

AGENDA
BOARD OF SELECTMEN
January 5, 2010
7:00 p.m.
Town Building

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

Visitors

- 7:15 p.m. Appoint SpringFest Committee Member
- 7:20 p.m. Appoint Veteran's Graves Committee Member
- 7:25 p.m. Appoint liaison to Mass Ethics Commission

Action/Discussion

- Board of Overseers of the Town Farm Fund
- Policy on Town fundraising
- Letter on unfunded mandates to Rep Atkins
- Letter to resident on Selectmen's affordable housing priority
- Review Board of Selectmen's priorities

Selectmen's Master Planning

Liaison Reports, if any

Correspondence

Adjournment

Posted 12/31/09

Correspondence

Town:

Town Clerk notice of Campaign Finance workshop, 2/4, 7pm, Hale School, rec'd 12/14

CC of Planning Board letter to Lower Village residents/businesses on 12/21 speed survey, rec'd 12/17

Report on Hudson Light & Power rate reductions from Stow representative Ed Brown, rec'd 12/28

Cc of executed MSBA/NRSD Project Scope and Budget Agreement, rec'd 12/28

Planning Board request for comments on Special Permit application for Stow Woodlands hammerhead lot, rec'd 12/30. Comments due by January 26.

Notice of H1N1 flu clinic, 1/9, 9am to 2pm, Hale School

General:

US Census notice of Lowell office opening (Niki Tsongas is keynote speaker), 1/11, 10-11am, rec'd 12/17

Comcast notice of expanded channels, rec'd 12/21

Verizon FIOS TV for Business annual customer notification, rec'd 12/28

Comcast notice of price adjustments, rec'd 12/30



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY

SPRINGFEST ORGANIZING COMMITTEE
One member

Duties: Plan and oversee SpringFest, the town's annual festival held in May. Identify and schedule events for the weekend. Recruit and organize participants and volunteers. Promote and publicize festival. Supervise site set-up and clean up.

Qualifications: Registered voter of Stow. Energy and enthusiasm to create an enjoyable community-wide celebration for all ages. Ability to commit time to planning and event management. Team player with a good sense of humor.

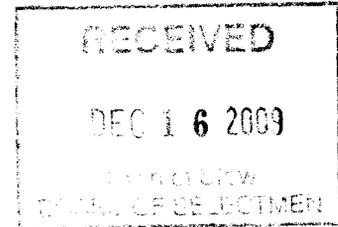
Term: Appointment by the Board of Selectmen to the remainder of a two-year term ending June 30, 2011.

Application: The Board of Selectmen will be accepting applications until the position is filled.

If you are interested, please contact the Selectmen's Office to see if the position is still vacant: selectmen@stow-ma.gov or 978-897-4515.

Posted August 7, 2009

December 16, 2009



Dear Stow Selectmen -

My name is Laura Folsom, and I am interested in the opening on the Spring Fest organizing committee. I have lived in Stow for almost 9 years, and my family and I love SpringFest! I helped to organize and run a dunk tank last year, and we raised \$400 for the Stow Food Pantry. I really enjoyed my interactions with Karen K., as well as Rachel Belanger from the Stow Police Dept, in organizing the dunk tank. I am a registered voter in Stow, I have lots of energy and enthusiasm, and I am able to commit time into planning.

Thank you, Laura Folsom



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NOTICE OF VACANCY

**VETERAN'S GRAVES COMMITTEE
One Member**

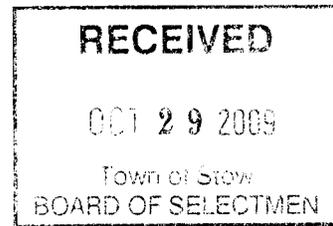
Duties: Memorial Day Parade preparation and organization, including attendance at organizational meetings. Place flags on Veteran's graves and soldiers monuments.

Qualifications: Registered voter and veteran of Stow.

Term: Appointment by Board of Selectmen for one year.

Application: Letters of application will be accepted by the Selectmen until 5 p.m. Thursday, October 29, 2009

Posted October 2, 2009



To the selection committee:

The volunteer position on the Veterans Graves Committee interests me a great deal. I would enjoy the opportunity to honor the veterans that served before, during and after my tour of duty.

I served during Vietnam and was discharged with a small disability. Five years ago I retired from the corporate world. At present I work from home in my wife's business, Shea Associates.

This will be my first volunteer position.

Mike Delos Santos

452 Gleasondale Rd

Stow, MA 01775

978-568-0208

Michael Delos Santos

452 Gleasondale Rd.

Stow, MA 01775

978-568-0218

mikedelos@aol.com

SUMMARY OF QUALIFICATIONS

A tenacious **Regional Sales Manager** demonstrating consistently proven analytical ability to ferret out customer needs, delivering value-based products and services for your customers. More than 10 years of results driven professional sales with significant strengths in the following areas.

- Territory Development** Grew a company's revenues from \$300,000 to 12,000,000.
Grew a region from \$350,000 to \$2,000,000 in one year.
- New Account Introduction** Established a significant presence at Teradyne, MOS Aid, Analog Devices, Intersil, Agere, RF Micro Devices and IBM (Essex Junction, Hopewell Junction and Poughkeepsie).
- Problem Solving** Developed new fixturing techniques matching the customer's needs, netting an increase in sales of 60%.
- Mentoring** Developed customer service practices that decreased requirements to deal with the day today customer interface. This resulted in more time to identify and develop new accounts.
- Organizational Skills** Organized and developed an international sales force using both reps and direct sales, resulting in an additional 40% sales growth.

AREAS OF PROFESSIONAL EXPERTISE

BUSINESS DEVELOPMENT

Built a customer base for a new PCB test service resulting in a growth of 100% each year for 5 years. Starting from \$700,000 and growing to \$12,000,000

Identified business potential in off shore markets. Developed an international sales force within 12 months, using a mix of reps and direct employees. The new sales-contacts contributed an additional 40% to the companies revenues.

Developed brochures for each of the four software products sold.

ACCOUNT MANAGEMENT

Developed and maintained solid business relationships with old and new customers for each employer. Sought and successfully expand sales opportunities in established as well as new customers.

Gathered and analyzed data concerning customers both current and future as it related to their potential to make purchases.

Develop proposals and presentations for new sales opportunities.

Territories covered have extended from the Northeast to all of the US and Canada.

PROFESSIONAL BUSINESS EXPERIENCE

Regional Sales Manager Kulicke & Soffa Gilbert, AZ	1999 – 2002
Manufacturer's Representative Matthew Associates, Waban, MA	1998 – 1999
Regional Sales Manager Everett Charles, Hudson, NH	1997 – 1998
Regional Sales Manager Circuitest Services, Hudson, NH	1989 – 1997
District Sales Engineer - Ando Corporation, Waltham, MA	1987-1989
Sales Engineer Northeast - Megatest, Newton, MA	1981-1987
Field Services Engineer - Fairchild Test Division, Billerica, MA	1979-1981
Site Applications Manager / IBM VT - Macro Data, Woodland Hills, CA	1976-1979
Systems Integration Engineer - Teradyne, Chatsworth, CA	1973-1976
Test Technician - Data Products, Woodland Hills, CA	1970-1973

EDUCATION: Moorpark Junior College, AS-Technology

Stow Selectmen's Office

From: Jeffrey Lance [jlance@raytheon.com]
Sent: Wednesday, November 04, 2009 9:08 PM
To: selectmen@stow-ma.gov
Subject: Re: Applicant for Veterans' Graves Committee
Follow Up Flag: Follow up
Flag Status: Flagged

Susan,

I will follow up. Looks promising. I will also request proof of military service (e.g. form DD-214).

Jeffrey Lance

Whole Life Engineering Directorate
Manager – Seapower Capability Systems Programs
Raytheon Integrated Defense Systems
528 Boston Post Rd. Sudbury, MA 01776 USA
978.440.3412 office
978.457.6150 cell
JLance@Raytheon.com

From: "Stow Selectmen's Office" <selectmen@stow-ma.gov>
To: "Jeff Lance" <JLance@raytheon.com>
Date: 11/04/2009 09:45 AM
Subject: Applicant for Veterans' Graves Committee

Hello Jeff,

Recently we received a letter of interest from someone who would like to serve on the Veterans' Graves Committee. His name is Mike Delos Santos, and I am attaching his letter and resume with this message. You can look it over and talk with him if you think he is appropriate.

If you decide you want to have him appointed, please let our office know, and we can coordinate a date on the Selectmen's schedule. He would need to come to a Selectmen's meeting, and then they could appoint him.

Please let us know if there are any other ways in which we could be helpful.

11/13/2009

Thank you,

Phoebe

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

[attachment "VGC Delos Santos application.pdf" deleted by Jeffrey Lance/RES/Raytheon/US]

11/13/2009

Stow Selectmen's Office

From: Jeffrey Lance [jlance@raytheon.com]
Sent: Wednesday, December 23, 2009 10:33 AM
To: selectmen@stow-ma.gov
Subject: Re: Applicant for Veterans' Graves Committee

Susan,

I was finally able to connect with Mike Delos Santos. He sounded ambitious and capable. I suggest we add him to the Committee on a one year basis. Once you let me know it's 'official', I will meet with him to get things turned over from Frank Milak.

Jeffrey Lance

Whole Life Engineering Directorate
Manager – Seapower Capability Systems Programs
Raytheon Integrated Defense Systems
528 Boston Post Rd. Sudbury, MA 01776 USA
978.440.3412 office
978.457.6150 cell
JLance@Raytheon.com

From: "Stow Selectmen's Office" <selectmen@stow-ma.gov>
To: "Jeff Lance" <JLance@raytheon.com>
Date: 12/11/2009 10:44 AM
Subject: Applicant for Veterans' Graves Committee

Hello Jeff,

We don't mean to bother you at an already busy time of year, but we were wondering if you had had any chance to make contact with Mike Delos Santos, the fellow who applied to serve on the Veteran's Graves Committee. In your most recent message, you indicated your intention to verify that he is a veteran and give him a call.

Since it's been a couple of months since he wrote, we just wanted to follow up if you hadn't had any chance to speak with him.

Thanks so much for your time and effort.

12/23/2009

- Phoebe

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

12/23/2009

o'state?

What Parts of 'Ethics Reform' Affect Cities and Towns?

Jan 5 mtg

By MATTHEW G. FEHER

Q: What parts of the new Ethics Reform Act affect municipal officials and employees?

A: The Ethics Reform Act (Chapter 28 of the Acts of 2009) makes several changes to the state's conflict-of-interest, lobbying, campaign finance and open meeting laws. Local officials are subject to these laws and must be aware of the changes and new requirements. The MMA has prepared a summary of the provisions of the new law that affect municipal government; the summary can be found on the MMA Web site (www.mma.org) in the Municipal Government area of the Resource Library, under Ethics.

Q: When do the ethics changes take effect?

A: The conflict-of-interest law provisions took effect on September 29, 2009. Changes to the state's lobbying laws and campaign finance laws will take effect on January 1, 2010. The Open Meeting law changes will take effect on July 1, 2010.

Q: I heard that the conflict-of-interest law now requires municipal employees to complete trainings. What exactly must municipal employees do to comply with the new law?

A: The Ethics Reform Act did add new educational and training requirements to the state's conflict-of-interest law (Ch. 268A).

The law now requires all city and town clerks to annually distribute a summary of the conflict-of-interest law, prepared

by the State Ethics Commission, to all "municipal employees." (The commission says that the summary may be distributed electronically.) Each employee must acknowledge receipt of the summary, and this information must be kept on file by the clerk. (The acknowledgement may simply be in the form of a reply e-mail, according to the Ethics Commission.) The summaries must be provided to current employees by December 28, 2009. New hires must receive the summary within thirty days of hire.

The law also requires the Ethics Commission to publish on its Web site (www.mass.gov/ethics) an online training program on the conflict-of-interest law that must be completed by every "municipal employee" every two years. (New hires must complete the training within thirty days of hire.) Upon completion of the program, each employee must provide notice of completion to the "appropriate employer," who shall keep the notice on file for six years. The Ethics Commission concludes that city and town clerks are responsible for retaining these records. When an independent municipal district is involved (e.g., prudential committee, water district, school district), the municipal clerk shall keep the notices if the district is wholly contained within the municipality; otherwise, the district is responsible for maintaining these records.

The law does not specify a date to comply with the training requirement, but the Ethics Commission has said that employees must complete the trainings by April 2, 2010.

Finally, the law requires each municipality, acting through its city council, board of selectmen, or board of aldermen, to designate a "senior level

employee" as its liaison to the Ethics Commission. The municipality shall notify the commission in writing of any change to such designation within thirty days of the change. The law requires cities and towns to make this designation by January 27, 2010.

Q: Who qualifies as a "municipal employee" for the purposes of these new provisions?

A: The definition of "municipal employee" in the conflict-of-interest law (Ch. 268A, Sect. 1(g)) has been construed to include full- and part-time employees of the city or town, with or without compensation, as well as those who perform services for a municipality on an intermittent basis under a contract for hire or consultant basis. A business entity need not comply, but key employees of the entity (those named in the contract) must comply.

A municipal retirement board's employees are considered municipal employees for the purposes of the conflict-of-interest law, according to the Ethics Commission. Regional councils of government are considered "municipal agencies" under the law and the council employees, in turn, are considered municipal employees.

The law specifically exempts elected town meeting members and charter commission members.

The Ethics Commission recently announced that its implementation procedures will exempt from the online training requirements certain municipal employees—volunteers and short-term temporary and seasonal workers—"who

continued on page 27

Matthew G. Feher is a Senior Legislative Analyst at the MMA.



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NOTICE OF VACANCY

**TOWN FARM FUND BOARD OF OVERSEERS
3 Members**

This is a new committee.

Objective: To re-establish an active policy for spending the earned interest from the Town Farm Fund in support of the needy in the Stow community.

Three appointed members will join the Council on Aging Director and a member of the Board of Selectmen to create a five-member Board of Overseers

Major Activities:

- Develop a new program that intends to implement an organized process and set of procedures to determine how best to expend the interest funds. Identify and define the specific needs that will be eligible for funding and develop the evaluative criteria necessary to enable the Overseers to compare competing applications for funding.
- Implement the program. Monitor the program and track fund expenditures.

Qualifications: Registered voter of Stow and one of the following:

- Two members who are active in providing services to this constituency, such as the Stow Food Pantry.
- One resident to serve as a Member at Large.

Term: Appointment will be by the Board of Selectmen for a three-year term, ending on June 30. Initial appointments will be staggered at one-, two-, and three-year terms. Subsequent terms will be three years. (The Council on Aging Director and a Selectmen's representative will be appointed annually.)

Application: The Board of Selectmen will accept letters of application until 5:00 pm on Wednesday, January 27, 2010.

Posted 1/6/10

Representative Cory Atkins
State House, Room 166
Boston, MA 02133

12/22/09
Jim Steere

Dear Representative Atkins:

I attended the MMA Legislative Breakfast in Maynard on October 30. During your update, you requested lists of unfunded mandates and reports from each city and town. I sent this to the various officials and employees in Stow, and I am pleased to provide the following summary of their responses:

- Regional school transportation: We are unable to charge anything towards the cost, yet the state is not meeting its obligation to pay.
- Master Plan: Significant time and expense are required to produce this document. If the state insists on retaining this mandate, there should be an effort to minimize the contents that are required. In any case, if the state continues to require Master Plans, the state should pay for them. (This becomes even more important if LUPA or CPA-2 is adopted.)
- Housing Production Plan: The same comments noted for Master Plans apply here as well. Also, we were told we had to include all types of categories that don't make sense for our town, including building on municipal land (which is virtually non-existent in Stow).
- Board of Health regulations: Do we need to continue water quality testing at Lake Boon as part of the Beaches Act?
- Gun Control Act: We understand that our police department needs to review Fire Arms Identification Cards.
- An Act to Improve the Laws Relating to Campaign Finance, Ethics and Lobbying: This law requires all municipal employees to take the online training for the state's conflict of interest law and may and it may affect municipal collective bargaining agreements for overtime. For example, Westborough has filed suit on this very issue.
- MCAS testing
- BMI indexing now is required in schools as part of the "Massachusetts in Motion" initiative
- In-service police officer training: 4 days per officer, 8 hours pay each day (currently paid from overtime)
- Expenses related to tracking, filing, and document storage for the amended Campaign Finance and Ethics law
- Costs of special elections: The State Auditor determined they should be funded by the state.

I appreciate your initiative to explore opportunities for cost savings, and I hope that the areas we have identified will be helpful.

Sincerely,

Stephen M. Dungan
Chairman, Stow Board of Selectmen

cc:

Representative Kate Hogan
Senator Jamie Eldridge

Stow Selectmen's Office

From: Claudia Dragun [cadragun@gmail.com]
Sent: Tuesday, December 08, 2009 12:47 PM
To: selectmen@stow-ma.gov
Subject: Stow resident's commentary on Board priorities

Hello Board of Selectmen,

I would first like to thank you for your service to the town. The countless hours you spend working on behalf of all residents, your efforts and governance are truly appreciated by me and my family.

I also would like to share my thoughts after reading the front page article about the Board's priorities in last week's Stow Independent. I read that priority #2 for the Board lists "increase more affordable housing stock." I take issue with this priority.

Before you start thinking, "bah humbug," please know that I believe everyone deserves a place to live, and I volunteer substantial amounts of my own time and money to help those less fortunate. What upsets me is the idea of bringing more affordable housing into Stow because it will further burden Stow's public resources AND it won't solve Stow's biggest problem: economic growth and viability.

In my opinion, the Selectmen need to pay better attention to the people already here, who are paying the highest taxes imaginable and receive very little for it. When I compare the taxes I'm paying with my peers in Sudbury, for example, I see they get much better town services and have essentially the same tax rate. They have better roads, better schools, better shopping choices, better community facilities and delicious and safe town water. With the extra \$1,200/year I pay on top of my exorbitant taxes in Stow because I have the misfortune of having bought a home in Harvard Acres, I pay a lot more taxes than my peers in Sudbury and receive much less for it.

By now you're probably thinking, "then just move to Sudbury." Believe me, there are times I wish I could. But I also believe in growing where you're planted. I'm voicing my frustration about the low income housing issue because that's not where I want more of my hard-earned tax dollars spent and need to reach out to you via email to share my thoughts because my husband and I both work and we have 2 young kids, so it's difficult to attend your meetings on Tuesday nights.

Thank you for listening, and thank you again for your service.

Best Regards,
Claudia Dragun
109 Kirkland Dr.

12/31/2009



Town of Stow Board of Selectmen

380 Great Road
Stow, Massachusetts 01775
(978) 897-4515
FAX (978) 897-4631

DRAFT 1

To: Town of Stow Departments, Boards, and Committees
From: Stephen Dungan, Chair, Board of Selectmen
Date: December 15, 2009
Re: Board of Selectmen Priorities

At its December 1, 2009 meeting, the Board of Selectmen voted to support the following as its top priority:

- Obtain water for the Lower Village and Town Center (including the Center School project and Town Building)

The Board also voted to support additional priorities (in no particular order):

- Increase the Town's affordable housing stock
- Implement the elementary school project
- Support economic development
- Develop a plan for a senior/community center
- Protect the Assabet River
- Determine the future use of the Pompositticut School building

Although we identified many activities that are underway in Town, our goal is to provide focus and identify what we feel is most important to address for the remainder of this fiscal year.

Significant progress has already been made on many of these items, and the Board will review the status of these priorities each month. Please inform us of activities, issues, and opportunities relating to these priorities. As you make trade offs and decisions as part of the work that your organization does, please keep these priorities in mind.

Additionally, we welcome your feedback and input on your top priorities and how they may relate to the overall needs of the Town.

To the Town of Stow Board of Selectmen:

I am the Stow representative to the Hudson Light and Power Board. At a meeting last week the Board approved a change in electric rates. Residential, Commercial and larger Power customers will see no increase in their bills, many will see a slight reduction. This table summarizes the typical amount the customers will see in the new rates and what the old rates showed:

	Current Bill	New Bill	Difference
Residential 500 kwh/month	\$71.35	\$71.35	\$0
Residential 800 kwh/month	110.89	110.62	-\$0.27
Residential 1000 kwh/month	129.48	128.37	-\$1.11
Residential 3300 kwh/month	418.31	413.96	-\$4.35
Commercial 800kwh/month	126.51	124.82	-\$1.69
Power 60,000 kwh/month	7,809.78	7,537.97	-\$271.81

This rate change is brought about by 2 components - the base rates (operating and maintenance costs for generation, transmission and distribution) are being increased 9%, the reasons are summarized below. The fuel and purchased power adjustment cost is being reduced by 20% as a result of generally lower fuel costs.

The biggest factor raising the base rates is the Federal and State mandated "forward capacity market". In 2009 the charge Hudson Light and Power pays for this will amount to \$2.7 million. By way of comparison, Hudson Light payroll cost in 2009 will be \$2.3 million. This forward capacity market mandate was put into effect 4 years ago and its stated purpose was to encourage and to pay independent power producers - not utilities - to build power plants. Utilities have been required to sell their power plants and are not permitted to build new ones. The problem is that these "independent power producers" have not been building plants either and this "forward capacity market" is supposed to incentivize them to build. So all utility customers are paying into a pot that is supposed to encourage the "independent power producer" to build in the future.

The second largest factor is the cost of transmission and it is closely related to the forward capacity market. The Federal Energy Regulatory Commission and the states' Utility Commissions have approved new tariffs for the transmission companies to encourage the construction of and strengthening of the New England transmission grid. The increased cost for Hudson Light and Power and its customers in 2009 will be about \$390,000. This new tariff is supposed to encourage transmission companies to do what they were supposed to be doing as part of their businesses.

The third largest item is the cost of booking liabilities for "Other Post-Retirement Employee Benefits". All entities with these liabilities are required to book them starting in 2009. Hudson Light and Power's cost for 2009 is about \$200,000.

Overall, Hudson Light and Power continues to operate efficiently and economically in the best interests of its customers. Unfortunately, as you can see from these three items, there are factors over which Hudson has no control as it operates its department.

If there are any questions, I can be reached at 978-897-4922. Ed Brown

