

**MINUTES
BOARD OF SELECTMEN
July 14, 2009**

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

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

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

Public Input

None.

Chairman's Comments

None.

Town Administrator's Report

Mr. Wrigley reported the following:

- The Town has contracted with a new municipal insurance provider for FY 2010. As part of our on-going effort to increase the cost-effectiveness of our services, Ms. McLaughlin requested and reviewed proposals from the three main providers and recommended Knapp, Schenck & Co. The change will mean equal or better service at roughly 11 percent less than our current provider's quote. He supported her recommendation and commended her effort.
- DPU informed him that the rate-setting negotiations between Harvard Acres interveners and Assabet Water Co are substantively complete and expected to conclude on July 17. The agreement bodes well for continuing the Lower Village water project.
- The new fire truck should arrive in the next month.
- The Town's FY 2009 receipts have, to date, exceeded the amount he budgeted for them by \$50,000, meaning we will close the fiscal year in reasonably good shape financially.
- A Land Court judge has dismissed a suit against the Town by Bob Collings, regarding the Planning Board's decision on his subdivision project.

At the conclusion, Board members expressed their appreciation to Mr. Wrigley and Ms. McLaughlin for their work on the above.

Meeting Minutes

June 16: Ms. Sturgis moved to accept the June 16, 2009 minutes, as submitted; Ms. Spear seconded; and all voted in favor.

Future of the Cable License Advisory Committee

Chairman Lew Halprin and members Arny Buckman and Robert Mong visited the Board to request that the present incarnation of the Cable License Advisory Committee be disbanded and a newly structured committee be created in its place. The new committee would have five members (officially specified, instead of by default) and staggered terms of three years (instead of the

present indefinite terms). The three current members plan to apply for appointment to the new committee and hope to recruit an additional two members. Mr. Halprin said the Town Clerk suggested a three-member committee for quorum purposes but the current members feel that adding “new blood” to the group is important, too.

Mr. Wrigley pointed out that the Town’s Cable TV program has a governance agreement that speaks to both the Cable License Advisory Committee and the Local Access Channel Advisory. He suggested that the Board review the agreement before deciding on a new committee and the Board agreed. The decision will be brought forward to the next meeting.

Mr. Halprin also discussed an issue with Verizon New England asking the state to shorten a review period on cable TV licensing from one year to three months. His committee and Stow TV Coordinator Anne VanTine oppose the move and requested that the Board send letters to Rep. Hogan and Sen. Eldridge. This will be put on the next agenda as well.

Recreation Maintenance Plan

Chairman Mike Busch, joined by members John Sangermano and Jim Henry, presented the Committee’s maintenance plan for existing playing fields for which they are responsible. Mr. Sangermano said the plan has been in place since FY 2007 and is available to the public on the Town website. He then described the annual cycle of treatments and repair. After questions and discussion, the Board commended the Recreation members on the current state of the fields.

Ms. Farrell made two requests: 1) that the Committee look long-term at erosion control at Pine Bluffs and 2) that sand be added to the volleyball court at the beach. Mr. Busch said both of these are on the To Do list.

Purchase and Sale Agreement for Rail Trail Easement

Execution of the Rail Trail Sudbury Road easement purchase came before the Board again, with the necessary corrections.

Ms. Farrell moved that the Stow Board of Selectmen vote to execute a Purchase and Sale Agreement with respect to an access, recreation and trail easement between the Town of Stow and Annette Albright, Trustee, as authorized by Article 42 of Stow Annual Town Meeting 2008.

Ms. Sturgis seconded and all voted in favor. The Board signed the P&S, which will next go to Town Counsel for the closing.

Historical Commission Appointment

Postponed to the July 28 meeting.

Police Department Appointments

The Board acted on four requests from Police Chief Trefry, as follows:

Ms. Sturgis moved that the Board reappoint Thomas Maskalenko as a full-time police officer for a one-year term, ending June 30, 2010; Ms. Spear seconded, and all voted in favor.

Ms. Sturgis moved that the Board approve Chief Trefry’s July 8 request to designate Officer Michael Sallese a Detective, effective immediately; Ms. Spear seconded, and all voted in favor.

Per Chief Trefry's July 8 request, Ms. Sturgis moved that the position titled "Matron" in the Selectmen's annual appointment list be changed to "Matron/Prisoner Watchman;" Ms. Spear seconded; and all voted in favor.

Ms. Sturgis moved that the Board appoint Richard A. Tower of Hill Road, Boxborough, to the position of Prisoner Watchman for a one-year term, ending June 30, 2010; Mr. Ruggiero seconded; and all voted in favor.

Selectmen's Recognition Policy

Mr. Dungan began the discussion noting that a recent request from the Stow Lions Club for recognition of one of its members had raised the question of who the Board formally recognizes for community service and how the recognition is made.

The Board agreed that Stow is a small enough town that it would not be unmanageable to recognize the contributions of individuals both inside and outside of the Town government. A formal policy is unnecessary.

Ms. McLaughlin will be the conduit for nominees as she is in regular contact with Town boards and organizations. She will forward candidates to the Board for consideration.

Correspondence Management Policy

Mr. Dungan said he would like the Board to consider changing the Board's July 2007 policy on how correspondence is handled such that all substantive correspondence received by the office is scanned and included in the meeting packets.

Ms. McLaughlin said that the current policy was created because including all the correspondence in the packets was time consuming and cumbersome. The current practice is to include correspondence that relates to an agenda item in the packets and to list other correspondence at the bottom of the agenda. Board members and the public can request copies of any item of interest and can review the current folder at any time, including before and after meetings. If Ms. McLaughlin decides that a piece of correspondence needs action, she forwards it to the liaison to the involved department(s) or to Mr. Wrigley and/or the chairman. She asked that the Board continue with the current policy.

Board members differed in opinion on the practice, some being satisfied with the current practice and some wanting to see all correspondence, most importantly that received from residents, in the packets. Mr. Wrigley asked the Board to trust their administrative assistant to make the right judgment on handling this and, if there was a problem in the future, to reconsider it then.

It was agreed that the office would continue with the current policy and that a liaison, the chair, or the town administrator should ask Ms. McLaughlin to cc all Board members on a piece of correspondence, if deemed appropriate to keep everyone informed.

Wildlife Woods Open Space Parcels

Ms. Spear, who most recently served on the Planning Board, presented her findings on the approved uses of the parcels, in order for the Board to consider the proposals it had received. Two documents specify the allowable uses of open space in a Planned Conservation Development (PCD): first, the Planning Board's decision on the project and, second, the Town's Zoning Bylaws.

She found that there are restricted uses on the property and, although the Selectmen have custody of the land, the Planning Board is authorized to approve or disapprove particular uses. The Board briefly discussed a recommendation from resident Bill Byron that the Town leave this type of land with the homeowner's group, instead of accepting it and incurring the associated costs.

It was agreed that the Board would review Ms. Spear's findings and coordinate with the Planning Board to decide on the next step, meeting with the interested parties.

Town of Easton Values and Ethics Statements

Postponed to July 28.

Liaison Reports

Community Preservation: Ms. Spear distributed a new CPC document: a chart on Allowable Uses of CPA funds.

Public Safety: Mr. Ruggiero noted the excellent job our Emergency Management Officer, Fire Chief Mike McLaughlin, is doing to keep the MRC informed on issues and keeping pace with the constant stream of MEPA information to the communities.

Municipal Affordable Housing Trust: Mr. Dungan reported that the committee and its consultant had completed a draft of the Housing Production Plan and planned to present it to the Board on September 1

At 8:55 p.m., Ms. Sturgis moved to adjourn; Ms. Spear seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant

Approved as submitted, July 28, 2009