

**MINUTES**  
**BOARD OF SELECTMEN**  
**August 17, 2010**

Present at the meeting that was held at the Town Building were Selectmen Stephen Dungan, Charles Kern, James Salvie, and Laura Spear.

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

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

**Public Input**

None.

**Chairman's Comments**

Ms. Spear commented on the following:

- Congratulations to the graduates of the Middlesex Sheriff Department's Youth Public Safety Academy.
- Nomination papers are available for the vacant selectmen's seat.
- Beginning next month, the Board will resume its regular meeting schedule of the second and fourth Tuesdays of the month.

**Town Administrator's Report**

Mr. Wrigley's reported on the following:

- Water for the Lower Village could potentially be provided by drawing water from conservation land at Deerfield Lane, a Planned Conservation Development. Using it for anything beyond passive recreation would require approval at three levels: vote of the local Conservation Commission, vote of Town Meeting, and vote of the State Legislature. Mr. Wrigley is presently discussing this with the Conservation Commission and the Planning Board. He noted that the legislative approval process is pro forma with the Legislature's question being whether the community supports it.

He has also discussed using this parcel as a water source with the Stow Elderly and Community Housing Corporations (Plantation and Pilot Grove) and with the Town of Maynard, in an arrangement where they would own and operate a water system and include Stow as a customer.

- He continues to work with all the interested parties to prepare for the pending bankruptcy filing of Assabet Water Company. Should no buyer be found for Assabet Water, 160 to 170 Harvard Acres homes will likely file well permit applications. Mr. Wrigley is supporting the Board of Health in various ways to assist with the increased staffing needs to manage the situation. It was agreed that Mr. Wrigley would use the Selectmen's Engineering/Consulting account to fund some of the additional staffing needs, for an amount not to exceed \$5,000.
- A Stow police officer has submitted his resignation to the Chief Trefry and a replacement needs to be hired. Mr. Wrigley and the Chief propose using the screening committee process, per past practice, with the committee ultimately recommending a candidate to

the Board for hire. Mr. Dungan volunteered to represent the Board on the screening committee.

### **Recreation Commission Appointment**

Josh Schiering visited the Board to apply for the vacancy on the Recreation Commission. He described his professional career in children's recreation programs and his own children's participation in sports in Stow. Chair Mike Busch submitted a letter of recommendation for Mr. Schiering, as well.

Mr. Dungan moved to appoint Josh Schiering to the Recreation Commission for a one-year term, ending on June 30, 2011; Mr. Salvie seconded; and all voted in favor.

Tim Allaire, who had not been able to attend a Board meeting due to travel, was appointed by the Board in absentia. There was general agreement that the Board's policy that appointees attend a Board meeting in order to be appointed could be waived in this case.

Mr. Dungan moved to appoint Tim Allaire to the Recreation Commission for a one-year term, ending on June 30, 2011; Mr. Salvie seconded; and all voted in favor.

### **Lower Village Traffic/Pedestrian Safety RFP**

It was agreed that no action was needed by the Board at this time. Planning Board Coordinator Kelleher wanted to know if the Board was inclined to support it, should funding be required. The sense of the Board was supportive.

### **Review Selectmen's Priorities**

Ms. Spear walked the Board through the priorities chart, with members providing updates.

Mr. Kern reported on the issue of expanding the school building project. The projected enrollment for this coming fall is now the same as the one for 10 years into the future. Asked how this could have occurred, Mr. Kern replied that the MSBC dictated which of two projected enrollment figures the Town must use, in order to obtain matching funds. The one the Town had to use is the problem.

### **Review Standard Operating Procedures**

Ms. Spear introduced the subject of continuing to write operating procedures for the Selectmen's Office. It was agreed that procedures on the following would be drafted:

- Ms. Spear: Appointments, liaison role, correspondence from the public and public comments in meetings
- Mr. Dungan: Additions/revision to performance reviews
- Mr. Salvie: Public hearings, addition to meeting correspondence

### **Meeting Minutes**

**July 6:** Mr. Dungan moved to accept the July 6, 2010 minutes, as amended; Mr. Kern seconded; and all voted in favor.

**August 3:** Mr. Dungan moved to accept the August 3, 2010 minutes, as amended; Mr. Salvie seconded; and all voted in favor.

### **Liaison Reports**

**Pedestrian Walkways:** The Phase I contract was signed and implementation will begin in this construction season.

**NRSD:** There are additional federal funds available for education, which might affect the school district.

**Conservation Commission and Planning Board:** The Permit Extension Act, which became law in early August, affects both departments. [Chapter 240 of the Acts of 2010, An Act Relative to Economic Development Reorganization, is intended to stimulate job growth and improve the Commonwealth's business environment.]

At 8:10 p.m., Mr. Dungan moved to adjourn; Mr. Salvie and all voted in favor.

Respectfully submitted,

Susan McLaughlin  
Administrative Assistant

Approved as amended, September 14, 2010