

**MINUTES
BOARD OF SELECTMEN
July 12, 2011**

Present at the meeting that was held at the Town Building were Selectmen Gary Bernklow, Charles Kern, Thomas Ryan, James Salvie, and Laura Spear.

Also present was Administrative Assistant Susan McLaughlin. Town Administrator William Wrigley was absent.

Mr. Salvie called the meeting to order at 7:04 p.m.

Public Input

None.

Chairman's Comments

Mr. Salvie announced the need for volunteers on various Town committees, especially for the new Transportation Advisory Committee, which will investigate local options for public transportation.

He expressed his regrets at missing both Police Chief Mark Trefry's retirement party and the swearing-in ceremony for new Police Chief William Bosworth and he wished them both the best in their new endeavors.

Town Administrator's Report

Mr. Wrigley is on vacation until July 18, 2011.

Meeting Minutes

None.

Appointment to the Stow Historical Commission

Associate member Karen Gray requested appointment as a full member, replacing Wayne Fletcher, who retired from the commission at the end of his current term.

Mr. Ryan moved to appoint Karen Gray to the Stow Historical Commission for a three-year term, ending on June 30, 2014; Ms. Spear seconded; and all voted in favor.

Wildlife Woods Open Space Maintenance

Mr. Salvie explained that residents' representative Anthony Parrinello asked that the topic be withdrawn from tonight's agenda and the Board agreed to wait until Mr. Wrigley returns before proceeding.

Mr. Ryan moved to table the Wildlife Woods open space maintenance agreement; Ms. Spear seconded; and all voted in favor.

FY 2012 Police and Fire Contract Approvals

The Board approved Memoranda of Agreement for two of the Town's unions, as follows.

Mr. Ryan moved to approve the Stow Police Unit Local 206 Memorandum of Agreement, dated July 12, 2011, for a 1-percent Cost of Living Adjustment for Fiscal Year 2012; Ms. Spear seconded; and all voted in favor.

Mr. Ryan moved to approve the Professional Firefighters Association Local 3262 Memorandum of Agreement, dated July 12, 2011, for a 1-percent Cost of Living Adjustment for Fiscal Year 2012; Ms. Spear seconded; and all voted in favor.

National MS Minuteman Bike Ride

Having received a favorable recommendation from the Public Safety Officer and a certificate of Insurance, the Board approved an annual bike ride fundraiser, as follows.

Mr. Ryan moved to permit the National MS Bike Ride, scheduled for July 16, 2011; Ms. Spear seconded; and all voted in favor.

Common Victualer License for the Stow Café

The Board postponed issuing this license until the Planning Board sends its input.

Ms. Spear moved to table approving a Common Victualer's license for the Stow Café; Mr. Ryan seconded; and all voted in favor.

Dates for Special Town Meeting and Special Election

Mr. Kern began the discussion by stating that the Pompo School Reuse Committee favors a November 7, 2011 date to have time to issue a Request for Proposals for the design work and to receive responses. Mr. Salvie said the Pedestrian Walkway Committee prefers an earlier date (in October) in order to begin construction on the Phase 1 sidewalk.

Following discussion, Mr. Ryan moved to schedule a Special Town Meeting for November 7, 2011 and a Special Town Election for November 17, 2011; Ms. Spear seconded; and all voted in favor.

Mr. Salvie said that acceptance of the Villages at Stow easement for the walkway must be accepted by the Board before Town Meeting and requested that it be added to a future agenda. The opening and closing dates of the warrant will be set at a future meeting, as well.

Capital Planning Development Status

Mr. Kern reported that, as agreed, representatives from the three committees (Finance, Capital Planning and Selectmen) met and reviewed the three upcoming capital projects (Fire House, Library, and Senior/Community Center). They decided that to evaluate each project, they need a conceptual design, the estimates costs; and the pros and cons of doing each.

He said the library is presently considering four options: build a new building on a new site, move to Pompo, do an add/reno on site, or do nothing.

The group will next meet on July 21 and will operate in the same way as the Capital Planning Committee.

There was an extended discussion on how to evaluate the three projects and how to help residents understand the options. It was agreed that a joint boards meeting would be held and the projects would also be covered at the Finance Committee's pre-Town Meeting public hearing.

Pompo Reuse chair Jim Sauta said from the audience that, according to NRSD facilities manager Bill Spratt, leaving the Pompo building idle would cost \$100,000 per year.

Pompo Reuse Project Request for Engineering Funds

Mr. Sauta requested funds from the Selectmen's Engineering account to pay for advertising the committee's Request for Proposals (RFPs) for design services. The design work will provide the town with detailed numbers on the various options for building reuse. The only cost to advertise will be publication in The Stow Independent. The state's Central Register and CommPASS listings are free.

Ms. Spear moved to approve spending not to exceed \$100 from the Selectmen's Engineering account for advertising a design RFP for the Pompo School Reuse project; Mr. Bernklow seconded; and all voted in favor.

Lower Village Common Gift Bench Guidelines

Ms. Spear opened the discussion by stating that the Board was being asked to do three things but were limited by tonight's agenda to doing only one of them this evening – approving the Lower Village Common gift bench guidelines, as identified in the memo from Karen Kelleher and Phil Moseley, dated June 28, 2011.

Ms. Spear said the two items that must wait for a future meeting are for the Board to adopt the Lower Village Common Concept Plan, included in the Lower Village Subcommittee Final Report, and action related to the specific offer of a bench from Ms. Decker.

Following discussion, Ms. Spear moved to adopt the proposed guidelines for gift benches for the Lower Common, as identified in the memo from Karen Kelleher and Phil Moseley, dated June 28, 2011, and including the recommended bench style, the installation guidelines, and the locations of benches, as approved by the Planning Board.

Mr. Bernklow seconded. Two members voted in favor (Spear and Bernklow) and three members voted opposed (Salvie, Kern, and Ryan). The motion failed.

Review of E-mail and Electronic Records Retention Policy

Ms. Spear said she reviewed the Selectmen's Office records retention policy, dated October 5, 2009, in light of the new state regulations. There is much duplication between the two on what records are covered and when they may be disposed of.

She said a policy is needed for other areas, such as the responsibilities of Town records custodians and the process for maintaining them. She recommended relying on the documents from the state for the types of records that need to be retained and for how long and she will work with the Town Clerk on a town-wide policy that would provide practical how-to information for Town volunteers, in particular.

Mr. Salvie said he was hearing the need for two things: redrafting the selectmen's policy and writing a "how-to" guide on the process of records management for use by Town committee volunteers. He suggested a short, understandable "Cliff Notes" approach.

Following discussion, Mr. Bernklow moved to ask Ms. Spear to develop a draft of a town guide for records retention; Mr. Ryan seconded; and all voted in favor.

Ms. Spear said it is important to save email, via hardcopy, electronic media, or fiche. She and the Town Clerk will attempt to address email.

Ms. McLaughlin said that off-site backup of electronic public records is needed. Mr. Salvie requested that the topic of off-site backup be added to a future agenda.

Liaison Reports

Conservation Commission: Highgrove Estates began construction.

Planning Board: The Cushing property, which is in Chapter status, has an interested developer, so the Town might again have a Right of First refusal to purchase.

Multi-use Track Road Committee: Working on recommendations to the Board of Selectmen.

Pedestrian Walkways: Regarding the easement at Villages at Stow needed for construction, it might be possible for Habitech to deed the easement to a non-profit that, in turn, could later deed it to the Town.

Transportation Advisory Committee: In need of applicants.

Pompo Re-use: The RFP will ask for rough estimates to re-purpose the building, with and without the library, as well as operating costs for both options. Therefore, solid numbers should be available by Annual Town Meeting in the spring.

ESBC: Resident Christina Hernon visited the committee regarding preservation of the Larsen apple barn. Wolf Building Movers, experienced in moving historic buildings, will look at the barn this week. Mr. Kern said the committee set December 1, 2011 as the requested date to move it. There is much resistance from the committee to moving the building to the grassy knoll, for a variety of reasons. The building project itself is one month behind schedule.

Ms. McLaughlin will inform the preservation group about the warrant article deadlines.

Public Safety: Mr. Ryan met with Chief McLaughlin and Mr. Wrigley on the Chief's project to attain ISO certification, which was last done in 1989. A Town's fire department that is so certified can reduce the cost of residents' homeowners insurance.

The Police Department has 40 applicants for the vacant patrolman's position.

Future agenda topics: Mr. Ryan said he learned that invasive plants are threatening to take over the Delaney project and asked that this be added to a future agenda.

At 9:20 p.m., Mr. Ryan moved to adjourn; Ms. Spear seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant

Approved as amended, August 23, 2011