

**MINUTES
BOARD OF SELECTMEN
March 25, 2008**

Present at the meeting that was held at the Town Building were Chairman Stephen Dungan and Selectmen Kathleen Farrell, Jason Robart, Thomas Ruggiero and Ellen Sturgis.

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

Chairman Dungan called the meeting to order at 7:00 p.m.

Public Input

None.

Chairman's Comments

None.

Town Administrator's Report

Mr. Wrigley reported the following activities:

- On the Fire Chief search, applicants have been narrowed down to eight; the team has standardized questions and selection criteria; and interviews will begin soon.
- Linear Retail is doing a cost-benefit analysis of participating in the Lower Village water solution.
- He asked the Recreation Commission for a written report on recent comments about the Director's job.

Meeting Minutes

None.

Eagle Scout Project

Andrew Bolton presented his proposed Eagle Scout project to the Board: a new sign and refurbishment of the Upper Common's Trolley Stop. He has secured the support of the Historical Commission and will next discuss the work with the Building Inspector.

Ms. Sturgis moved to recommend approval of Andrew Bolton's Eagle Scout project; Ms. Farrell seconded; and all voted in favor.

Local Access Channel Advisory Committee Appointment

Chris Funkhouser of Carriage Lane applied for a vacancy on the LACAC. He said he has an interest in non-commercial TV and has worked in public television his entire career.

Ms. Sturgis moved to appoint Chris Funkhouser as the newest LACAC member; Mr. Ruggiero seconded; and all voted in favor.

Assabet River Water Study Representation

In response to an invitation from the Army Corp of Engineers to name a representative to the water study group, it was agreed to ask the Conservation Commission to recommend a

representative. The Board will invite the member to the next Selectmen's meeting for appointment.

Cemetery Committee Appointment

Bill Clayton of Hudson Road applied to fill the Cemetery Committee vacancy, which opened up when Chris Potter moved to Associate member. Mr. Clayton had served as an Associate member for some time.

Ms. Farrell moved to appoint William Clayton to the Cemetery Committee; Ms. Sturgis seconded; and all voted in favor.

First Monthly Update on Snow Property Project

Community Preservation chair Bob Wilber reported on the working group's activities on the Snow project, as requested by the Board:

- The title exam is complete, with no encumbrances found.
- The survey and lot plan are complete, with delineations of Recreation and Municipal use.
- The Purchase and Sale is negotiated and signed by the seller.
- The ZBA approved a special permit, conditional on site plan approval by the Planning Board.
- A lease for the agricultural land is in progress.
- An RFP for design services has been issued.
- The team is preparing the next application for the self-help grant.

Chris Streeter of Brandymeade Circle informed the Board of a new booster club called the Stow Athletic Recreation Supporters, of which he is a member. The group will be the lead support organization for this project.

Contract and RFP Approval by the Selectmen

Mr. Dungan led a discussion on the Board's role in approving contracts and RFPs, stating that the control point is the Chief Procurement Officer, the Town Administrator. Mr. Wrigley described the procurement process, according to the General Laws and regulations. He gave examples of large and/or complex purchases he handles and those less than \$25.0k that he delegates to the department heads.

A question was raised on how to avoid "competing" RFPs, such as the two Snow articles and the December 2007 Town Meeting. He said that the procurement process, per se, would not avoid this. Management control can be exercised but there can be competing articles because of different needs or interests.

Mr. Dungan summarized the Board's general agreement, as follows: as CFO, Mr. Wrigley is the authority to review, approve, and execute contracts, the exception being when the Board of Selectmen is identified specifically as the authorizing agent to approve and execute a contract. It was agreed that Mr. Wrigley will let the Board know when RFPs arise.

Town Administrator's Recommended FY 2009 Budget

Mr. Wrigley introduced his budget presentation by summarizing the budgeting process and giving a brief history of overrides. Stating that municipal budgets are driven by revenue, Stow continues to face the same structural impediments each year, such as a non-diversified and unexpanded tax base.

His recommended budget is balanced, compared to the department requests of a \$900,000 deficit, so an override will not be required.

Following discussion, Mr. Robart moved to accept the Town Administrator's FY 2009 budget, as submitted; Mr. Ruggiero seconded. Four voted in favor (Dungan, Farrell, Robart, and Ruggiero); one voted opposed (Sturgis). The motion carried.

Liaison Reports

Elementary School Building Committee: Ms. Sturgis said Stow's work is on hold until the end of May, following a meeting with the Mass School Building Association.

Land Use Task Force: Mr. Robart said this newly created group is formulating a work plan and appointed two Associate members.

Capital Planning Committee: Ms. Farrell said requested Capital expenditures for Annual Town Meeting total \$520,000.

At 9:17 p.m., Mr. Robart moved to adjourn; Mr. Ruggiero seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant, Board of Selectmen

Approved as amended, April 8, 2008