a school setting.

<https://www.generationunified.org/videos/inclusion-weekly-unified-sports/>

Athletics

Nashoba's athletic success continues! Over 350 student-athletes participated across fifty total teams, with seventy percent of student-athletes being named to the honor roll.

Some highlights include the girls' basketball team winning the Division 2 Central Mass Sectional Championship. Lucien Perla and Brevin Cassella each won the Division 2 sectional title and state titles in their respective weight class in wrestling. Peter Connery, our wrestling coach, was named the MIAA State Coach of the Year, and Tina Seabury, our girls' basketball coach, was named the Division 2 Central Mass Coaches' Association Coach of the Year. The success continued into the spring with our Unified Track team being selected as the MIAA State Sportsmanship award winner! Also, Athletic Director Tania Rich was selected as the National Interscholastic Athletic Administrators Association Distinguished Service Award Inside the Field of Athletics recipient for the state of Massachusetts. This award is in recognition of length of service, special accomplishments and contributions to athletic administration at the local, state and national levels. The fall of 2019 was very successful for the Chieftains! The field hockey team won the league title, the Division 1 Central Mass championship for the second consecutive year, and was state semi-finalists. The high school started a Unified Basketball team, which was a great addition and opportunity for our students.

Overall, Nashoba's sports teams had a great year! Over ninety percent of our varsity teams qualified for post-season playoffs, won five league titles, four league sportsmanship awards, two district championships, and two state semi-finalists. Our school spirit continues to grow, and we have maintained a competitive athletic program.

CENTRAL OFFICE DEPARTMENT REPORTS

Teaching and Learning Department

Collaboration and alignment continue to be a major focus of Nashoba's curriculum efforts. Elementary (K-5) teachers are in their final year of professional development focused on incorporating Reading and Writing Workshop into their instruction with the support of the Lucy Calkins' literacy program units from the Columbia University Teachers College Reading and Writing Project. In order to capitalize on the deeper skill set that students will have entering grade six, middle school English Language Arts teachers and special educators have begun participating in professional development to support shifting to Literacy Workshop as the primary instructional model for grades 6-8 English Language Arts. Similar to the on-going work in Kindergarten through grade five, Literacy Workshop employs small group instruction that focuses on providing specific feedback on reading and writing skills. The emphasis in the middle grades will be on combining learning and feedback on reading and writing skills.

Nashoba educators have also begun the process of transitioning to the updated Massachusetts History and Social Science frameworks. The updated framework emphasizes student-led inquiry, research and civic action. The district's History-Social Studies Committee has been working on outlining expectations for student history and social studies research as well as civic action practices. Middle school history-social studies teachers have been working on developing new units that allow students to develop these skills while studying more diverse regions of the world. Grade eight and high school teachers have been working to design civic action projects that allow students to demonstrate these practices while addressing a civic cause that is meaningful to them.

This year, the entire district has begun to consider how social-emotional learning can be embedded and emphasized throughout students' academic day. To begin this work, schools have led individual professional development series around topics that include social-emotional competencies, executive functioning and adult resilience and self-care. A districtwide team has participated in the Massachusetts Department of Education's exSEL network and Systemic Student Support Academy in order to develop a vision and process for integrating social-emotional learning across the district. This is the first step in a multi-year focus on embedding the learning and practice of social-emotional skills into classrooms and other settings across all grade levels.

Technology

The Chromebook 1-1 program provides a great opportunity for students to learn anytime, anywhere. To deliver a successful program, we have upgraded the Internet bandwidth for both wired and wireless networks in all buildings. Similarly, the MCAS computer-based online tests also require robust and reliable infrastructure support. Therefore, we have also upgraded servers in all schools to improve connection speed and to deliver additional data protection.

Our goal is to ensure that every student has access to the appropriate technologies based on student educational needs.

In elementary schools, one device is provided for every two students and each classroom is equipped with six devices on average. iPads are used in Grades Pre K-2 and Chromebooks are

used in Grades 3-5. Each elementary school also has a computer lab and multiple Chromebook carts that can be checked out whenever needed. In the middle schools and high school, all students are issued Chromebooks and can take them home overnight. Students are also assigned an NRSD email account and encouraged to use Google Suite to improve learning efficiencies. Advanced and specialized programs such as Graphic Design and Computer Aided Design are offered in computer labs to facilitate further learning.

We have worked diligently to ensure that all of our equipment is up-to-date and fully functional. By taking full advantage of tools like Google Console, Jamf Pro Management Suite and Symantec Ghost suite, the Technology department has gained significant efficiencies in supporting daily teaching and learning activities. We continue to manage individual applications, extensions and add-ons, and provide personalized content for individual teachers and classes across the district.

Safety is a top priority. For online activities, we have adopted and continue to update the Lightspeed web content filtering system to safeguard appropriate access. The Lightspeed system provides both in-school and at-home filtering for all 1-1 student Chromebooks, and allows teachers to monitor student activities remotely without having to look over their shoulders. In addition, we have implemented the CloudLock program from Cisco to detect cyber-bullying and self-harm behaviors in the Google Apps suite. As cybersecurity threats become more pervasive and severe each day, the Technology department has also made great efforts to educate teachers, students and staff on potential compromises, and will continue to evaluate training solutions for cybersecurity awareness. For physical safety, new camera servers have been installed in each building. The police departments in all three towns have 24-hour direct access to all camera servers. We have also upgraded the Secure Door Access server and Voicemail server to help improve the security measurements across the District.

Health and Wellness

The district's Health and Wellness Department covers comprehensive services including first aid, emergency care and assessment, planning for the management of chronic conditions such as asthma, diabetes, or life threatening allergies, preventing and responding to communicable disease, medication and health care procedure oversight, ensuring the completion of mandated health related screenings, provision of health education and health counseling, and helping to assure a safe and healthy school environment. Nashoba's Health and Wellness team provides a full time, certified registered nurse at each school building.

This year, all school nurses, social workers, guidance counselors and school psychologists attended training and received certification in PPEPaRE. The two day workshop focused on school crisis prevention and intervention training. School climate and safety are associated with academic achievement and we continue to provide training and resources to support student success.

Over the past year, we achieved several key milestones. The district's Emergency Response Task Force (ERTF), a committee consisting of local public safety officials, school personnel, parents and students, reviewed and revised the district's crisis and emergency response evacuation plans to prepare for school participation in the fall. The ERTF also hosted a tabletop exercise with its

members. The exercise was designed to engage team members and allow them to collaborate in working together in managing responses to hypothetical emergency incidents. Exercises enhanced knowledge of plans, allowed members to improve their own performance and identified opportunities to improve capabilities to respond to real events.

High school students also hosted a community awareness project called Mass Heartbeat. Mass Heartbeat is committed to bringing affordable, efficient, and non-invasive heart screenings at the high school. The screening took less than five minutes, and could detect fatal heart issues unknown to the participant. By spreading awareness and participating in this important health initiative, these dedicated students supported the health of the Nashoba community.

Lastly, the NRHS Substance Abuse Awareness Task Force is working to provide targeted education and programming to reduce the incidence of alcohol and drug use by our students. The Vaping Diversion Program was initiated at the high school this year as a way to provide support and resources around addiction.

Extended Learning Program

Fun and discovery go hand in hand at Nashoba Regional School District's Extended Learning Program where *Creative Choice* is at the foundation of learning. At our before and after school programs in Bolton, Stow, and Lancaster, students are encouraged to explore, create, and delight in play! An important aspect of our Extended Learning Program is the emotional/social development of children. Aware of the developmental stages of children, our staff guide children to problem solve, collaborate, and model compassion to others.



Children learn how to collaborate and problem solve when they build structures and play games.

Three key pillars guide the learning that takes place at our Extended Learning Program: Communication, Community, and Physical and Social- Emotional Well-Being. Whether students are participating in one of the structured enrichment programs like ImagArena or chess, or playing a sport outside or a board game inside, students learn essential communication skills. At live performance shows, such as those put on by Mad Science, students ask thoughtful questions and practice respectfully voicing their ideas and opinions. Our three sites offer various clubs like Homework Club, Drama Club, and Sewing Club to connect students who have similar interests and to expand their awareness. Building community, a sense of citizenship, and environmental awareness are also important elements of our program. This year, all sites participated in a



Students build citizenship skills and community awareness through programs like "The Onesie Drive."

“Onesie Drive” and hand-colored over 200 onesies for the infants at the Clinton Hospital in Leominster. In addition, all sites participated in a toy recycling initiative over the holidays and learned about important Green issues.

The Bolton site works closely with the Nashoba Valley Rotary Club to offer a fun and popular bike safety program and children at the Stow site help Stow Garden Club members plant bulbs.



Intergenerational activities, such as the bulb planting project with the Stow Garden Club, fosters compassion and enriches learning.

Students in Extended Learning are active! Whether playing soccer, doing archery, practicing yoga and mindfulness, or learning how to cook healthy meals at “Cook’s Corner,” students explore choices that involve physical movement and body awareness. Students often learn from others and make new friends along the way. Trying new things helps our students develop confidence and boosts their self-esteem. Inspiration and creativity flourish at our Extended Learning Program

Nashoba Regional High School

Class of 2019

Betame Douglas Maticha DeBono* § (President) ~ Erin Norton Mehigan * (Vice President)
Asha Alpesh Patel (Secretary) ~ Anders Fish (Treasurer)

Grace Victoria Bea Abendroth *	Sophie Beatrice Clark *** §
Claudine Nicole Abrams	Syeira Anne Clark * §
Michael Dennis Abreu	Matthew Halperin Colbert *
Kanyon Isaiah Adams	Katherine Amanda Conlin * §
Evelyn Church Ahearn	Jayne Catherine Conry ** §
Alexander Peter Ahlquist	Cassidy Miranda Cortes *
Scott William Albrittain	Kiera Jillian Cote
Tessa Florence Amidon **	Nathaniel Ross Crosby ***
Jeremy Wilmer Anderson	Joel Thomas Culkins ***
Liam David Andrews *	Meghan Ashley Curran ** §
Jennifer Rose Andronico ** §	William David Danby
Brianna Rose Ankstittus * §	Jonah Richard Davis **
Ashley Rose Astapoveh **	Katherine Renee DeFrancesco *** §
Eli Keith Bachtell *	Stephanie DeJesus-McNeill
Troy Alexander Barksdale	Nurullah Ishmael Delen
Cameron Robert Barrett	Colin Alexandre DeLisle ** §
Lucas Alexander Barrett	Isabella Jewel DeMartino
Joshua Paul Bebis	Lilliana Elizabeth DiBello * §
Kiria Vie Lin Bentley	Domenic Burton DiClemente
Alexandru Emanuel Berkowitz	Evan Alexander Doig
Connor Ray Bernklow	Emily Patricia Doiron §
Alexandra Diolinda Bettez *** §	Brienne Kathleen Donahue ** §
Abigail Lily Blackmore	Carli Jane Donovan
Tyler Robert Blair	Ryan Richard Donovan
Jessica Paige Bogert *	Mathew Christopher Doran **
Samuel Joseph Bolinsky	Maya Elizabeth Drabik
Jane Elizabeth Bonazzoli	Melissa Lou Duggan
Rogers Frostholt Boots	David Isaac Duprey ***
Emily Ann Boucher *** §	John Theodore Duros
Olivia Anne Bradlee	Madeline Aleen Davis Edwards * §
Benjamin Lucas Brown **	Lauren Grace Elliott
Natalie Elizabeth Brown *	Kayla Everett * §
Nathan Thomas Buchholz *	Alison Anne Fanger
Emily Jeanne Bussiere	Leah Adelle Farinella ***
Kalia Houghton Casco *	Sadie Rose Feakes
Maeve Elizabeth Cassidy * §	Madison Simon Fischer
Alan Antonio Castillo *	Anders George Fish
Samantha Emily Catalano *	Emily Theresa Fish
Jordyn Michelle Catino	Peter James Fleury **
Cooper McCarthy Caviness * §	John Winslow Lawrence Foney **
Caitlin Nicole Cheung *** §	Catherine Ann Fox ***
Alexander Filipenco Childs	Rachel Hannah Fox ***
Nikolai Filipenco Childs	Isaiah Thomas-Blaze French
Russell Alexander Christoph	James Patrick Gavin

Kameron Robert Gilchrest
 Christopher Michael Giunta
 Matthew William Gould
 Laura Joan Goyette ** §
 Haley Isabel Green §
 Ivaloe Terese Grundy
 Julia Marie Guiles
 Delaney Virginia Hallberg
 Shoni Hallock-Martin
 Kaylee Eunsun Hanson
 Andrew Thomas Harnett
 Shane Wonkyung Hayao Ç
 Shannon Marie Henderson ** §
 Anna King Henson
 John Francis Higgins ** §
 Kaitlyn Marie Hill
 Lauren Marie Hill
 Phoebe Anne Hogan
 Ethan Patrick Hogue *
 Oliver Michael Hopta
 Kylie Elizabeth Houck
 Matthew William Johnson
 Connor Wayne Jones
 Maxwell Ace Jordan
 Taylor Ashley Joron **
 Katelyn Rose Keane *** §
 Jane Marie Keaveney ** §
 Alexandria Ava Kelley
 Erin Sydney Kilkenny * §
 Vincent Alexander King *
 Nicholas Cardor Kischitz
 Samantha Azaria Klausner **
 Tess Alexandra Konash
 Elisabeth Hannah Kovach §
 Allison Jayne Kovacs
 Sarah Katharine Ladd *** §
 Thomas Marc LaFrance
 Maxwell Kwe Lama *
 Gweneth Carol Landis ** §
 Julia Marie Lane
 Jaclynn Deysy Lasorsa
 Sophia Elizabeth Lauer *** §
 Beau Casey Leclair *
 Brendan Christopher Lee *
 Eli Beau Lemieux
 Ella Annette Lemieux

Jack Robert Leonard
 Katherine Elizabeth MacDonald
 Isabella Anne MacNeil * §
 Olivia Marie Maillet * §
 Lane Wilkenson Maitland *** §
 Joseph Albert Marino ** §
 Nicholas Frederick Markham
 Rachael Hope Marks
 Jesse Tyler Martin
 Connor Redfield Mathews
 Joshua Tyler McClure *
 Everette Luke McConnell
 Charlotte Elizabeth McGuire §
 Meghan Elizabeth McNally
 Emily Caitlyn McNeish
 Daniel Fitzpatrick McNulty
 Sophia Maria Mellis ** §
 Jack Joseph Michaud
 Michael Harrison Miller
 Maxwell Metzger Mitchell **
 Daniel Paul Moran
 Maya Elizabeth Morgan
 Arensa Jasmine Morisset
 Veronica A Morson
 Sydney Yelena Muller *
 Caitlin Anne-Marie Murch
 Samantha Elizabeth Murphy
 Sophia Michelle Murray
 Michael Krishnan Nair
 Sophia Elizabeth Naroian * §
 Elena Jo Naze ** §
 Bailey Rose Nelson
 Benjamin Elijah Neuman
 Zachary Joseph Nicholson ** §
 Hunter Andrew Novak
 Paul Kimwomi Nyasani
 Hadley Caie O'Sullivan * §
 Emma Noelle Olsen * §
 William Corrigan Pane
 Victor Oscar Patykowski
 McKenzie Paige Paulter
 Nicholas David Perreault
 Tatiana Yvette Picard
 Victoria Lynn Plaskon **
 Carolyn Alyce Poch ***
 Colleen Elizabeth Pokorney ** §

Cameron Thomas Porter **
 Benjamin Chace Rajotte *
 Noah Joseph Ramirez
 Matthew Manuel Ramos
 Kelly Taryn Riddle * §
 James Robert Riseborough ** §
 Miranda Jane Robertson
 Nicolas Derek Rocca * §
 Julia Maria Fedulo Rocha
 Iria Nancy Rodriguez
 Taylor Noelle Rodriguez
 Grace Isabel Rogers *
 Kajal Rohatgi * §
 Alex Kaalund Rohrberg **
 Julia Nicole Roth
 Tiago Linhares Ruda
 Gabriela Ruiz Bustamante
 Catherine Judith Sabourin
 Margaret Rae Salmon * §
 Ethan John Sarafin
 Jack David Schwartz
 Jonathan Lee Schwenk
 Brody Weller Senior
 Samantha Mary Sicard
 Liam Robert Smith *** §
 Amanda Paige Solomon *** §
 Emily Elizabeth Solomon ** §
 Chloe Wells Spedden *
 Joshua Maximilian Stams *
 Benjamin Russell Stearns
 Julia Kathryn Straub * §
 Andrew Augustus Strauss *
 Nicholas Alvin Streeter * §

Meghan Gabrielle Sweeney * §
 Ashley Nicole Sweet
 Sarah Frances Teague ** §
 Carlina Brooke Tesini ***
 Elizabeth Carol Tierney * §
 Conor Patrick Toland **
 Connor Charles Tower
 Gavin Maxwell Trackey
 Holly Angelina Tremblay ** §
 Cameron Rose Trundy
 Robert Parker Tullier
 Stratos Michael Dukakis Tully
 Erik Carl Tuttle Ç
 Adriana Maria Valenti * §
 Elsa Elizabeth Vinacco ** §
 Dylan Marie Vitkofsky * §
 Jacob Donald Von Linden ** §
 Tyler Woods Wannamaker ***
 Olivia Erin Weadock
 Spencer Lucas Weijer **
 Marcus Hubert Weiss
 Olivia Ruth Willis
 Jack Thomas Wood *
 Nicole Ashley Yuen
 Elijah Joseph Zeh

Ç Certificate of Completion
 § NHS Senior Project
 ***Summa Cum Laude
 **Magna Cum Laude
 *Cum Laude

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

A Historical Year for Minuteman

The year 2019 marked a pivotal and historic moment in the history of Minuteman High School, with the opening of a cutting-edge building to begin the school year in September, one year ahead of schedule and on-budget, with increased enrollment of students from member district towns, increased enrollment of adult students in Minuteman Technical Institute, and 99% of Class of 2019 graduates entering college, career, or advanced technical training.

Class of 2019 Achievements

Of the Minuteman High School Class of 2019, 63% enrolled in a two- or four-year college/university, 33% entered a career, and 3% began advanced technical training. Nearly all students who sought certifications in their respective fields received them prior to graduation, which includes various certifications from Occupational Safety and Health Administration (OSHA) in hazardous materials removal, biotechnology, plant science, and health care, among others. Members of the Class of 2019 were accepted to 80 different colleges and universities, including Boston University, Carnegie Mellon, Roger Williams University, George Washington University, Worcester Polytechnic Institute, and many more.

Outstanding Students from Stow

Stow resident **John O’Keefe**, of the Minuteman Class of 2020, has been nominated for the Outstanding Vocational Technical Student Award, which is allotted annually by the Massachusetts Association of Vocational Administrators. In addition to consistently maintaining a high grade-point average and excellent attendance record while studying biotechnology, and holding leadership roles in regional “SkillsUSA” voc-tech competitions, O’Keefe has played quarterback on Minuteman’s football team all four years and has also played on the basketball team all four years. He’s co-captain of the Math Team and has served as a peer leader. He also volunteers with his local church and coaches children’s basketball.

Class of 2021 students **Angela Amico** and **Gabriel Herbertz**, both from Stow, currently serve as student ambassadors, in which they help with activities to promote the culture and climate of Minuteman. Amico, who studies design and visual communications, was part of a student group who recently designed publicity materials for the annual *a CATpella Festival* in Arlington, a music fundraiser for cancer research in memory of a teenager who died from cancer.

Class of 2020 student **Allison Sanzio** of Stow, who is studying culinary arts, is one of four students who formed the non-profit organization, “Kangaroo Kuddles.” The students knit blankets and other items to help keep premature babies warm and have donated about 1,000 knitted items to local hospitals since last year.



Grand Opening of the New Minuteman Regional Vocational Technical High School

The Grand Opening and Ribbon Cutting Ceremony of the new Minuteman High School took place on October 4, 2019, launching a new chapter in college and career academy-style learning for students in a state-of-the-art building.

The opening of the facility, on the campus of the former Minuteman building at 758 Marrett Road in Lexington, was the culmination of a momentous effort over a decade. The architecturally stunning and practical building is designed to foster collaboration, a safe and secure environment, and to serve as a showplace for exceptional technical and academic learning for decades to come.

“We have built a school that lets us dream big and be brave,” Superintendent-Director Dr. Edward A. Bouquillon said during the ceremony. “We have built a school that unites the

disciplines and promotes our commitment to deep integration of academics and high-quality career and technical education. For those of you who have been with us since the beginning, I thank you from the bottom of my heart.”

The new Minuteman was designed to integrate rigorous academics with relevant technical programming in occupational areas. The academy model was adopted to create smaller “schools within a school” for more personalized learning.

As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman inspires all students to attain their full potential, accelerate their learning, and become purposeful citizens in the global community.

Increasing Enrollment

As word spreads that Minuteman High School produces successful college and career results for students, and helps fill the statewide and national skills gap, the number of applications to attend Minuteman has increased tremendously in the past two years from students living in the district’s member towns. The number of students attending Minuteman from member towns, including Stow, has increased from 337 in FY17 to 395 in FY20, and is projected to reach 502 for next school year in FY21. The number of students from Stow has increased from 16 in FY18 to 36 in FY20. As of February 25, 2020, an additional 25 students from Stow were in the application process to attend ninth grade in the fall of 2020.

Minuteman Technical Institute, the 10-month-long evening program for adults seeking certifications in trades such as advanced manufacturing, automotive, electrical, and metal fabrication/welding, and others, experienced an enrollment increase from 25 to 42 students over the past year. This year, Governor Charlie Baker has proposed awarding \$15 million to regional vocational-technical schools that offer Technical Institutes, such as Minuteman, to help alleviate the statewide skills gap and ensure more people are receiving education for high-demand, high-paying careers.

About Minuteman:

Minuteman is an award-winning regional career and technical high school and continuing education institution that integrates robust academic and technical learning. As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st-century global community. Located in Lexington in a new state-of-the-art facility, Minuteman’s member towns are currently Acton, Arlington, Belmont, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow.

Respectfully submitted,

Edward Bouquillon, Superintendent-Director

PUBLIC SAFETY

POLICE DEPARTMENT

2019 was a year to say goodbye to an old friend and welcome a couple of new ones for the Stow Police Department. First I would like to take a moment and congratulate Chief William Bosworth on his retirement back in August of this past year. Bill not only served the Stow Police Department and the citizens of Stow for over 32 years, he was both highly respected and looked up to by all the other departments in town. Chief Bosworth was especially admired and respected by members of this department for his leadership, understanding, knowledge and without a doubt his everyday humor. As the new Chief of the Stow Police Department, I would like to take this opportunity to wish Bill and his family a very happy and healthy retirement. In the fall, the department brought on board the newest members of our dispatch center, Gabriel Lopez and Shawn Marquez. Gabriel will fill the role as one of our full- time dispatchers and after many months of searching, Marques will be our part-time dispatcher. I'd like to welcome them to the Stow Police Department and wish them the best of luck in their new positions.

After many months of unexpected delays, the Lower Village construction project finally came to an end this past fall. To date, this has been one of Stow's largest road projects. Hopefully with the widening of the roadway, newly designed bike lanes, the addition of the center islands and new cross walks, this will make it much easier for both the motoring public and pedestrians to maneuver this busy section of town. I would like to thank the members of this department and all of the other police agencies that helped with traffic control and providing a safe work zone for the many construction groups that worked on this project. To the best of my knowledge, there was not one single injury during this project.

We continue to work with our partners at the Domestic Violence Services Network DVSNI, Communities for Restorative Justice C4RJ, Central Middlesex Police Partnership CMPP, Police Assisted Addiction and Recovery Initiative PAARI, Central Mass Law Enforcement Council CEMLEC, the Middlesex District Attorney's Office and the Middlesex Sheriff's Department.

During the year the Police Department opened its doors again to many organizations such as the Cub Scouts, the Brownies and the Center School for guided tours of the building. Some of the most popular areas the children found interesting were the 911 dispatch center, the department's police vehicles and most popular to the kids, our lock up facility.

The department still utilizes its prescription drug take back box in the lobby and our internet exchange zone out in front of the police station near the front door. Both of these services are used on a constant basis and have been a huge success to the public. We continue to offer through the efforts of Det. Ela and Ptl. Kusz, the Child Seat Installation service to the residents of Stow. As in the past, please call to make an appointment with either officer. We continue to be active on our Facebook, Twitter and Instagram pages in an effort to quickly get needed public safety information out to the people of Stow.

I would like to thank our government officials, Senator Eldridge and State Representative Hogan for their continued support not only for the Stow Police Department but also for the citizens of Stow. I would also like to thank our local media partners who not only show a compassion for

news and information but also a sense of fairness and cooperation in their reporting of the news and stories that affect both this department and the people of Stow

As I begin my first year as the new Police Chief, I look forward in continuing the great working relationships that have been formed by the previous chiefs with all the other great departments that make up the Town of Stow. I especially would like to thank all the members of the Stow Police Department for their dedicated service to the people of Stow in their continuing efforts to make this a safe and great place to both live and work. I would also like to take a moment to thank especially the two other departments that we work closely with on a regular basis. The Stow Fire Department along with Chief Joe Landry makes our job just a little bit easier with their continued support. Secondly, I would like to thank the members of the Stow Highway Department along with the newest member to that department, Highway Superintendent Steve Nadeau.

Finally, I would like to thank our Town Administrator Mr. William Wrigley and the Honorable Board of Selectmen for their continued support of the Stow Police Department throughout the year.

Respectfully,

Ralph Marino
Chief of Police

**Police Department Administrative
Assistant**

Darlene Trefry

Police Officers – Full Time

William L. Bosworth, Chief (Retired)

Ralph Marino, Chief

Darren J. Thraen, Sgt.

Michael J. Sallese, Det/Sgt

Sean M. Collins, Prosecutor

Luke A. Dezagó

Cassandra M. Ela, Det.

David J. Goguen

Christopher A. Kusz

Jacob G. Mick

Robert J. Nelson

Police Officers – Special

William L. Bosworth

Jonathan D. Butler

John T. Connors

John Fantasia

Lee D. Heron

Richard D. Manley

Brandon C. Murphy

Gary P. Murphy

Michael A. Smith

Darlene D. Trefry

Mark H. Trefry

Police Matrons

Deborah L. Richardson

Darlene D. Trefry

Public Safety Dispatchers

Jonathan D. Butler

John E. Fantasia, Dispatch Supervisor

Gabriel R. Lopez

Shawn Marques (Part-time)

Brandon C. Murphy

Darlene D. Trefry

FIRE DEPARTMENT

Our Mission

It is the mission of the Stow Fire Department to provide the finest possible fire, rescue and emergency medical services to all those that reside in, work in or visit the Town of Stow.

In 2019 your Fire Department responded to 934 calls for service. This number is down from last year's all time high of 1,030. Medical Emergencies remain as a majority of the calls, totaling 658 this year, with 82 of those calls being the result of motor vehicle accidents. There were a number of non-medical calls for service, such as 17 fires which includes structure fires, electrical fires, cooking fires and chimney fires. Other responses included 57 hazardous conditions calls, 5 brush fires and 154 alarm activations.

Following a trend, in 2019 a number of very active Call and Per-Diem Stow Firefighters moved on. Some were hired as Full-Time Firefighters in other communities, others resigned after many years of committed service. The department would like to wish those past members luck in their future endeavors and for the ones who chose a career in Firefighting, please stay safe and thank you for your service to the Town of Stow. With the departure of these members, the department will once again evaluate the existing staff levels and determine the need for recruitment in 2020. Service to your fellow citizens can be very rewarding. Please keep an eye out for the advertisement and see if this opportunity would be right for you.

Beginning July 1, the department shifted some of its current employees to better fit the needs of the community. One of the changes moved the Permanent Captain to weekday shifts only from 8:00 am to 4:00 pm. The Captain's duties and responsibilities include the day to day supervision of the Full-Time Firefighter/EMTs and Code Enforcement. This new schedule affords the department employees as well as the public better access to the Captain during normal business hours. To facilitate this change the department's long time Administrative Assistant has been appointed as a Full-Time Firefighter/EMT, filling the shift vacated by the Captain. This change placed existing department members in a much more efficient staffing model to offer better service.

The current Full-Time and Call Fire/EMS staffing model utilized by the Stow Fire Department was developed in 1988 with the addition of Per-Diem night coverage added in 2000. This system has served the community well but is currently stretched to its limits. Over the last 31 years, the demand for service and the town as a whole has expanded. Currently there are a number of housing developments in progress with others awaiting approval. The current conditions combined with the proposed changes in Stow's housing are having a direct impact on our Fire and EMS delivery services. Our current staffing model only guarantees two Firefighter/EMTs in the station at any time. These same two members are the EMTs that will transport patients to the hospital, rendering them out of service for other calls over extended periods of time. Although we still have a committed Call firefighting force, the need to add members in the station guaranteeing a rapid response is becoming more evident. Additional manpower will enhance safety for the citizens of Stow and allow the department to better achieve our mission.

Student Awareness Fire Education & Senior Program

Fire and Life Safety Education is a priority in Massachusetts as well as across the Nation. For the past 23 years the Stow Fire Department has been receiving Grants through the Department of Fire Services for conducting Fire Safety education through the Student Awareness Fire Education program (SAFE). The department SAFE program targets pre-kindergarten through first grade children of Stow. Through this grant the program teaches students to recognize the dangers of fire and the fire hazards of tobacco products through 23 key fire safety behaviors taught in developmentally appropriate ways. Fire and life safety is easy to combine with math, science, language arts and health or physical education lessons, making it easy to collaborate with school.

The department continues to develop the Senior SAFE program; we have been working with the Stow Senior population through a number of public forums. We have also expanded the smoke detector battery change programs and home safety visits to year round activity.

As the SAFE Coordinator I would like to thank the Center School Staff, the Council on Aging, department members and Chief Landry for the support of these Life Saving Programs.

Program Coordinator & Educator
Captain Benoit

Training

The goal of the training program at The Stow Fire Department is to ensure our members have the knowledge and skills to perform their job in a safe and effective manner. Company officers are heavily involved in training their members to meet minimum standards set forth by the department. Ongoing training and evaluation by Company Officers is a key factor to engaging our members and keeping knowledge and skills up to date.

In 2019 the department added 10 new Firefighters to the roster. Five of these members came with previous training which allowed them to go straight to work. The other five new members were enrolled in the departments rigorous, in-house Firefighter I/II training program which consists of 240 classroom and practical training hours over a five-month period. This training ensures that all responders meet a minimum standard for their safety as well as those we serve.

I would like to thank all the department members who worked tirelessly over that five- month period educating our future firefighters. These men and woman do so with little to no compensation. Their commitment to the town and this department is a great example of citizens making a difference in the community.

Apparatus Maintenance

The Stow Fire Department apparatus is a critical component of our operation. These vehicles are not only used to transport our Firefighters and Emergency Medical Technicians to calls, they are an important tool utilized on all responses. With the absence of a municipal water supply, every

piece of equipment that we own is critical in the movement of water when we fight fires. This year a number of changes were made to the maintenance of our fleet. With the complexity of vehicles along with other demands for service, the department has chosen to contract with a local vendor to conduct general service to the apparatus. This also offers a level of accountability to our system by utilizing a certified mechanic to conduct inspections of major safety components annually. The department mechanic will continue to repair items within his scope and maintain required records.

At the May Town Meeting, tax payers voted in favor of replacing an aging Fire Pumper. At this time the unit is in production by Ferrara Fire Apparatus located in Louisiana. Our local service dealer will be Specialty Vehicle Inc. out of Plainville MA. The department currently owns two other Ferrara pumpers which continue to serve the town well. This new piece of apparatus has been designed for versatility. The new pumper will be able to transition to different responsibilities as time moves on. With today's advanced technology we were able to build in a number of features that were not offered in previous years.

Thank you very much for your support of this vital piece of equipment; it will have a positive impact on the safety of our members and the residents of Stow for many years to come.

Emergency Medical Service

Once again, calls for medical service have risen in the town of Stow. We as a department recognize this increasing trend and train tirelessly to meet the needs of the public we serve. Our Firefighter/Emergency Medical Technicians work in conjunction with Pro-EMS, our paramedic service provider, to offer the best possible pre-hospital care. We look forward to our future with Pro-EMS and the CMERA group.

The value of the town retaining two ambulances has once again proved itself invaluable. There have been multiple instances where Rescue 17 was committed to an incident when another call for service was received. In these situations, our committed Call Firefighter/EMTs staff the second Rescue and a prompt response has been initiated. The addition of a second Rescue has contributed to reducing overall response times as well as allowing Stow EMS to offer a greater personal experience to you the customer.

Thanks from the Chief

I would like to take this opportunity to thank all the Officers and Firefighters of the Stow Fire Department for their help and support throughout the year. Your assistance, dedication, commitment and professionalism make a department that we can all be proud of. I would also like to thank all of the citizens of Stow, the business community, the Town Administrator, the Board of Selectmen, Building Department, Highway Department, IT Director, Board of Health, Planning Board, Council on Aging, Medical Reserve Corps (MRC), Amateur Radio Emergency Service (ARES), Local Emergency Planning Committee (LEPC) and all other Town departments for their support of the Fire Department. I would especially like to thank the Police Department and Public Safety Dispatchers for all your help and support during the year.

Respectfully submitted,

Joseph Landry
Fire Chief

2019 Permits Issued

Blasting	2
Fire Alarm Permits	14
Fire Suppression	2
Open Burning Permits	674
Oil Burner Permits	26
Hot Works	3
Propane	14
Sprinkler	4
Tank Removal	3
Fuel Truck	4
Underground Storage	0



Fire Prevention / Inspections

2019	285
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FULL TIME STAFF

Chief	Landry, Joseph
Captain	Benoit, John P
FF/EMT	Evers, Barry
FF/EMT	Guerin, Mark *
FF/EMT	Swinimer, Judson *
FF/EMT	Vogel, Greg



Per Diem /Call Firefighter/EMT's

Benoit, Erick*
Dudley, Paul*
Fiorvanti, Jeremy
Kelley, James
Villa, Keith
Scimeca, Michael
Jakubek, Todd
Trioli, Nick*
Mangolds, Yuris
Taylor, George
Ellis, Kristina
Herlihy, Camden
Murphy, Michael
Walsh, Steven
Beharrell, Jonathan

Apprentice Firefighters

Boyd, Ryan

Emergency Medical Technician

Vroegindewey, Rachel

Honorary Firefighters

Ed Warren
Steve Landry

Call Officers

Lieutenant	Guerin, Mark *
Lieutenant	Swinimer, Judson*
Lieutenant	Benoit, Erick*
Lieutenant	Trioli, Nicholas*
Lieutenant	Dudley, Paul*

Call Firefighter/EMT's

Siewierski, Sue
Galofaro, Jason
Gray, Timothy
Hopkins, Nicholas

Call Firefighters

Dilling, Barrett
Dwinells, Scott
Silverio, Gregg
Kevin Benoit
Peter Casello
Jon Gray
Fenton, Shamus
Lowe, Matthew
Shepard, Kevin
Cristy, Matthew
Rodriguez, Ralph
Benoit, Timothy
McNulty, Matthew
Landry, Timothy
Cabrera, Alejandro

* Denotes multiple positions within the organization

FOREST WARDEN

Once again Brush Fire incidents are considerably lower than in the past. This decrease over time can be credited to a number of factors, the first being fire prevention and safety education which addresses outside fires and their impact. Another factor is the increased oversight and coordination of Conservation properties. Over the years there has been a significant increase in use of Conservation properties. This increase in use may have an impact on the recognition of fires or mischievous conduct that contributed to brush fires in the past. Either way, a decrease in brush fires has a positive impact on the Fire Department as well as the environment as it relates to air quality.

The open burning season was once again very busy for the Fire Department. 674 Open Burning permits were issued from January 15 until April 30, 2019. We allow burning between 10:00 am and 4:00 pm with permission from the Fire Department depending on staffing and weather conditions.

Many burning days are declined by the Department of Environmental Protection due to atmospheric conditions. The State Forest Warden may also cancel burning due to unfavorable weather conditions. Extreme conditions are reported as “Red Flag Days” on local weather reports.

I would like to thank the State Forest Fire Division and the Sudbury Fire Tower for all their help in locating and extinguishing fires.

Respectfully submitted,

Joseph Landry
Forest Warden

EMERGENCY MANAGEMENT

We are the point of contact for the Local Emergency Planning Committee (LEPC). The LEPC is comprised of a number of many cross-functional departments that have demonstrated the ability to professionally manage emergency incidents in Stow. We are extremely fortunate to have such a talented group of volunteers. Over the years, they have handled everything from desktop exercises to real life emergencies opening and managing emergency shelters.

This coming year we will be conducting a much needed update to the Comprehensive Emergency Management Plan. This document was initially created in the 1980s with regular updates. With the financial assistance of an Emergency Management Planning Grant we will be transferring the information to an electronic format as well as securing and updating much needed documents and contracts. This new plan will enhance our operation to better serve the citizens of Stow.

When activated for manmade or natural disasters, Stow Emergency Management works closely with the Highway, Fire and Police Departments to mitigate and manage the town's recovery efforts. In addition we continuously work alongside MEMA following large scale events to secure funding. This financial recovery has proven to be very successful in returning thousands of dollars of the Town of Stow's out of pocket disaster expenditures back to the general fund.

I would like to recognize the working partnership between the Medical Reserve Corp (MRC), the Local Emergency Planning Committee (LEPC), the Amateur Radio Emergency Service (ARES) and the Stow Board of Health. This cohesive working group has proven to be very successful over the years. In 2020 Stow Emergency Management will be reaching out to the public to expand our organization. Service to your fellow citizens can be very rewarding, please keep an eye out for opportunities to volunteer.

Respectfully submitted,

Joseph Landry
Emergency Management Director

SPECIAL COMMITTEES

STOW MUNICIPAL AFFORDABLE HOUSING TRUST

In 2019, the Trust's activities focused in large part on the care and maintenance of the property acquired in 2018 on Red Acre Road.

After consultation with the Building Department, the Trust determined that the existing structures on the property needed to be demolished due to the decrepit condition of the barn, stables, and riding area. A contract was signed after an RFQ process. Demolition was completed in spring, and included asbestos identification, removal and disposal. The total cost was nearly \$49,000.

The next step was to complete initial pre-engineering work to identify whether the soils on the land are suitable for septic and well requirements and whether the site can support the projected number of units. This work was completed and a report confirmed that the parcel is suitable for housing. The total for this work was \$11,000.

Progress has been made towards the approval of a Comprehensive Permit for construction by North Central Middlesex Habitat for Humanity of two affordable units on a parcel owned by the Trust on Sudbury Road.

The Trust continues to be involved with the monitoring of both affordable and middle-income units in town, and has helped in negotiations regarding units under threat of foreclosure.

Respectfully submitted,

Cortni Frecha, Selectmen
Michael Kopczynski, Chair
Quince Papanastassiou

Cynthia Perkins
Laura Spear, Vice Chair

OUR HERITAGE

Ancient Documents Committee

The Ancient Documents Committee was established by town meeting vote, March 8, 1973. “On motion of Town Clerk Francis Warren, it was unanimously voted to establish the Ancient Documents Committee of five persons, one of whom shall be the Town Clerk, to assist the Town Clerk in the acquisition, preservation, indexing and care of all Town records, both current and ancient, such members to be appointed by the Moderator, with the approval of the Town Clerk, for terms of one, two, three, four and five years, and thereafter for terms of five years respectively.”

The committee’s ongoing projects include inventorying the vault, sorting through materials that are donated and creating databases. This work is truly a labor of love and it is done by dedicated volunteers Bob Walrath, Dot Spaulding, Bill Byron, Liz Moseley, Marilyn Zavorski, and Rosemary Bawn. Thank you to all of you for your dedication to the preservation of Stow’s history.

Respectfully submitted,

Linda Hathaway, Town Clerk

HISTORICAL COMMISSION

In 2019, Historical Commission members served on the Town Hall Restoration Committee, assisted with the proposed establishment of Stow's first historic district, began assessing 1825 West School preservation needs, and continued to encourage homeowners to participate in the historic plaque program.

Historical Commission member Andy Crosby is the commission's representative on the Town Hall Restoration Committee, ensuring that best practices for historic preservation are maintained. The Commission remains committed to making sure that the renovated Town Hall contains space for display of Stow's historic artifacts in addition to useful and accessible public space.

The Commission was pleased to work with Gleasondale residents as they took steps to build community, town, and state support for a first-in-Stow historic district. The residents formed a subcommittee under the auspices of the Planning Board early in the year to preserve the look of their neighborhood and its many historically-significant structures. We were glad to see that their survey showed wide support among Gleasondale residents.

One area of concern is the 1825 West School, one of very few one-room schoolhouses still standing in the Commonwealth. A visit to the school, during which students learn about the experiences of 19th century Stow students and participate in some typical lessons, is a highlight of Stow's third-grade history curriculum. The school is also used by the Stow Historical Society for presentations and performances. We are beginning to work on preserving this building.

We are working with homeowners who request plaques identifying their homes as historically significant. If you are the owner of one of our town's historic properties, we encourage you to participate in this program.

We would like to thank Lew Halprin, Marilyn Zavorski, and Rosemary Bawn for their many years of service on the Commission. All are Historical Society members—Marilyn serves as Society president—and Lew also writes the "Past Tense" column for the Stow Independent. Their talents continue to be at the service of preserving and building appreciation for our town's heritage.

Respectfully submitted,
Dorothy Spaulding, Chair
Barbara Clancy, Secretary
Andy Crosby, Treasurer
Patrick Hopkins

TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the town clerk's duties. The town clerk also follows the town's bylaws and the Town Charter.

The town clerk interacts with all of Stow's town boards, as well as, several state agencies on a regular basis. Since 2010, the clerks have been responsible for implementing the Open Meeting Law and the Ethics Law requirements. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the town clerk. All of this paper work is retained for a minimum of six years. The town clerk's office is also the Town's Records Access Officer and tracks the public information requests.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the town clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, fuel storage tank registrations, annual town census, collection of fines (parking, dog, and marijuana violations), preservation of permanent records, town meeting setup, recording town meeting minutes, and scheduling the use of the town common sign. The town clerk is also a member of the Board of Registrars of Voters.

Volunteers are an integral part of the office. Several volunteers assist with census preparations, mailings and document filing. Several others help prepare and break down for elections and town meetings. I am extremely grateful for the work all of these volunteers do!

Finally, I want to thank the dedicated town clerk's office staff, assistant town clerks Kay Desmond and Debbie Seith. Congratulations to Kay on being the assistant town clerk for 49 years. My grandfather, Town Clerk Francis (Frannie) Warren appointed Kay in 1970.

2019 VITAL RECORDS	
BIRTHS	43
MARRIAGES	16
DEATHS	43

**Individual vital record listings are omitted as a security precaution to deter identity theft.*

TOWN CLERK 2019 FINANCIAL TRANSACTIONS	
FEES COLLECTED	
Vital record copies, bylaws, maps, etc.	\$ 4,825.30
Fines, bylaw violations, late fees	\$ 1,960.00
Business Certificate filings	\$ 880.00
Raffle permit	\$ 30.00
Dog Licenses	\$ 12,253.29
Kennel Licenses	\$ 735.00
TOTAL FEES COLLECTED	\$ 20,683.59

**ANNUAL TOWN MEETING
MAY 6, 7, and JUNE 24, 2019**

Pursuant to the Selectmen's warrant of April 9, 2019, posted by the Constable on April 25, 2019 the annual town meeting opened on May 6th at 7:03 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose to recite the *Pledge of Allegiance to the Flag* led by Mr. Walrath. Town officials were introduced: Selectmen: James Salvie, Chairman, Brian Burke, Donald Hawkes, Ingeborg Hegemann, Thomas Ryan; Town Clerk Linda Hathaway; Town Counsel Barbara Huggins Carboni; Town Administrator William Wrigley; Finance Committee: Richard Eckel, Chairman, Paul McLaughlin, Peter McManus, Atli Thorarensen; Capital Planning Committee: Steve Jelinek, Chairman, David Arsenault, Ed DeLuca, Peter McManus, James Salvie; and others.

Non-voters who may be heard were approved. At the request of Mr. Walrath, Laura Spear was unanimously approved as Deputy Moderator. Mr. Walrath recognized several persons who have served the Town in various capacities and are retiring or not seeking re-election.

On motion of Selectman James Salvie, it was voted unanimously in favor that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Reports of the Selectmen and Other Officers and Committees

On motion of Selectman Brian Burke, it was voted unanimously that the reports of the Selectmen and other Officers and Committees of the Town be accepted as printed in the 2018 Annual Town Report.

ARTICLE 2. Reports of Special Committees

On motion of Selectman Donald Hawkes, it was voted unanimously in favor that the reports of special committees be accepted as written in the 2018 Annual Town Report.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2020

On motion of Selectman Ingeborg Hegemann, it was voted unanimously in favor to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D and E, and inserting in place thereof new Schedules A, B, C, D, E, as printed in the warrant.

The Finance Committee recommended approval.

**TOWN OF STOW
WAGE & SALARY SCHEDULES
Effective July 1, 2019 (2%)
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	46,404	49,160	52,051	54,939	57,831
Assistant Facility Manager	52,140	55,211	58,642	61,933	65,103
Assistant Treasurer-	46,404	49,160	52,051	54,939	57,831

Collector					
Building Commissioner	61,761	65,619	69,478	73,340	77,203
Board of Health Office Administrator	46,404	49,160	52,051	54,939	57,831
Cemetery Superintendent	54,939	58,203	61,626	65,047	68,468
Conservation Commission Coordinator	58,484	61,989	65,710	69,156	72,459
Council on Aging Executive Director	58,713	62,202	65,866	69,520	73,308
Librarian	46,404	49,160	52,051	54,939	57,831
Library Director	58,771	62,445	66,116	69,797	73,465
Assistant Planner	52,815	55,952	59,245	62,531	65,826
Town Planner	70,678	74,534	78,390	82,247	86,104
Police Lieutenant	80,859	86,962	91,539	96,116	99,166
Principal Assessor	61,493	65,377	69,217	73,071	76,887
Recreation Director	54,939	58,203	61,626	65,047	68,468
Selectmen's/Town Administrator's Assistant	47,821	50,633	53,443	57,831	60,273
Supt. of Streets	79,959	84,957	89,956	94,951	99,952
Town Clerk	64,050	67,366	70,681	74,000	77,875
Treas. Collector	63,090	67,036	70,978	74,921	78,864

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Cemetery Worker	13.92	15.03	16.36	17.58	18.77
Council on Aging Driver	13.79	14.56	15.80	16.97	18.13
Custodian	14.51	15.63	16.87	18.04	19.20
Library Page	13.79	14.56	15.80	16.97	18.13
Parks & Commons Worker	13.79	14.56	15.80	16.97	18.13

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	19.79	21.32	22.90	24.82	26.66
Building Department Secretary	16.47	17.71	19.06	20.62	22.17
Council on Aging Driver/Dispatcher	15.25	16.37	17.61	19.10	20.51
Financial Clerk	15.25	16.37	17.61	19.10	20.51
Fire Department Secretary	15.25	16.37	17.61	19.10	20.51
Library Aide	15.25	16.37	17.61	19.10	20.51
Recreation Commission Secretary	15.25	16.37	17.61	19.10	20.51

Town Clerk Clerical Assistant	15.25	16.37	17.61	19.10	20.51
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GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Accountant's Clerk	16.37	17.88	19.26	20.76	22.17
Assessor's Clerk	16.37	17.88	19.26	20.76	22.17
Asst. Cemetery Superintendent	16.37	17.88	19.26	20.76	22.17
Assistant Librarian	16.37	17.88	19.26	20.76	22.17
Bd. of Appeals Secretary	20.82	22.69	24.47	26.34	28.15
Board of Health Office Assistant	16.37	17.88	19.26	20.76	22.17
Community Preservation Committee Secretary	16.37	17.88	19.26	20.76	22.17
Conservation Commission Secretary	16.37	17.88	19.26	20.76	22.17
Council on Aging Outreach Coordinator	19.73	21.47	23.17	25.50	26.67
Council on Aging Outreach Worker	18.28	19.89	21.46	23.12	24.69
Finance Committee Secretary	16.37	17.88	19.26	20.76	22.17
Financial Clerk II	16.37	17.88	19.26	20.76	22.17
Highway Department Secretary	19.67	21.42	23.12	24.89	26.59
Highway/Tree/ Grounds Worker	16.37	17.88	19.26	20.76	22.17
ITAC Committee Secretary	16.37	17.88	19.26	20.76	22.17
Office Assistant	16.37	17.88	19.26	20.76	22.17
Payroll Coordinator	23.70	25.11	26.59	28.06	29.53
Planning Board Secretary	16.37	17.88	19.26	20.76	22.17
Recreation Assistant	16.37	17.88	19.26	20.76	22.17
Selectmen/Town Admin. Secretary	19.79	21.32	22.90	24.82	26.66
Town Secretary	16.37	17.88	19.26	20.76	22.17

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	20.31	21.59	22.86	24.09	25.33
Community Preservation Assistant	20.31	21.59	22.86	24.09	25.33

Conservation Commission Assistant	20.31	21.59	22.86	24.09	25.33
Council on Aging Front Desk Coordinator	20.31	21.59	22.86	24.09	25.33
Financial Assistant	20.31	21.59	22.86	24.09	25.33
Fire Dept Administrative Assistant	20.31	21.59	22.86	24.09	25.33
Highway/Tree Grounds Driver-Laborer	20.31	21.59	22.86	24.09	25.33
Planning Dept Administrative Assistant	20.31	21.59	22.86	24.09	25.33
Police Chief Secretary	20.31	21.59	22.86	24.09	25.33

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	22.16	23.53	24.93	26.32	27.68
Maintenance Person	22.16	23.53	24.93	26.32	27.68
Tree Worker (Moth)	22.16	23.53	24.93	26.32	27.68

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	24.45	25.84	27.51	29.00	30.53
Highway Dept. Mechanic	25.62	27.11	28.59	30.30	32.10

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	28.73	30.52	32.30	34.08	35.87
Children's Librarian	24.85	26.42	27.94	29.47	31.05
Highway Dept. Foreman	26.09	27.74	29.34	30.99	32.58
IT Director	24.85	26.42	27.94	29.47	31.05
Social Worker	31.01	32.62	34.22	35.83	37.43

SCHEDULE C **SINGLE RATE POSITIONS PAID ANNUALLY**

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,605
Assistant Registrar of Voters	317
Registrar of Voters	158
Tree Warden	6,535

Veterans' Service Officer	2,190
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SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	16.23
Assistant Counselor	12.00
Assistant Swim Instructor	12.00
Auxiliary Police Officer	16.92
Beach Checker	12.00
Camp Stow Director	19.25
COA Substitute Van Driver	15.78
COA Substitute Van Driver CDL	18.13
Dispatcher, part-time	21.57
Election Clerical Assistance	12.00
Election Clerk	15.73
Election Teller	12.00
Election Warden	15.73
Emergency Medical Technician (call)	18.56
EMT - w/Defib & Epi Pen (call)	20.26
Firefighter (call)	18.56
Firefighter/EMT - w/Defib & Epi Pen (call)	21.09
Firefighter/EMT (call)	19.40
Head Beach Checker	15.18
Head Counselor	13.30
Head Lifeguard	16.05
Junior Lifeguard	12.00
Junior Maintenance Person	13.30
Senior Lifeguard	13.30
Officers - Fire or Medical (call)	22.82
Per Diem Firefighter (call)	16.76
Police Matron	22.89
Police Officer, part-time	25.97
Recreation Maintenance Person	16.05
Street Lister	12.00
Street Listing Clerk	12.00
Street Numberer	12.00
Town Engineer	35.87
Waterfront Director	18.00
WSI Swim Instructor/Lifeguard	15.18

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,144
EMS Assistant Coordinator	382
EMS Quartermaster	307
EMS Records Coordinator	457
EMS Schedule Coordinator	229
Fire Captain (call)	762
Fire Engineer	992
Fire Lieutenant (call)	611
Fire Medical Officer	457

ARTICLE 4. General Budget for Fiscal Year 2020

Selectman Thomas Ryan moved to raise and appropriate the sum of \$28,456,162 as recommended by the Town Administrator and Selectmen for Items 1 through 78 inclusive, as printed in the warrant under the column entitled "*FY2020 Budget Town Admin/Selectmen Recommended*", each item to be considered a separate appropriation for the purposes designated and the same to be expended only for such purposes.

Moderator Walrath read off each group of line items. Several items were held for questions and/or clarification.

Line item 19: Information Technology Expenses- The \$12,000 increase over current year is due to additional equipment and software. The sum of \$157,340.00 passes unanimously.

Line Item 20: Town Clerk Salary- The increase of \$5,891 over current year is due to a step increase. The sum of 77,875.00 passes unanimously.

Line item 63: Recreation Director Salary- Town Administrator William Wrigley explained the salary increase over FY2018 was a merit increase. There has been increase in recreation programs since the last wage and salary survey 10 years ago. The sum of \$63,275.00 was voted by clearly a majority in favor as called by the Moderator.

Line item 64. Recreation Department Wages – Town Administrator William Wrigley explained that the decrease in department wages is because the wages will now be paid from the Recreation Program Revolving Fund. The sum of \$600.00 was voted unanimously in favor.

Line item 74: Nashoba Regional School District Assessment – Following discussion, the sum of \$17,889,278.00 was voted by clearly a majority in favor as called by the Moderator.

Line item 75: Minuteman Vocational-Technical Assessment – Asst. Supt. Kevin Mahoney made a short presentation. The sum of \$881,595.00 was voted by clearly a majority in favor as called by the Moderator.

The Finance Committee recommended approval.

The FY2020 general budget totaling \$28,456,162.00 was unanimously approved.

General Government

1	Moderator Salary	\$ 45.00
2	Moderator Expenses	46.00
3	Selectmen Office Wages	89,177.00
4	Selectmen Office Expenses	11,975.00
5	Town Administrator Salary	143,816.00
6	Town Administrator Expenses	500.00
7	Finance Committee Wages	4,319.00
8	Finance Committee Expenses	450.00
9	Town Accountant Salary	58,525.00
10	Town Accountant Clerk Salary	350.00
11	Town Accountant Expenses	2,125.00
12	Principal Assessor Salary	73,071.00
13	Assessors' Clerical Wages	70,895.00
14	Assessors' Expenses	10,500.00
15	Treasurer-Collector Salary	78,864.00
16	Treasurer-Collector Clerical Wages	84,757.00
17	Treasurer-Collector Expenses	42,700.00
18	Information Technology Clerical Wages	40,670.00
19	Information Technology Expenses	157,340.00
20	Town Clerk Salary	77,875.00
21	Town Clerk Other Wages	67,008.00
22	Town Clerk Expenses	16,240.00
23	Conservation Coordinator	72,459.00
24	Conservation Commission Clerical Wages	30,926.00
25	Conservation Commission Expenses	5,050.00
26	Town Planner	82,247.00
27	Planning Board Clerical Wages	77,213.00
28	Planning Board Expenses	6,150.00
29	Board of Appeals Clerical Wages	15,138.00
30	Board of Appeals Expenses	2,300.00
31	Municipal Buildings & Property Wages	135,679.00
32	Municipal Buildings & Property Expenses	141,500.00
33	Town Reports Expenses	<u>7,990.00</u>
	General Government Total	\$1,607,900.00

Public Safety

34	Police Chief Salary	\$ 133,560.00
35	Police & Dispatch Wages	1,347,601.00
36	Police & Dispatch Expenses	93,450.00
37	Fire Chief Salary	108,167.00
38	Fire and EMS Wages	609,476.00
39	Fire and EMS Expenses	78,000.00
40	Building Inspector Salary	77,203.00
41	Building Department Clerical Wages	50,165.00
42	Building Department Expenses	<u>5,995.00</u>

	Public Safety Total	\$ 2,503,617.00
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Public Works and Facilities

43	Supt. of Streets Salary	\$ 99,952.00
44	Highway & Grounds Wages	546,549.00
45	Highway & Grounds Expenses	129,850.00
46	Snow & Ice Removal Expense	165,000.00
47	Municipal Lighting	8,000.00
48	Gasoline & Diesel Fuel Expense	80,000.00
49	Cemetery Superintendent Salary	68,468.00
50	Cemetery Salary & Wages	500.00
51	Cemetery Expenses	8,000.00
	Public Works and Facilities Total	\$ 1,106,319.00

Human Services

52	Health Administrative Assistant	\$ 57,831.00
53	Health Department Wages	66,578.00
54	Health Department Expenses	5,550.00
55	Council on Aging Executive Director Salary	73,308.00
56	Council on Aging Wages	155,726.00
57	Council on Aging Expenses	12,948.00
58	Veterans' Service Officer Salary	2,190.00
59	Veterans' Service Officer Expenses	300.00
	Human Services Total	\$ 374,431.00

Culture and Recreation

60	Library Director Salary	\$ 73,465.00
61	Library Wages	121,015.00
62	Library Expenses	79,254.00
63	Recreation Director Wages	65,047.00
64	Recreation Wages	600.00
65	Recreation Expenses	16,000.00
66	Lake Boon Commission Wages	0.00
67	Lake Boon Commission Expenses	1,500.00
68	Historical Commission Expenses	1,200.00
69	Memorial Day Expenses	900.00
70	Lighting of Clock Expenses	100.00
	Culture and Recreation Total	\$ 359,081.00

Town-Wide Expenses

71	Group Insurance	\$ 926,022.00
72	Insurance and Bonds	159,986.00
73	Telephone	20,000.00
	Town-Wide Expenses Total	\$ 1,106,008.00

Education

74	Nashoba Regional School District Assessment	\$17,889,278.00
75	Minuteman Voc-Tech Assessment	881,595.00
	Education Total	\$18,770,873.00

<u>Debt Service</u>		
76	Maturing Principal – Long-Term Debt	\$ 1,810,000.00
77	Interest, Long-Term Debt - Bonds	816,933.00
78	Interest, Temporary Loans - Revenue	<u>1,000.00</u>
	Debt Service Total	\$ 2,627,933.00

TOTAL GENERAL BUDGET.....\$28,456,162.00

CONSENT CALENDAR

On motion of Selectman James Salvie, it was voted unanimously in favor to take action on Articles 5, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 30, 31 and 32 as said motions are printed in the Consent Calendar, 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.

Articles 6, 15, 16, 23, and 29 were removed from the Consent Calendar at the request of voters. The Finance Committee recommended approval of the articles within the Consent Calendar.

ARTICLE 5. Reserve Fund

Voted to appropriate and transfer from Free Cash the sum of \$70,000 for a Reserve Fund for the fiscal year beginning July 1, 2019.

ARTICLE 7. Revolving Fund for Advanced Life Support Services

Voted to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2020, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of \$10,000 for FY2020, 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

Voted to raise and appropriate the sum of \$4,000, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic notification system known as SwiftReach Networks.

ARTICLE 9. Weights and Measures Testing

Voted to raise and appropriate the sum of \$1,000 for the purpose of funding the Town's weights and measures testing.

ARTICLE 10. Transfer to Conservation Fund

Voted to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of \$6,282.50 to be expended by the Conservation Commission.

ARTICLE 11. Transfer from Wetlands Protection Fund

Voted to appropriate and transfer from the Wetlands Protection Fund the sum of \$3,155 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

Voted to raise and appropriate the sum of \$2,500 to be added to the balance remaining in the Conservation Fund.

ARTICLE 13. Update of Property Valuations

Voted to raise and appropriate the sum of \$34,466, to be added to the balance 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

Voted to raise and appropriate the sum of \$200, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with M.G.L. Chapter 66, Section 9; to be expended by the Town Clerk.

ARTICLE 17. Household Hazardous Waste Disposal

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

ARTICLE 18. Municipal Solid Waste Disposal

Voted to raise and appropriate the sum of \$500, to be added to any balance remaining from the previously 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

Voted to raise and appropriate the sum of \$8,171 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

Voted to raise and appropriate the sum of \$3,500, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including \$2,000 of these funds to be used to support SpringFest activities

ARTICLE 21. Stow TV Expenses

Voted to appropriate from the PEG Access and Cable Related Fund, the sum of \$157,351.50, to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.

ARTICLE 22. Holiday Decorations and Lighting Fund

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

ARTICLE 24. Audit of Financial Records

Voted to raise and appropriate the sum of \$12,500 for a Town financial audit.

ARTICLE 25. OPEB (Other Post-Employment Benefits) Account

Voted to appropriate and transfer from Free Cash the sum of \$235,000 to be added to the OPEB (Other Post- Employment Benefits) Trust Fund.

ARTICLE 26. Transfer from Harvard Acres Well Loan Receipts

Voted to appropriate and transfer from MWPAT (Harvard Acres Wells) Receipts \$55,958, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector, for the purpose of repayment of the MWPAT loan.

ARTICLE 27. Water System Expenses

Voted to raise and appropriate the sum of the sum of \$20,000 to be added to any balance remaining from previous appropriations, to be expended by the Facilities Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems.

ARTICLE 28. Economic Development and Industrial Commission (EDIC)

Voted to raise and appropriate the sum of \$1,000 to be added to any remaining balance, for the purpose of adding to an expense account for the use by Stow's Economic Development and Industrial Commission.

ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses

Voted to raise and appropriate the sum of \$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 31. Community Preservation Expenses

Voted to appropriate from Fiscal Year 2020 Community Preservation Fund Annual Revenues the sum of \$40,000, to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Mass. 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 2020, in accordance with a budget to be prepared for the Town Administrator.

ARTICLE 32. Community Preservation Reserves

Voted to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2019 Community Preservation Fund Annual Revenues, for 10-percent allocation to reserve accounts in accordance with the provision of Mass. General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

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

Consent Calendar Articles Held and subsequently voted.

ARTICLE 6. Revolving Fund for Inspection Fees

On motion of Selectman Hawkes it was voted unanimously in favor to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2020, 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 \$60,000 for FY2020, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursements of expenses incurred on behalf of the Town.

ARTICLE 15. Highway Road Machinery and Private Ways

On motion of Selectman Burke, it was voted unanimously in favor as called by the Moderator to raise and appropriate the sum of \$59,500 to be added to the Road Machinery Account and further move to raise and appropriate the additional sum of \$15,000 for repairs on private ways.

Article 16. Highway Road Construction

On motion of Selectman Hawkes, it was voted to appropriate and transfer from available funds the sum of \$283,101 from the FY 2020 apportionment, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

ARTICLE 23. Employee Educational Incentive Program

On motion of Selectman Ryan it was voted unanimously in favor as called by the Moderator, to raise and appropriate the sum of \$142,000, to be added to any balance remaining from any previous appropriation, to be expended under the direction of the Town Administrator, for funding the Town's employee educational incentive program

ARTICLE 29. Lake Boon Water Quality Remediation

On motion of Selectman Salvie, it was voted by clearly a majority as called by the Moderator, to raise and appropriate the sum of \$19,124, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

=====End of Consent Calendar=====

Article 33. Capital Requests

On motion of Selectman Ryan it was voted unanimously in favor as called by the Moderator to discuss the items of this article individually and vote upon each separately as to the amount to be appropriated for each item, as set forth in separate motions proposed.

Article 33-1. Upgrade CAMA System Software

On motion of Selectman Salvie, it was voted unanimously in favor to raise and appropriate the sum of \$40,000 to upgrade the existing CAMA software for the Assessors Department.

Finance Committee and Capital Planning Committee in favor.

Article 33-2. CAMA System Server

On motion of Selectman Burke, it was voted unanimously in favor to raise and appropriate the sum of \$19,000 to upgrade the existing CAMA system server for the Assessors' Department.

Finance Committee and Capital Planning Committee in favor.

Article 33-3. Old Fire Station Heating System Replacement

On motion of Selectman Hawkes, it was voted clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$42,460, and re-appropriate the balance of \$12,540 from Article 33-8 from the May 2,2016 Annual Town Meeting, for a total sum of \$55,000 for the purpose of removing and replacing two HVAC (Heating, Ventilation and Air Conditioning) systems at the Old Fire Station.

Finance Committee and Capital Planning Committee in favor.

Article 33-4. Cemetery Department Landscaping Improvement Projects

On motion of Selectman Hegemann, it was voted unanimously in favor to appropriate and transfer from the Cemetery Sale of Lots account, the sum of \$25,000, for the purpose of making landscaping improvements.

Finance Committee and Capital Planning Committee in favor.

Article 33-5. Highway Department Backhoe

On motion of Selectman Ryan, it was voted unanimously in favor to raise and appropriate the sum of \$135,000 for the purchase of a backhoe for the Highway Department.

Finance Committee and Capital Planning Committee in favor.

Article 33-6. Highway Department Waste Oil Burner

Motion made by Selectman Salvie to raise and appropriate the sum of \$14,000 for the purchase of a waste oil burner by the Highway Department. The Capital Planning Committee reported the burner supplies some additional heat to the Highway Barn. It was felt that it was not absolutely needed this year.

Motion DID NOT PASS.

Finance Committee in favor. Capital Planning Committee not in favor.

Article 33-7. Lake Boon Dam Repairs

On motion of Selectman Burke, it was voted by clearly more than the majority required as called by the Moderator, to raise and appropriate the sum of \$87,000 for engineering funds related to the repairs to the Lake Boon Dam.

Finance Committee and Capital Planning Committee in favor.

Article 33-8. October Lane Resurfacing

Motion made by Selectman Hawkes to raise and appropriate the sum of \$30,000 for the resurfacing of October Lane. The Capital Planning Committee asked the Highway Department to prioritize the resurfacing projects. It was decided to hold this project to another year.

Motion DID NOT PASS.

Finance Committee in favor. Capital Planning Committee not in favor.

Article 33-9. Wedgewood Road Resurfacing

On motion of Selectman Hegemann, it was voted unanimously in favor as called by the Moderator to raise and appropriate the sum of \$29,433.12, and re-appropriate the balance of \$20,566.88 from Article 32-3 and 32-4 from the May 2018 Annual Town Meeting, for a total sum of \$50,000 for the purpose of resurfacing Wedgewood Road.

Finance Committee and Capital Planning Committee in favor.

Article 33-10. Stow TV HD Video Server

On motion of Selectman Ryan, it was voted by clearly a majority in favor as called by the Moderator, to appropriate and transfer from the LACAC (Local Access Channel Advisory Committee) fund, the sum of \$40,000 to be expended for the purchase of a High-Definition Video Server.

Finance Committee and Capital Planning Committee in favor.

Article 33-11. Stow TV Video-On-Demand System

On motion of Selectman Salvie, it was voted by clearly a majority in favor as called by the Moderator to appropriate and transfer from the LACAC (Local Access Channel Advisory Committee) fund, the sum of \$10,000 to be expended for the purchase of a Video-On-Demand system.

Finance Committee and Capital Planning Committee in favor.

Article 33-12. Complete Streets Plan Project Implementation

On motion of Selectman Salvie, it was voted unanimously in favor to take no action on this article that sought to vote to raise and appropriate the sum of \$50,000 for the implementation of Complete Streets projects by the Planning Board.

*The Complete Streets Committee voted no action on this article at their meeting on May 1, 2019
Finance Committee and Capital Planning Committee in favor of no action.*

Article 33-13. Purchase Police Cruiser and Related Equipment

On motion of Selectman Burke, it was voted unanimously in favor to raise and appropriate the sum of \$14,455.31 and re-appropriate the balance of \$32,779.69 from the following Annual Town Meetings:

May 5, 2014 - Capitol Request Article 34 Police Station HVAC System the sum of \$31,146.69,

May 7, 2018 – Capitol Request Article 32-6 Police Station Repairs the sum of \$1,100.00,

May 7, 2018 – Capitol Request Article 32-7 Police Radio & computer Equipment the sum of \$10.12, Police Station Roof Repair and Septic the sum of \$522.88, for a total sum of \$47,235, for the purpose of purchasing and outfitting a new police cruiser.

Finance Committee and Capital Planning Committee in favor.

Article 33-14. Renovation Design for Randall Library

On motion of Selectman Hawkes, it was voted by clearly a majority in favor to raise and appropriate, the sum of \$40,000 for the purpose of funding renovation design for the Randall Library.

Finance Committee in favor. Capital Planning Committee in favor but not unanimous.

The Library Trustees presentation noted the reasons for the renovation design: handicap access is dangerous, crowded conditions on the first floor, one small workroom for storage and materials preparation, need to increase the number of computers, no quiet zones on the first floor. Renovation would keep the library in the center of town, provide a more energy efficient building and a lower cost than a new library at another location in town.

Article 33-15. Water Supply System Improvements at Hale School

On motion of Selectman Hegemann, it was voted unanimously in favor to raise and appropriate the sum of \$61,675 for the purpose of making improvements to the water supply system at Hale School.

Finance Committee and Capital Planning Committee in favor.

Article 33-16. HVAC (Heating Ventilation Air Conditioning) System Repairs at Hale School

On motion of Selectman Ryan, it was voted unanimously in favor to raise and appropriate the sum of \$13,000 for the purpose of repairing the HVAC system at Hale School..

Finance Committee and Capital Planning Committee in favor.

Article 33-17. Radio Repeater System at Hale and Center Schools

On motion of Selectman Salvie, it was voted by clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$12,000, for the purchase of a radio repeater system at Hale and Center Schools.

Finance Committee and Capital Planning Committee in favor.

Article 33-18. Security System Upgrade at Center School

On motion of Selectman Burke, it was voted by clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$24,500 for the purpose of funding upgrades to the security system at Center School.

Finance Committee and Capital Planning Committee in favor.

Article 33-19. Security System Upgrade at Hale School

On motion of Selectman Hawkes, it was voted by clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$17,900 for the purpose of funding upgrades to the security system at Hale School.

Finance Committee and Capital Planning Committee in favor.

Article 33-20. Replacement of Library Carpet at Hale School

On motion of Selectman Hegemann, it was voted by clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$14,000 for the purpose of replacing the carpet in the library at Hale School.

Finance Committee and Capital Planning Committee in favor.

Article 34. Design Funds for Lower Village Roadway Project

On motion of Selectman Ryan, it was voted by clearly a majority in favor as called by the Moderator to divide Article 34 into two motions for separate consideration; one motion for design and related expenses, and a second motion for construction and related expenses, and further, to postpone the second motion for construction until the last item of business at this meeting.

On motion of Selectman Salvie, it was voted by clearly a majority in favor as called by the Moderator to appropriate and transfer from free cash the sum \$137,500 for the purpose of completing the design work on the Lower Village road reconstruction project, together with any other incidental project costs.

Finance Committee and Capital Planning Committee in favor though both committees are concerned with the additional costs to complete the project. Unfortunately, the Lower Village project encountered big cost overruns due to unforeseen circumstances by the Town.

Planning Board Summary: The capital request for the Lower Village Traffic Safety Improvements will be used to construct the final pedestrian, bike and traffic safety improvements begun in the spring of 2018. The funds will allow installation of the final surface course of pavement in a manner that will reduce the potential for ponding of water, winter icing and deterioration of the roadway surface.

Upon completion, Route 117 in Lower Village will include continuous sidewalks, dedicated bicycle lanes, permanent pedestrian refuge islands, and replacement of the deteriorated drainage system. Together the planned improvements will increase safety for pedestrians and cyclists, expand accessibility to local businesses at peak times and create a more inviting, convenient and attractive district for residents to do business in.

Several residents expressed concern about the cost overruns and felt there was no alternative but to spend the funds to complete the project. They hoped the Town would be more diligent in the future.

On motion of Selectman Burke, it was voted unanimously in favor to adjourn this meeting until the following night, May 7th, at 7 p.m. Meeting adjourned at 11:01 p.m.

**Annual Town Meeting
Second Session
May 7, 2020**

Moderator David Walrath called the second session of the 2019 annual town meeting to order on May 7th at 7:03 p.m. in Hugh Mill Auditorium at Hale School. He briefly reviewed the articles voted the previous evening.

Article 35. Purchase of Class A Fire Pumper Truck

On motion of Selectman Brian Burke, it was voted unanimously favor, as called by the Moderator, to borrow the sum of \$625,000 in order to fund the costs involved with the purchase of a Class A pumper truck for use by the Stow Fire Department including the payment of administrative expenses and any other incidental costs related thereto; however, it is acknowledged that this cost estimate is non-binding and that the actual cost shall be determined through the state required public bid process; and that no funds shall be borrowed or expended hereunder unless the Town approves by an affirmative vote a ballot question to exempt the amount required to pay the bonds to be issued hereunder from the provisions of proposition two and one-half.

The Finance Committee and Capital Planning Committee were both in favor. It was noted that Engine 14 failed the annual pump test. Stow does not have fire hydrants and the pumper truck is critical piece of equipment to fight fires.

Article 36. Replace Town Building HVAC

On motion of Selectman Hawkes, it was voted by clearly more than the 2/3rds majority required in favor as called by the Moderator to borrow the sum \$850,000, in order to fund the costs involved with the replacement of the HVAC system at Town Building, including the payment of administrative expenses and any other incidental costs related thereto; however, it is acknowledged that this cost estimate is non-binding and that the actual cost shall be determined through the state required public bid process; and that an affirmative vote on a ballot question to be placed on the 2019 Annual Town Election, to exempt the amount required to pay the bonds to be issued hereunder from the provisions of proposition two and one-half.

Finance Committee and Capital Planning Committee in favor.

Article 37. Legal Services

On motion of Selectman Hegemann, it was voted clearly a majority in favor as called by the Moderator to raise and appropriate the sum of \$30,000 to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account.

Finance Committee in favor.

Article 38. Tax Title Proceedings

On motion of Selectman Ryan, it was voted unanimously in favor to raise and appropriate the sum of \$15,000 for the purpose of hiring a consultant to conduct a municipal comparison survey of employee salary and wages, and departmental staffing levels; or take any action relative thereto.

Finance Committee in favor.

Article 39. Ballot Box and Tabulator

On motion of Selectman Salvie, it was voted unanimously in favor to raise and appropriate \$6,900.00, to be expended by the Town Clerk to purchase a Ballot Tabulator and ballot boxes for elections.

Finance Committee in favor.

Article 40. Veterans' Benefits

On motion of Selectman Burke, it was voted unanimously in favor as called by the Moderator to raise and appropriate the sum of \$62,940, to be added to any remaining balance, to be expended by the Veterans' Service Officer, to provide services to Stow veterans.

Finance Committee in favor.

Article 41. Establishment of Stabilization Fund for Nashoba Regional School District

On motion of Selectman Hawkes, it was voted unanimously in favor to approve the establishment of a Stabilization Fund by the Nashoba Regional School District, beginning July 1, 2019, pursuant to Section 16G 1/2 of Chapter 71 of the Massachusetts General Laws.

Finance Committee in favor.

Article 42. Norfolk County Agricultural High School Assessment

On motion of Selectman Hegemann, it was voted by clearly a majority in favor as called by the Moderator to raise and appropriate \$48,000 for the purpose of paying the Fiscal Year 2020 Norfolk County Agricultural High School assessment and transportation for the attendance for one Stow student for one year.

Finance Committee in favor.

Article 43. Assabet River Water Chestnut Control

On motion of Selectman Ryan, it was voted unanimously in favor to raise and appropriate the sum of \$1,680 to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow.

Finance Committee in favor.

Article 44. Lake Boon Patrol

On motion of Selectman Salvie, it was voted unanimously in favor to raise and appropriate the sum of \$5,000, to be expended under the direction of the Chief of Police, for the purpose of Lake Boon patrol and call outs from May-October.

Finance Committee in favor.

Article 45. Amend Bylaw: Lake Boon Rules and Regulations

Selectman Hawkes made motion to take **NO ACTION** on this article. There was an error in the text in the warrant and it was advised that the vote on this article be postponed. The article was to amend the *General Bylaws, Article 6, Police Regulations, Section 2 Boating Regulations at Lake Boon*, in order to comply with Massachusetts General Law, and to make minor clarifications and adjustments to reflect more current circumstances. The motion to take **NO ACTION** was voted unanimously in favor as called by the Moderator.

Finance Committee in favor.

Motion was made and seconded that consideration of articles 46,47,48,49,50,51,52, and 53 be postponed until after article 57. The motion passed unanimously in favor as called by the Moderator.

The articles will be taken up at the third session on June 24th.

ARTICLE 54. Establishment of Revolving Fund for Pompo Operations & Maintenance

On motion of Selectman Salvie, it was voted to establish a rental revolving fund per MGL Chapter 40 section 3 where rental monies will be deposited and expended without further appropriation for the purpose of funding operational and maintenance functions of the facility.

Finance Committee in favor.

ARTICLE 55. Reimbursement to Highway Department for Chapter 90 Funds

On motion of Selectman Burke, it was voted to appropriate from Overlay Surplus the sum of \$175,000 for the purpose of reimbursing the Highway Department for the Chapter 90 funds it approved for the roadway work associated with the Lower Village reconstruction project, said funds to be utilized by the Highway Department for C. 90 eligible project, and to create an account for this express purpose.

Finance Committee in favor.

ARTICLE 56. Community Preservation Adjustment for FY-19 Reserves

On motion of Selectman Hawkes, it was voted unanimously in favor to reserve for later appropriation, adding to funds reserved at the May 7, 2018 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 2018 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.

	Fiscal Year 2019
Reserves:	Adjustment to Annual Revenues:
1. Preservation of Historic Resources	\$4,350
2. Preservation of Open Spaces	\$4,350
3. Affordable Housing	\$4,350

Finance Committee in favor.

The Community Preservation committee voted unanimously in favor on February 25, 2019 to place articles on the warrant and to endorse all of the articles.

ARTICLE 57. Interest on Long Term Debt for Fiscal Year 2019

On motion of Selectman Hegemann, it was voted unanimously in favor to appropriate and transfer from Free Cash the sum of \$88,450, as an additional appropriation to the FY 2019 Interest on Long Term Debt line item.

Finance Committee in favor.

Article 58. Town Election

On motion of Selectman James Salvie, it was voted unanimously for the meeting to be adjourned until the Annual Election on Tuesday, May 14, 2019, commencing at 7:00 a.m. at Center School in said Town of Stow and then and there to act on Article 58 for such election of officers and ballot questions as listed in the warrant; and thereafter, at the close of the polls, to adjourn to June 24, 2020 for the third session of Town Meeting.

The Town Meeting adjourned at 8:29 p.m. to reconvene on May 14, 2020 at 7 a.m. for the Annual Town Election.

Checkers at the Door: Joan Burns, Josephine Crowell, Ruth Delmonico, Alice Mortenson, Kathleen O'Brien, Susan Pauley, Ruby Ramsland, Betty Sauta

Total Registered Voters: 5205
Session 1: Voter Turnout - 189 = 3.6 %
Session 2: Voter Turnout - 103 = 1.9%

ANNUAL TOWN ELECTION

MAY 14, 2019

Pursuant to the Selectmen's warrant of April 9, 2019, posted by the Constable on April 25, 2019, the Annual Town Election was held in The Center School and was called to order at 7 a.m.

After examining the ballot boxes in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of twenty-one absentee ballots were marked on the voter list, opened, and cast into the ballot box. There were nine spoiled ballots. There were no provisional ballots.

The polls were declared closed at 8 p.m. Total Registered Voters: 5205

Total Ballots Cast	Precinct 1	Precinct 2	Turnout
391	179	212	8%

OFFICE AND LENGTH OF TERM	CANDIDATES	Precinct <u>1</u>	Precinct <u>2</u>	Total <u>Votes</u>
TOWN MODERATOR	David E. Walrath	151	184	335
(three year term - vote for one)	Blanks	26	25	51
	Scatterings	2	3	5
SELECTMAN	Jamies H. Salvie	153	170	323
(three year term - vote for two)	Cortni Frecha	133	168	301
	Blanks	71	83	154
	Scatterings	1	3	4
ASSESSOR	Bruce Morgan (write-in)	4	2	6
(three year term - vote for one)	Blanks	171	203	374
<i>* 11 people received one vote each</i>	Scatterings*	4	7	11
ASSESSOR	Gary Yu	144	168	312
(unexpired three year term – expiring 2021 - vote for one)	Blanks	35	44	79
	Write-Ins	0	0	0
ASSESSOR	Georgie K. Smith	150	168	318
(unexpired three year term – expiring 2020 - vote for one)	Blanks	29	44	73
	Write-Ins	0	0	0
NASHOBA REGIONAL SCHOOL DISTRICT COMMITTEE	Leah Vivirito	146	174	320
	Blanks	32	38	70
(three year term - vote for one)	Write-Ins	1	0	1
BOARD OF HEALTH	Mary McDowell	2	2	4
(three year term - vote for one)	Steve Dyda	1	1	2
	Blanks	173	202	375
<i>* 10 people received one vote each.</i>	Scatterings*	3	7	10

PLANNING BOARD	Lori J. Clark	155	173	328
(five year term- vote for one)	Blanks	23	37	60
	Scatterings	1	2	3
TRUSTEES, RANDALL LIBRARY	Kathleen C. O'Brien	156	168	324
(three year term - vote for three)	Laura Reiner	148	175	323
	Marianne J. Sharin	141	169	310
	Blanks	89	123	212
	Scatterings	3	1	4
STOW HOUSING AUTHORITY	Robert W. Larkin	147	172	319
(five year term - vote for one)	Blanks	31	39	701
	Scatterings	1	1	2
QUESTION 1 PUMPER TRUCK	YES	139	166	305
FOR FIRE DEPARTMENT	NO	36	36	72
	BLANKS	179	212	391
QUESTION 2 HVAC	YES	129	152	281
FOR TOWN BUILDING	NO	45	50	95
	BLANKS	5	10	15

Races with multiple candidates elected will have greater totals:

391 voters x 2 elected candidates = 782 votes cast

391 voters x 3 elected candidates = 1173 votes cast

ELECTION WORKERS

Wardens & Clerks

Claire Lavina

Phil Detsch

Judith Scraggs

Marge Alessio

Janet Carr

Betty Cole

Josephine Crowell

Ruth Delmonico

Anne Draudt

Checkers, Ballot Box, Greeters & Counters

Carol Dudley

Lisa Lavina

Alice Mortenson

Joey O'Connor-Katz

Maggie O'Keefe

Susan Pauley

Marcia Rising

Ruby Ramsland

Betty Sauta

Riley Seith

Ellen Sturgis

Gregor Trinkaus-Randall

Additional volunteers assisting with set up and/or breakdown: Haley Bracci, Alyson and JT Toole.

ANNUAL TOWN MEETING

THIRD SESSION

JUNE 24, 2019

Moderator David Walrath called the third session of the 2019 annual town meeting to order on June 24th at 7:01 p.m. in Hugh Mill Auditorium at Hale School. He briefly reviewed the previous sessions and procedures for the evening. The town officials were introduced and the non-voters who may be heard were approved.

Article 34. Construction Funds for Lower Village Roadway Project.

On motion of Selectman Salvie, it was voted in favor by clearly more than the two-thirds required, as called by the Moderator to borrow the sum of one million dollars (\$1,000,000); appropriate and transfer from Free Cash the sum of four hundred fifty thousand dollars (\$450,000); and appropriate and transfer from the Stabilization Fund the sum of four hundred and thirty-six thousand dollars (\$436,000), for a total of one million eight hundred eighty six thousand dollars (\$1,886,000) for the purpose of funding all costs related to the construction work in making roadway improvements to a portion of Route 117 in the Lower Village as identified and defied in the current plans and specifications developed by the Planning Board, including payment of any incidental costs and administrative expenses related thereto.

The Finance Committee recommended approval of the article as these funds were essential in completing the project. The project encountered large cost overruns due to unforeseen circumstances. The Capital Planning reluctantly recommended approval. The Board of Selectmen unanimously recommended approval.

The presentation was made by Town Planner Jesse Steadman and consultant Thomas Bigelow, Green International Affiliates. The project's primary design tasks included "roadway grading corrections, increase drainage system capacity to meet Mass Department of Transportation standards, add drainage inlets to meet MassDot standards for 'spreads', correct grading and drainage issues on abutting properties, and review traffic analysis to ensure design principals and approach."

The project was initially funded at the May 2017 annual town meeting when the town voted to borrow \$492,000. Two grants from the MassWorks program for \$850,000 and \$150,000 were used to fund the project. The town's Chapter 90 allocation from State Highway Funds were also allocated to the project (\$400,000), along with funds from the Planning Board's sidewalk funds (\$20,000) and funds approved at the first session of this town meeting (\$135,000). The Highway Department assisted with installing loam, mulch, seeding; installing slope at Elm Ridge Rd.; performing test pits for drainage design; remove asphalt curb and sidewalk requiring reconstruction, incidental landscaping improvements and several other tasks that reduced construction costs.

Article 46. Acceptance of Great Road Pedestrian Improvement Easement from Presti Family Limited Partnership

On motion of Selectman Hawkes, it was voted unanimously in favor to accept without charge or cost from Presti Family Limited Partnership, a Massachusetts limited partnership with a principal place of business at 585 Massachusetts Avenue, Acton, MA 01720 or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located *at 92 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the north and easterly property boundary, shown as temporary easement twenty two (Parcel TE-22) on sheet 5 and 6 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017"* for pedestrian walkway purposes ("Pedestrian Improvement Easement").

Finance Committee in favor

Article 47. Acceptance of Great Road Pedestrian Improvement Easement from JKC Properties, LLC

On motion of Selectman Frecha, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from JKC Properties, LLC, a Massachusetts limited liability company with a principal place of business at 14 Nason Street, Suite 302, Maynard, MA 01754, or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land

located *at 108 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement twenty one (Parcel TE-21) on sheet 4 of a Plan entitled “Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017”* for pedestrian walkway purposes (“Pedestrian Improvement Easement”).

Finance Committee in favor

Article 48. Acceptance of Great Road Pedestrian Improvement Easement from JKC Properties, LLC

On motion of Selectman Salvie, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from JKC Properties, LLC, a Massachusetts limited liability company with a principal place of business at 14 Nason Street, Suite 302, Maynard, MA 01754 or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located *at 118 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement twenty (Parcel TE-20) on sheet 4 of a Plan entitled “Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017”* for pedestrian walkway purposes (“Pedestrian Improvement Easement”).

Finance Committee in favor

Article 49. Acceptance of Great Road Pedestrian Improvement Easement from Lower Village, LLC

On motion of Selectman Burke, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from Lower Village, LLC, a Massachusetts limited liability company with a principal place of business at 171 Great Road, Acton, MA 01720, or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located *at 124 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement nineteen (Parcel TE-19) on sheet 4 of a Plan entitled “Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017”* for pedestrian walkway purposes (“Pedestrian Improvement Easement”).

Finance Committee in favor

ARTICLE 50: Acceptance of Great Road Pedestrian Improvement Easement from Linear Retail Stow #1, LLC

On motion of Selectman Burke, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from Linear Retail Stow #1, LLC, a Massachusetts limited liability company with a principal place of business at 5 Burlington Woods Drive C/O Linear Retail Properties, LLC, Burlington, MA 01803, or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located *at 117 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the southerly property boundary, shown as temporary easements eight and nine (Parcel TE-8) and (Parcel TE-9) on sheets 3 and 4 of a Plan entitled “Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017”* for pedestrian walkway purposes (“Pedestrian Improvement Easement”).

Finance Committee in favor

ARTICLE 51. Acceptance of Great Road Pedestrian Improvement Easement from Madelyn Properties, LLC

On motion of Selectman Hawkes, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from Madelyn Properties, LLC, a Massachusetts limited liability company with a principal place of business at 31 Estabrook Lane C/O Northboro Septic, Berlin, MA 01503, or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located *at 128 Great Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement eighteen (Parcel TE-18) on sheet 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017"* for pedestrian walkway purposes ("Pedestrian Improvement Easement").

Finance Committee in favor

ARTICLE 52. Acceptance of Great Road Pedestrian Improvement Easement from Meeting House at Stow Condominium Trust

On motion of Selectman Frecha, it was voted unanimously in favor to authorize the Board of Selectmen to accept without charge or cost from Meeting House at Stow Condominium Trust, with a principal place of business at 4 Preston Court Suite 101 C/O The Dartmouth Group, Bedford, MA 01730, or its successors or assigns, a non-exclusive temporary construction easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located at *34 Meeting House Lane, along Great Road and Elm Ridge Road, Stow, Massachusetts*, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the southwestern property boundary, shown as temporary easement four (Parcel TE-4) on sheets 2 and 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017"* for pedestrian walkway purposes ("Pedestrian Improvement Easement").

Finance Committee in favor

ARTICLE 53. Acceptance of Great Road Pedestrian Improvement Easement from 132 Great Road Stow, LLC

On motion of Selectman Salvie, it was voted to authorize the Board of Selectmen to accept without charge or cost from 132 Great Road Stow, LLC, with a principal place of business at 69 Great Road P.O. Box 2350, Acton, MA 01720, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quitclaim covenants, running from east to west over said land located at 132 Great Road, Stow, Massachusetts, and shown more particularly *as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement fifteen (Parcel TE-15) on sheets 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017"* for pedestrian walkway purposes ("Pedestrian Improvement Easement").

Finance Committee in favor

On motion of Selectman Salvie, it was voted unanimously in favor the meeting be adjourned. The meeting was adjourned at 8:18 p.m.

Checkers at the Door: Josephine Crowell, Ruth Delmonico, Alice Mortenson, Ruby Ramsland, and Betty Sauta

Tellers: Ingeborg Clark, Ernest Dodd, Allan Fierce, Steve Jelinek, Margaret Lynch, Don McFarlane, Peter McManus, Jeff Needle, Ross Perry, Laura Reiner, Kathleen Sferra, and Deb Woods.

Total Registered Voters for Town Meeting: 5205
Annual Town Meeting Session 1: Voter Turnout - 189 = 3.6 %
Annual Town Meeting Session 2: Voter Turnout - 103 = 1.9%
Annual Town Meeting Session 3: Voter Turnout - 107 = 2%

SPECIAL TOWN MEETING NOVEMBER 18, 2019

Pursuant to the Selectmen's warrant of October 22, 2019, posted by the Constable on October 29, 2019, the special town meeting was called to order at 7:02 p.m. at Hale School by Moderator David Walrath.

Moderator Walrath noted the presence of various town officials and Deputy Moderator Laura Spear. It was voted unanimously for the following non-voters to address the meeting: Municipal Town Employees: William Wrigley, Town Administrator; Jesse Steadman, Town Planner; Valerie Oorthuys, Assistant Planner; and Barbara Huggins Carboni, Town Counsel.

Nashoba Regional School District Staff: Patricia Marone, Business Manager and Rob Frieswick, Director of Facilities and; the Town's consultant for Article 3 & 4 water systems, Joel Frisch-Engineer for Northeast GeoScience.

On motion of Selectman James Salvie, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Town Building Elevator Repair

On motion of Selectman Brian Burke, it was voted unanimously to appropriate and transfer from Free Cash, the sum of sixty thousand dollars (\$60,000), for the purpose of repairing the Town Building elevator, to be expended by the Building Commissioner.

Finance Committee, Capital Planning Committee and Board of Selectmen recommend approval of this article.

ARTICLE 2. Former Fire Station Water Service Replacement

On motion of Selectman Cortni Frecha, it was voted by clearly a majority as declared by the Moderator, to appropriate and transfer from Free Cash, the sum of fifteen thousand dollars (\$15,000), for the purpose of removing and replacing the water service to the former Fire Station on Crescent Street, to be expended by the Building Commissioner.

Finance Committee, Capital Planning Committee and Board of Selectmen recommend approval of this article.

ARTICLE 3. Water Filtration System at Town Building

On motion of Selectman Donald Hawkes, it was voted by clearly a majority as declared by the Moderator, to appropriate and transfer from Free Cash the sum of one hundred fifty thousand dollars (\$150,000), for the purpose of designing and installing an upgraded water filtration system at Town Building in order to comply with recent changes in DEP regulations related to PFAS (polyfluoroalkyl substances) contamination, pH control and manganese removal.

Finance Committee, Capital Planning Committee and Board of Selectmen recommend approval of this article.

ARTICLE 4. Water Filtration System at Hale and Center Schools

On motion of Selectman Thomas Ryan, III, it was voted unanimously to appropriate and transfer from Free Cash the sum of fifty-seven thousand dollars (\$57,000), for the purpose of designing and installing an upgraded water filtration system at Hale and Center Schools in order to comply with recent changes in DEP regulations related to PFAS (polyfluoroalkyl substances) contamination.

Finance Committee, Capital Planning Committee and Board of Selectmen recommend approval of this article.

ARTICLE 5. Complete Streets Construction Administration

On motion of Selectman James Salvie, it was voted by clearly a majority as declared by the Moderator to appropriate and transfer from Free Cash, the sum of thirty-four thousand dollars five hundred dollars (\$34,500), to pay the costs of construction administration, bidding and awarding services, for planned roadway improvements along portions of Route 117 funded for construction through the MassDOT Complete Streets Program.

Finance Committee, Capital Planning Committee, Planning Board and Board of Selectmen recommend approval of this article.

ARTICLE 6. Legal and Appraisal Work for Box Mill Bridge Land Takings

On motion of Selectman Brian Burke, it was voted unanimously to appropriate and transfer from Free Cash, the sum of thirty thousand dollars (\$30,000), for appraisal and legal services associated with acquisition of easements and right of way associated with the Box Mill Road Bridge reconstruction.

Finance Committee and Board of Selectmen recommend approval of this article.

ARTICLE 7. Funding FY-18 Police Department Overtime Back Pay

On motion of Selectman Cortni Frecha, it was voted unanimously to appropriate and transfer from Free Cash the sum of three thousand three hundred thirty seven dollars and sixty five cents (\$3,337.65), for the purpose of providing overtime back pay to ten police officers due to incorrect payroll calculations made in FY-18 subject to the Federal Labor Standards Act.

Finance Committee and Board of Selectmen recommend approval of this article.

On motion of Selectman Donald Hawkes, it was voted unanimously the meeting be adjourned.
Adjourned at 8:06 p.m.

Checkers at the Door: Josephine Crowell, Ruth Delmonico, Joey O'Connor-Katz, Alice Mortenson, Ruby Ramsland, and Betty Sauta.

Total Registered Voters: 5198 Voter Turnout: 90 = 2%

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

TOWN OF STOW

***County of Middlesex
Commonwealth of Massachusetts***



Established as the Plantation of Pompositticut, 1669

Incorporated as a Town, May 16, 1683



Land area given to seven surrounding towns



Area today 17.94 Square Miles

11,311.4 Acres Land; 167 Acres Water

11,478.4 Acres Total



Longitude: 71° Latitude: 42° 26'

Altitude (above sea level) at Town Hall: 231 feet



Population per 2000 Federal Census: 5,902

Population per 2010 Federal Census: 6,590

Population per 2019 Stow Annual Census: 7,120

TOWN DEPARTMENT TELEPHONES

Emergency: Ambulance, Fire / Rescue, Police DIAL 911

Animal Control Officer	978-897-4545
Assessors, Board of	978-897-4597
Building Department and Inspectors	978-897-2193
Cemetery Committee	978-461-1403
Conservation Commission	978-897-8615
Council on Aging	978-897-1880
Fire / Rescue Department business	978-897-4537
Health, Board of	978-897-4592
Highway Department	978-897-8071
Inspectors: Gas, Plumbing, Wiring	978-897-2193
Minuteman Regional High School	781-861-6500
Nashoba Regional School District	978-779-0539
Center School	978-897-0290
Hale Middle School	978-897-4788
Nashoba Regional High School	978-779-2257
Planning Board	978-897-5098
Police Department business	978-897-4545
Randall Library	978-897-8572
Recreation Commission	978-637-2984
Selectmen, Board of	978-897-4515
Stow TV Office	978-897-7732
Town Accountant	978-897-5012
Town Administrator	978-897-2927
Town Clerk	978-897-4514 x1
Treasurer-Collector	978-897-2834
Tree Warden	978-897-8071
Veterans' Services Officer	978-290-0278

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