

Board of Selectmen Meeting Minutes
Tuesday, February 28, 2017
Stow Town Building

Present in the Warren Room: Chairman James Salvie, Brian Burke, Donald Hawkes, Ingeborg Hegemann, and Thomas Ryan.

Also present: Town Administrator William Wrigley and Administrative Assistant Maureen Trunfio.

Chairman Salvie called the meeting to order at 7 p.m.

Public Input: None.

Chairman's Comments: Nomination papers are available for our May election. Papers can be taken out until March 17th and are due back on March 21st with 34 signatures to the Town Clerk's office. The Stow Police in conjunction with the State Environmental Police are holding MA Voting Basics courses in the new Community Center at Pompo.

Minutes

February 14, 2017: Approval of minutes was postponed due to multiple corrections that need to be made.

Correspondence: no comments.

Town Administrator's Joint Boards Meeting on the "FY 2018 Financial State of the Town"

Town Administrator Wrigley stated that this is an annual requirement of the Charter and the Bylaws, and welcomed members of the Board of Assessors, Finance Committee, Capital Planning Committee, and a member of the Nashoba Regional School District. The purpose of the meeting was to provide a high-level overview of the financial state of the town and give the projected expense and revenues for FY-18.

TA Wrigley said the expenditure numbers have improved significantly since he presented his preliminary FY-18 budget report at the last meeting.

We are looking at overall projected revenues of 8.3% above the current year, which includes an increase in state aid. For expenditures, the general municipal budget is up 4.4% and Nashoba Regional School District is up 4.23%. The Minuteman High School assessment is going up 9.25%.

The one area of the developing FY-18 budget that remains troublingly high is the capital project requests totaling more than \$754,000 which is an increase of over 50%. This amount does not include the estimated \$490,000 requested by the Planning Department for the Lower Village Roadway Improvement Project which will need to be debt financed if approved by town meeting and at a local election.

The bottom line is, total expenditures for next year are expected to increase 5.26% and revenue is expected to 8.3%.

Update from the Stow Transportation Working Group

Town Planner Jesse Steadman and Valerie Oorthuys presented "An Approach for Traffic Data Gathering." This group was formed last fall after discussions about Boxboro Road led to conversations about traffic in general. There is staff collaboration between the Highway, Fire, Police and Planning Departments to provide a foundation for creating a baseline of data on roads and traffic. The focus is on secondary roads as some data had been gathered from the Lower Village project (for Route 117), from when the bridge in Gleasondale failed (for Route 62), and from a recent study on Hudson Road at the Route 117 intersection. But there was a big blank spot for the more rural roads. There will be some requests at the Annual Town Meeting for this project. Going forward, they will build and refine the database, utilize Town and Complete Streets data to inform potential Town-wide

traffic analysis, and explore studies into seasonal traffic issues. At the request of the Board, the Traffic Study Working Group will provide another update in July or August of this year.

Board of Selectmen's Annual Report

Mr. Hawkes moved to accept the Board of Selectmen's 2016 annual report as written, dated February 28, 2017, for inclusion in the 2016 Town of Stow Annual Report. Mr. Ryan seconded the motion, and it was approved unanimously.

Procedure for Livery Service Applicants

An applicant is interested in starting a livery service, primarily to the airport. He spoke with the Town Clerk regarding a business certificate. According to research done by Administrative Assistant Maureen Trunfio, there is no requirement for a town such as Stow to license livery drivers. A letter from the Board to Massport is sufficient. Discussion ensued regarding if Stow should begin a licensing process for livery drivers, with one opinion that we should not add an extra layer of regulation if it is not required, and another opinion that it is part of public safety and that we should.

Mr. Ryan moved 'no action' on the Livery Service application procedure. Ms. Hegemann seconded the motion, and it was approved 4-0-1 with Mr. Hawkes abstaining.

Letter to Massport for Guven Limousine Service

Mr. Hawkes moved to authorize the Chair to sign the letter to the Massachusetts Port Authority for Guven Limousine Service as amended. Mr. Ryan seconded the motion and it was approved unanimously.

Town Administrator's Report:

Items have been covered throughout the meeting. Town Administrator Wrigley left the meeting at 8:43 p.m.

Liaison Reports

- Mr. Burke: Regarding CPA, there are a number of projects before the CPC (Community Preservation Committee). Funds are replenished annually.
- Mr. Hawkes: He attended the Nashoba School Committee meeting and will attend their hearing tomorrow night. The Lake Boon Commission will request a meeting with the Board regarding the dam.
- Chairman Salvie: The second floor of the Randall Library houses artifacts that will need to be rehoused before renovations.
- Mr. Ryan: Chief Landry said 3 of the 4 Call Lieutenants are going to the MA Fire Chief's Association meeting at the DCU Center in Worcester to get them more involved. The Citizen's Police Academy is a 30-hour course and is starting soon.
- Ms. Hegemann: The SMAHT meeting is next week. The MMA will have a marijuana seminar. The Board will add this topic to a future meeting's agenda.

Adjournment

At 8:58 p.m. Mr. Ryan moved to adjourn. Mr. Hawkes seconded and the motion was approved unanimously.

Respectfully submitted,

Joyce Sampson
Executive Assistant

Documents used at this meeting:

Documents can be found in the Selectmen's Office in the meeting folder.