

**MINUTES  
BOARD OF SELECTMEN  
November 22, 2011**

Present at the meeting that was held at the Town Building were Selectmen Gary Bernklow, Charles Kern, Thomas Ryan, James Salvie, and Laura Spear.

Also present were Town Administrator William Wrigley and Administrative Assistant Susan McLaughlin.

Mr. Salvie called the meeting to order at approximately 7:00 p.m.

**Public Input**

None.

**Chairman's Comments**

Mr. Salvie announced the successful fundraiser recently held by RECESS, fundraising organization for the new school and the 50<sup>th</sup> anniversary of the Stow Historical Society and he thanked the animal control officer for her assistance with a dog issue.

**Town Administrator's Report**

Mr. Wrigley reported on the following:

- Given the Town meeting vote to expend funds for pre-design work on the community center, fire station, and library building projects, it is time to begin the building project development process, to be discussed later in the meeting.
- The assessors would like to organize an in-house team to negotiate a tax-payment plan with a renewable energy company, Syncarpha, for a proposed installation in Stow. If the Board supports this approach, the assessors would like a Board member to join them. This appointment could be done at an upcoming meeting.

**Meeting Minutes**

**November 7:** Ms. Spear moved to accept the November 7, 2011 minutes, as drafted; Mr. Ryan seconded; and all voted in favor.

**November 15:** Mr. Ryan moved to accept the November 15, 2011 minutes, as amended; Ms. Spear seconded; and all voted in favor, with Mr. Bernklow abstaining.

**Eagle Scout Recognition**

Michael Piantedosi, accompanied by his parents, visited the Board to be recognized for reaching the highest level in scouting, the Eagle Scout. After he described his Eagle Scout project, landscaping group homes for children with disabilities, the Board presented him with a citation and letter for his upcoming Court of Honor. Mr. Ryan moved to endorse the citation; Ms. Spear seconded; and all voted in favor. It was noted that Mr. Wrigley and Mr. Bernklow are also Eagle Scouts.

**Update on Minuteman Regional Vocational Technical School**

Mr. Wrigley prefaced the discussion by noting that he invited Superintendent Ed Bouquillon and School Committee Chair Alice DeLuca to visit the Board at a time when several models for allocating capital costs across the district were being discussed. Some town administrators proposed a costing model that differed from and frustrated the development of a model being developed by the district's task force. Since then, the school committee decided to postpone the effort. Tonight's visit will be a general update on Minuteman.

Ms. DeLuca and Dr. Bouquillon reported the following:

- The Minuteman Regional Vocational Technical School District (MRVTSD) faculty and school committee unanimously agreed to a three-year contract, with COLAs of 0 percent, 1 percent, and 2 percent for FY 2013, 2014, and 2015, respectively.
- Ms. DeLuca is now chair of the school committee. She said she is pleased to serve this nationally recognized vocational school.
- It has been three years since the district submitted its letter of interest to the Mass School Building Authority (MSBA) for funds to renovate the facility and the MSBA approved \$724,000 for an owner's project manager and design firm.
- The regional agreement task force is working on an apportionment model, referred to as Model E. Any agreement will need to be accepted by all 16 towns in the district.
- Some repairs are needed now and cannot wait until the member towns revise the agreement. Forty- to 50-percent of the roof has failed, so the district must go forward with some projects using the current model.
- A bigger issue for the district is the cost of out-of-district students. As of October 1, over 40 percent of the student population is non-resident. Per MGL Chapter 74, if a student's desired program is not offered in his or her community, the student may attend a school where it is offered. While MRVTSD charges the highest tuition allowed (this year it is \$18,300), it does not cover the cost. The problem would be alleviated if more towns were to join the district. The district is actively pursuing this. Medford and Watertown are interested.
- MRVTSD will not have an article on the regional agreement for spring Town Meeting but will have one on the stabilization fund.
- In January 2010, the Board of Selectmen voted to list Minuteman as a priority. Is it still on? Mr. Salvie said it is still a priority and the Board has decided to appoint its first liaison to the district.

### **Appointment of Field Drivers**

Recently, several stray animal emergencies showed the need for a field driver close to town. To address this need, the Board decided to change the long-term practice of having town meeting vote to appoint the Board of Selectmen to the position. The 2011 Town meeting vote having been rescinded, the Board appointed employees of the Board of Health to serve instead.

Ms. Spear moved to appoint the Board of Health animal control officer, animal inspector, and/or health agent to serve as the Town's field drivers, effective November 23, 2011; Mr. Bernklow seconded; and all voted in favor.

### **Appointments to Building Committees**

Mr. Wrigley recommended that the Board appoint capital project development committees, now that Town Meeting had voted funds for the building projects. He proposed that they consist of the sponsor, one member each of the Board of Selectmen, Finance Committee, and Capital Planning Committee, and at least one resident.

Discussion followed on the input received from the Special Town Meeting on the projects, for example, that voters want options, including the minimal projects and want to know the cost. Jim Sauta, from the Pompo Use Committee, and Randall Library Trustee Tim Reed expressed their agreement with this approach.

It was also agreed that the Board of Selectmen (with Capital Planning and Finance) would prioritize the projects for Town Meeting and that there is no longer need for the ad hoc committee created earlier.

Three committees were created, as follows:

Ms. Spear moved to create an up-to nine member **Community Center Building Committee**, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of a community center on the site of the Pompositicut School at Town Meeting. The charge of the committee is to manage and oversee the pre-design process, in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option that meets the Town's needs for a community center. The conceptual design options to be considered will include cost estimates and the option of total or partial leasing of space. She further moved that the committee be composed of the following individuals:

- Jim Sauta
- Michael Busch
- Patty Bolton
- Paul Chaisson
- Gus Stathis
- A selectman designated by the Board of Selectmen
- A Finance Committee member designated by the Finance Committee
- A Capital Planning Committee member designated by the Capital Planning Committee
- A resident member at large

Mr. Ryan seconded, and all voted in favor.

Ms. Spear moved to create an up-to five member **Fire Station Building Committee**, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of an expanded and/or renovated Fire Station on the site of the present Fire Station at Town Meeting. The charge of the committee is to manage and oversee the pre-design process in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option, including cost estimates, that meets the Town's needs for an expanded Fire Station. She further moved that the committee be composed of the following individuals:

- Fire Chief Mike McLaughlin
- A Selectman designated by the Board of Selectmen
- A Finance Committee member designated by the Finance Committee
- A Capital Planning Committee member designated by the Capital Planning Committee
- A resident member at large

Mr. Ryan seconded; and all voted in favor.

Ms. Spear moved to create an up-to six member **Randall Library Building Committee**, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of an expanded and/or renovated Randall Library at Town Meeting. The charge of the committee is to manage and oversee the pre-design process, in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option, including cost estimates, that meets the Town's needs at the Randall Library. She further moved that the committee be composed of the following individuals:

- Two Library Trustees appointed by that Board [the second trustee was added at the request of Mr. Reed]

- A Selectman designated by the Board of Selectmen
- A Finance Committee member designated by the Finance Committee
- A Capital Planning Committee member designated by the Capital Planning Committee
- A resident member at large

Mr. Ryan seconded; and all voted in favor.

Next, the Board and Mr. Wrigley discussed the debt schedule. Mr. Salvie said the Board would look to Mr. Wrigley for advice on this. Mr. Wrigley said the debt schedule could be charted. Some debt will be relieved over time. The problem is unanticipated debts, such as a decision to purchase land. This is the first year that the principal and interest of the school borrowing will be felt. At one time, the Town had a maximum debt level but this is no longer in place.

Subdividing Pompo will cost plus or minus \$1.0M. The two others will cost more. One can plan the sequence of the financial impact. Once the consultants are on board, they can provide plug numbers for the cost.

The Board appointed members to the building committees, as follows:

- Mr. Ryan moved to appoint Mr. Salvie to the library building committee; Mr. Bernklow seconded; and all voted in favor.
- Ms. Spear moved to appoint Mr. Ryan to the fire station building committee; Mr. Ryan seconded; and all voted in favor.
- Ms. Spear moved to appoint Mr. Kern to the community center building committee; Mr. Ryan seconded; and all voted in favor.

#### **Common Victualer License Renewals**

Ms. Spear moved to approve 2012 common victualer licenses for the following businesses, having met the statutory requirements for license renewals, to expire on December 30, 2012; Mr. Ryan seconded; and all voted in favor.

Costa Donuts Two, Inc. dba Dunkin' Donuts 626 Great Road
Stow Cafe 118 Great Road
Papa Gino's Stow Shopping Plaza 117 Great Road
Delta Epsilon, Inc. dba Stow House of Pizza 156 Great Road
Stow LLC dba Dunkin Donuts Stow Shopping Plaza 117 Great Road

#### **Used Car Sales License Renewals**

Ms. Spear moved to approve 2012 used car sales licenses for the following businesses, having met the statutory requirements for license renewals, to expire on December 30, 2012; Mr. Ryan seconded; and all voted in favor.:

Joseph R. Inferrera, Jr d/b/a Stow Classics 64 Crescent Street
Patterson Auto Body, Inc. 18 Great Road
Import Export of Boston 8 Whitman Street
Auto Support Engineering, Inc. 370 Hudson Road
Hudson Road Auto, Inc. 383 Hudson Road
Concord Fuels of Stow, Inc. 368 Great Road
SalesApproach, Inc. 636 Great Road
Richard Presti Chapel Partners, Inc. 102 Great Road

### **Orders of Taking of Public Ways**

The Board completed the series of votes to accept six streets as public ways. The final step in the process is for Town Counsel to record the takings with the South Middlesex Registry of Deeds.

Ms. Spear moved to approve the taking of **Fox Court and Cardinal Court** by the Town of Stow, as designated in the Order of Taking, dated November 22, 2011; Mr. Bernklow seconded; and all voted in favor.

Ms. Spear moved to approve the taking of **Salamander Lane and Cricket Court** by the Town of Stow, as designated in the Order of Taking, dated November 22, 2011; Mr. Bernklow seconded; and all voted in favor.

Ms. Spear moved to approve the taking of **Wildlife Way** by the Town of Stow, as designated in the Order of Taking, dated November 22, 2011; Mr. Bernklow seconded; and all voted in favor.

Ms. Spear moved to approve the taking of **Woodpecker Court** by the Town of Stow, as designated in the Order of Taking, dated November 22, 2011; Mr. Bernklow seconded; and all voted in favor.

### **Liaison Reports**

**LACAC:** Will propose amending the cable TV governance agreement.

**NRSD:** Administration is beginning FY13 budgeting.

**Transportation Advisory Committee:** Mr. Dungan, the sole member, wants to know whether transportation is a town priority.

**Master Plan:** Board should review priorities grid to be sure the important priorities still being addressed.

**Multi-use Track Road Committee:** The owner wants the private driveway to Track Road paved but federal funds cannot be used for this.

**Elementary School Building Committee:** A recent walkthrough showed good progress and Phase I will be complete soon.

**Future Agenda Topics**

- Appoint selectman to solar installation negotiating team.
- Discuss impact of building projects' costs.
- Review Master Plan priorities list.

At 9:15 p.m., Ms. Spear moved to adjourn; Mr. Bernklow seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin  
Administrative Assistant

Approved as written, December 13, 2011