

**MINUTES
BOARD OF SELECTMEN
January 8, 2008**

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

Selectman Thomas Ruggiero was absent.

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

Mr. 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 on the following news:

- John Egan matter settled.
- Snow property closing expected late February or March.
- Lombardo dog issue settled.
- Budget process: budgets available for review now; Feb 12 is budget report of requests and revenues; Feb 22 is joint boards on financial state; March 25 is recommended budget.

Assabet River Rail Trail (ARRT) Grant Opportunity

Don Rising, chair of the Stow ARRT Committee, updated the Board on the committee's work to move trail development forward, including evaluation of alternate routes. He requested the Board's approval of a grant request to EOEEA for a feasibility study.

Ms. Sturgis moved to approve a letter of support for the feasibility study; Mr. Robart seconded; and all voted in favor.

Mr. Rising will seek the necessary matching funds from the Planning Board, Conservation Commission, and Stow Conservation Trust.

Appointments to the Land Use Task Force

After meeting with two residents on their interest in serving on the new Land Use Task Force, the Board made the appointments.

Ms. Farrell moved to appoint Kathleen Willis to the Land Use Task Force; Ms. Sturgis seconded; and all voted in favor.

Ms. Sturgis moved to appoint Kathy Sferra to the Land Use Task Force; Ms. Farrell seconded; and all voted in favor.

It was agreed to appoint Mike Kopczynski, who was unable to attend, in absentia. Ms. Farrell moved to appoint Mr. Kopczynski to the task force; Mr. Robart seconded; and all voted in favor.

Later in the meeting, when Edward Perry, Sr. had not arrived, the Board agreed to appoint him in absentia, as well. Ms. Farrell moved to appoint Edward Perry, Sr. to the Land Use Task Force; Ms. Sturgis seconded; and all voted in favor.

Meeting Minutes

Ms. Sturgis moved to accept the Nov 27, 2007 minutes, as submitted; Mr. Dungan seconded; and all voted in favor.

Ms. Sturgis moved to accept the Dec 11, 2007 open session minutes, as amended; Ms. Farrell seconded; and all voted in favor.

Ms. Farrell moved to accept the Dec 11, 2007 executive session minutes, as submitted; Mr. Dungan seconded; and all voted in favor.

Election Warrant for the February 5, 2008 Presidential Primary

Ms. Sturgis moved to approve the Presidential Primary Election Warrant for February 5, 2008; Mr. Dungan seconded; and all voted in favor.

Board of Selectmen's Policy for Performance Reviews

Mr. Robart introduced a proposed policy for performance reviews for the Town Administrator and Administrative Assistant, explaining the content and process for reviews. The only difference between the reviews is that the Town Administrator's review would be public and the Administrative Assistant's would not be public, per the collective bargaining agreement.

Mr. Dungan proposed completing the process for both employees in February, according to the steps outlined.

Mr. Robart moved to adopt the performance review policy as standard operating procedure, with the changes discussed and objectives added to the form; Ms. Farrell seconded; and all voted in favor.

Charge of the Land Use Task Force

Ms. Sturgis introduced a proposed charge for the new task force, with three major deliverables: complete land inventory, prioritization of municipal needs; and an acquisition strategy for available lands.

It was agreed that the task force would need professional help with their work and that a sum of money for this purpose would be proposed for the FY09 Selectmen's Engineering Account.

Mr. Robart moved to approve the charge with the edits discussed tonight; Ms. Farrell seconded; and all voted in favor.

Stow's 325th Anniversary in 2009

It was agreed that Mr. Ruggiero and Ms. Sturgis would meet with the Springfest Committee to discuss celebration of this upcoming event.

Selectmen's Master Planning

Following a detailed and extended discussion of the Master Plan project, the Board agreed to the

following steps: 1) Give feedback to the Master Plan Committee; 2) Discuss priorities further; 3) Participate in the Joint Boards Meeting to finalize the plan.

Liaison Reports

Mr. Dungan described a service that evaluates towns for wind- and solar-energy potential and designs alternative energy sources for municipalities.

Ms. Farrell reported that the Affordable Housing Trust voted to support the Rail Trail' Committee's feasibility study of the Lundy property.

Mr. Dungan provided answers to the Board on the Lower Village Committee's proposal for Pompositicut Street and Red Acre Road traffic and action items were assigned.

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

Respectfully submitted,

Susan McLaughlin
Administrative Assistant, Board of Selectmen

Approved as amended, 2/12/08