

**MINUTES
BOARD OF SELECTMEN
August 9, 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 were Town Administrator William Wrigley and Administrative Assistant Susan McLaughlin.

Mr. Salvie called the meeting to order at roughly 7:05 p.m.

Public Input

None.

Chairman's Comments

Mr. Salvie announced several upcoming activities from the COA Senior Newsletter and the Pan Mass Challenge bike ride.

Town Administrator's Report

Mr. Wrigley deferred discussion of his activities until those agenda items were discussed later in the meeting.

Meeting Minutes

None.

Commuter Shuttle Service Update

Steve Dungan updated the Board on area activities for a shuttle service and gave an overview of the commuter shuttle finances, with a report dated July 13, 2011.

He said one goal of the service was to fund it only by user fees, not by the municipalities' revenues. However, based on the financial report's estimates, this is not feasible. According to the Stow town-wide survey on the shuttle, 45-50 residents use the commuter rail.

As of September 1, the charge for parking for the South Acton train will be the same for Stow residents as it is for Acton, \$250 per year, down from \$500. Overflow parking is available at the West Acton fire station.

Clock Tower Place runs a reverse shuttle, going from the train station to the facility. The property owners are offering \$75,000/year to subsidize a small regional service to be added to theirs. At South Acton, demand for parking is increasing but spaces are being reduced. In contrast, Clock Tower Place has lots of room, with 1,000 parking spaces.

In summary, there are two low-cost methods to consider:

- A shuttle from the West Acton fire station to the train station
- A shuttle from the train station to Clock Tower Place

Mr. Dungan would like to see a regional dispatch system for COA vans set up for surrounding towns, which he termed "Cloud Dispatch" after the cloud computing technology. He feels this would make the service more efficient.

Area groups are holding monthly meetings. To give him an official standing, he asked to be appointed to the newly formed Stow Transportation Advisory Committee, even though he is the only applicant so far. This will be put on the agenda for the next Board meeting.

Conceptual Design Contract (AECOM) for Assabet River Rail Trail

Mr. Wrigley said that, In May, he was asked to look at amending the existing AECOM contract with Maynard and Acton for the rail trail to add design work for the Track Road section in Stow.

Board members and Mr. Wrigley had an extended discussion on the amount of money needed to complete the design and the funding available through various sources: federal grant for the Assabet River Rail Trail (ARRT) and Town Meeting allocation for Stow's design work.

Doing the design to meet the federal requirements (required to receive the grant funds) results in a design cost of \$240,000 for 9,000 linear feet, a large sum. As a point of comparison, Mr. Rising, Stow's rep to the regional ARRT committee, said that Stow Superintendent of Streets Clayton estimates \$1,000,000 for his department to do both the design and construction.

The Board agreed that it need not approve Mr. Wrigley's execution of the AECOM contract. After signing it, he will send copies to AECOM and Roland Bartl, Acton Town Planner, who is leading the regional design project.

Capital Project Development Committees

Mr. Wrigley said that, in June, he offered the Board his own thoughts on implementing development projects. Since then, the Library Trustees voted not to pursue residence at Pompo. So there are now three distinct public facilities projects, all being moved forward, all to go to the Special Town Meeting in November to request funds for their respective next steps.

Mr. Wrigley suggests that, per the Town Charter, the three groups involved in recommending Town expenditures to Town Meeting – the Finance Committee, Capital Planning Committee, and the Board of Selectmen – join together to do “pre-design” work. This approach is similar to the Mass School Building Authority's requirement to form cross-functional teams for school construction projects.

The Board members and chairs of Capital Planning and Finance then discussed whether to take this approach with the three current projects. A benefit to this approach is for Finance and Capital Planning to have more time to consider their recommendations to Town Meeting, instead of a last-minute rush. Concerns raised included a shortage of committee members to cover three projects simultaneously, whether separate teams would provide consistent evaluations across the three projects, and whether the project sponsors themselves weren't better suited for this.

Mr. Ryan moved to disband the ad hoc capital project development committee and replace it with an informal liaison system, where the selectmen work with the corresponding liaisons from the other committees. There was no second.

Mr. Bernklow moved for one committee to examine all three projects, performing needs and space use assessments and report back. Ms. Spear seconded.

Mr. Kern suggested an amendment to Mr. Bernklow's motion to state that the current [ad hoc] trio add on the Library and Fire projects.

Mr. Bernklow amended his motion, as follows: To retain the existing ad hoc committee to evaluate Fire and Library [projects] with a needs assessment, cost of going forward, and priorities. Ms. Spear seconded and all voted in favor.

Appointment of New Police Officer

On the recommendation of Mr. Wrigley, Mr. Ryan, and Chief Bosworth, the Board appointed a new police officer to fill a position vacated when former Sgt Bosworth was promoted to Chief.

Mr. Ryan moved to appoint Chris Harrington as a permanent full-time police officer for Stow, subject to the successful completion of exams, and background checks, for a two-year term, ending on June 30, 2013, Ms. Spear seconded; and all voted in favor.

Acceptance of DVD Player for Historical Commission

On behalf of the Town, the Board accepted a DVD player donated to the Stow Historical Commission from Walmart in Hudson to be used to view DVDs of special events.

Mr. Ryan moved to accept a DVD player as a gift from Walmart to the Stow Historical Commission, to be kept in the Commission's office. Mr. Kern seconded and all voted in favor.

Cell Tower Overlay District By-law Review Funding

Mr. Wrigley said that, following the last annual Town Meeting, he thought it advantageous for the Town to review its 10-year-old wireless communications overlay district and expand it, if appropriate. He noted that the Town is now on its 15th cell-tower suit over the 10-year period.

He said the Planning Board will drive the evaluation of the bylaw but needs \$8,700 for a technical consultant. If appropriate, an amendment to the bylaw could be considered at the November Special Town Meeting.

Mr. Ryan moved to appropriate \$8,700 from the Selectmen's Engineering account for the Planning Board to hire a technical consultant for evaluation of the wireless overlay district; Mr. Kern seconded; and all voted in favor.

Liaison Reports

Public Safety: The police department hired a new police officer.

ESBC: The owner's project manager for the school project says it will be "touch and go" to meet the deadline for Stage 1, due at the end of the year.

Pedestrian Walkways: The Planning Board awarded the contract for construction of Segment 3 of Phase 1, Harvard Road to Villages at Stow. Segment 1 will run from Villages to Applefield Farm; Segment 4 is the Town Center. There is a proposal to add the lost parking spaces at the Center back in.

Mr. Salvie proposed stopping the Selectmen's membership on the Walkways Committee, now that Phase 1 is in the construction phase.

Planning Board: Ms. Kelleher is working with the Decker family for the Town to accept the gift of a bench for the Lower Village Common.

Other: The Town Building parking lot expansion is underway and will result in 14 additional spaces.

Mr. Salvie announced that Cameron Kerr, former Stow resident and Eagle Scout who is recovering from injuries sustained in Iraq, is participating in a 44-mile bike ride for the Wounded Warrior program.

Future agenda topics: None.

At 9:10 p.m., Mr. Ryan moved to adjourn; Mr. Bernklow seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant

Approved as amended, September 27, 2011