

**MINUTES
BOARD OF SELECTMEN
December 13, 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.

Public Input

None.

Chairman's Comments

Mr. Salvie expressed his and the Board's condolences to Dorothy Weiss's family members on their tragic loss and thanked the Town's public safety personnel for their efforts to save her life.

He congratulated all the public safety employees involved in the successful rescue of a father and son at the Delaney project and he congratulated the Nashoba Regional Chieftains on their 13-0 season.

Town Administrator's Report

Mr. Wrigley reported on the following:

- The Town will need to decide whether to join the state's employee health insurance (GIC) program. The Town's current provider is developing look-alikes as options.
- The process for appointing an interim Library Trustee to serve until the next town election requires that all of the Trustees as well as a quorum of the Board of Selectmen be present for the joint vote.
- The Town is working in concert with the First Parish Church regarding the land parcel conveyance and parking needs on Common Road.
- The Minuteman Regional Vocational Technical School buildings require emergency repairs estimated at \$485,000. The repair cannot wait until the renovation project begins. Stow's share is \$36,675. He will know later whether the expenses will be in fiscal year 2012 or 2013.

Meeting Minutes

October 25, 2011: Mr. Ryan moved to accept the October 25, 2011 meeting minutes, as amended; Ms. Spear seconded; and all voted in favor.

November 22, 2011: Mr. Ryan moved to accept the November 22, 2011 meeting minutes as written; Mr. Bernklow seconded; and all voted in favor.

Update on Hudson Light and Power Department

Ed Brown, the Town's representative to HL&P, HL&P General Manager Yakov Levin, and Assistant General Manager Brian Choquette visited the Board to review the "Halloween Storm" emergency on October 30 and to update members on current activities of interest.

Stow Fire Chief and Emergency Management Officer Mike McLaughlin and Superintendent of Streets Mike Clayton also attended.

Chief McLaughlin recapped the storm, noting that it was more severe than expected. On Sunday morning, he, Mr. Clayton, and Police Chief Bosworth met and opened an emergency command center at the Police Station Dispatch Center. Later, they opened a “warming center” at the Council on Aging in the Town Building. Two Local Emergency Planning Committee (LEPC) meetings were held on Sunday, as well.

On Monday, they opened Hale School for showers and the Police Station for water *from MEMA). A 24-hour shelter was available in Lancaster. They put news and updates on the police Facebook page and set up the signboard on the Upper Common.

The biggest lesson learned was that public information was needed faster, both in storm preparation and in real time. The Chief will implement a Facebook page for public safety, faster postings on the Town website, and more and earlier use of SwiftReach. Neighborhood-watch type groups, to check on your neighbors, are also being considered.

Public safety communication among the town departments and with Hudson Light & Power was excellent. They used conference calls every morning to set priorities and re-route efforts, as necessary.

General Manager Levin said the department coordination is critical. Forty- to fifty-percent of the time to restore power was spent clearing trees. He appreciated that Mr. Clayton and Assistant Superintendent Morse came to him to offer help. He didn't have to ask.

HL&P has organized mutual aid. They had 10 crews plus their four, one outside crew from Kennebunkport.

Mr. Clayton confirmed how closely HL&P worked with Town public safety, especially his crews and the HL&P line crews. .

His department spent one month cleaning up storm debris, just finishing today. They took brush from residents for four weeks and had 450-500 yards of wood chips at the end. There are still problems with hanging limbs that their bucket truck can't reach; HL&P comes to Stow to help.

Assistant GM Choquette explained the power restoration process. They must start at the source, the main substation at 49 Forest Street in Hudson, and work out from there. They prioritize by restoring the greatest number of people in the least amount of time. Residents were frustrated to see power restored near them, yet not their own. This is because if they are in the outer circle of the bull's eye, they are one of the last homes to be restored.

Following the storm report, Mr. Levin gave a brief update on the parallel “Green Communities” program at HL&P. They did not opt for the state's program because it would be detrimental to their largest industrial customer. The program, described on their website, gives rebates for solar power installations and other green items.

Mr. Salvie, noting that Stow is paying into the fund, asked for an accounting of the program, which Mr. Brown agreed to provide.

Update on Community Park Project

Members of the project team, known as the I-Team, visited the Board to acknowledge completion of the project. Team members are Bob Wilber from Community Preservation, Dwight Sipler from the Agriculture Commission, and Recreation Commission members Eric Bachtell, Tim Allaire, Jim Henry, and Mike Busch.

Mr. Wilber noted that the use of Community Preservation Act funds for the project passed by only 13 votes at Town Meeting. The team, under the guidance of Town Administrator Wrigley, was unified to do the highest level of quality with the funds they had. Of the nine responses to the invitation to bid, the one they chose, the same firm that did the Gillette Stadium, delivered within one-half of one percent of the bid price.

Mr. Bachtell said the Recreation members started with the idea in the fall of 2006, presented to the Board of Selectmen in April 2007, with the park opening in April 2012. He said they appreciated Mr. Wrigley's guidance and Mr. Wrigley replied that this team set the standard for a volunteer effort.

Mr. Allaire said they received 30 donations totaling \$86,000, from mostly local donors. He will provide the Board with a list of donors to whom the Board will send Thank-you letters.

Mr. Busch said that a maintenance plan for all the parks is in its second year, paid for through a revolving fund. Users are paying more and getting more value.

Ms. Spear moved to dissolve the Community Park Implementation tea, established in 2007, with sincere thanks; Mr. Bernklow seconded; and all voted in favor.

Conveyance of Land Parcel to First Parish Church

Following Town Meeting approval, the Board conveyed the deed for a small parcel of Town land abutting the First Parish grounds. Ms. Spear, being a member of the church, recused herself from discussion and abstained from voting.

Mr. Bernklow moved that the Board of Selectmen, on behalf of the Town of Stow and following authorization of the 2012 Annual Town Meeting, for consideration of \$10.00 convey a parcel of land described in the Quitclaim deed, dated December 13, 2011, to the First Parish Church Unitarian-Universalist of Stow and Acton, Massachusetts. Mr. Ryan seconded.

Four members voted in favor (Bernklow, Kern, Ryan, and Salvie), one member abstained (Spear). The motion passed unanimously.

The voting members signed the deed and Ms. McLaughlin notarized. It will now be recorded at the Registry of Deeds.

Master Plan Priorities

Based on the chart the Board maintains of Master Plan items to be implemented, Mr. Salvie proposed that each Board member take one item to move forward. He and Ms. Spear will remove those items already done and those beyond the Board's ability to do and add a Status column. There was general agreement to this approach and Mr. Salvie and Ms. Spear will bring the revised chart back to the Board.

Mr. Ryan chose Lake Boon; Ms. Spear chose Planning Board items and affordable housing; Mr. Salvie chose economic development; and Mr. Bernklow chose preservation of historic buildings and districts. Mr. Kern will choose from the revised list.

Amendment to Cable TV Governance Agreement

Stow TV Coordinator Anne VanTine asked the Board to amend the governance agreement to allow the Local Area Cable Advisory Group (LACAC) to have input on cable license negotiations. At present, only the Cable License Advisory Committee has input. She would like to begin preparing for Comcast's contract renewal next year.

Ms. Spear moved to adopt the amended Order of the Board of Selectmen as Cable Television Licensing Authority re: Cable License Access Channels and Facilities, known as the Cable TV governance agreement, dated December 13, 2011. Mr. Ryan seconded and all voted in favor.

Appointment of Call Firefighters

As requested by Fire Chief McLaughlin, Mr. Ryan moved to appoint the following individuals as Town of Stow apprentice firefighters:

Christopher Bennett, Kevin Benoit, Jack Bertonassi, Josh Clement, Barrett Dilling, Paul Dudley, Todd Jakubek, Ben Latta, Dan Nathan, Ryan Swan, Judson Swinimer, and Sean White.

Ms. Spear seconded and all voted in favor.

Appointment of Selectmen to Commercial Solar Negotiating Team

Ms. Spear moved to appoint Tom Ryan as the Board of Selectmen's team member for commercial solar tax proposals; Mr. Bernklow seconded; and all voted in favor.

Disbanding the Ad Hoc Capital Development Team

Ms. Spear moved to disband the three-member ad hoc capital development committee, created by this Board on June 14, 2011; Mr. Ryan seconded; and all voted in favor.

Revising the Creation of and Appointments to the Three Building Committees

Mr. Ryan moved to rescind the votes to create three building committees at the November 22, 2011 meeting; Mr. Bernklow seconded, and all voted in favor.

Appointment of Community Center Building Committee

Ms. Spear moved to create an up-to nine member Community Center Building Committee, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of a community center on the site of the Pompositticut School at Town Meeting. The charge of the committee is to manage and oversee the pre-design process, in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option that meets the Town's needs for a community center. The conceptual design options to be considered will include cost estimates and the option of total or partial leasing of space. She further moved that the committee be composed of the following individuals:

- James Sauta
- Michael Busch
- Patty Bolton
- Paul Chaisson

- Gus Stathis
- Charles Kern representing the Board of Selectmen and Capital Planning Committee, the term to run concurrent with his terms on his represented boards or until his successor is appointed and sworn
- Richard Rollins representing the Finance Committee, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn
- Two resident members-at-large

Mr. Bernklow seconded.

Mr. Kern recommended dropping the two at-large members and having a seven-member committee.

Ms. Spear amended the motion to create a seven-member committee, without the two members-at-large; Mr. Bernklow seconded; and all voted in favor.

Appointment of Fire Station Building Committee

Mr. Ryan moved to create an up-to five member Fire Station Building Committee, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of an expanded and/or renovated Fire Station on the site of the present Fire Station at Town Meeting. The charge of the committee is to manage and oversee the pre-design process in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option, including cost estimates, that meets the Town's needs for an expanded Fire Station. He further moved that the committee be composed of the following individuals:

- Fire Chief Michael McLaughlin
- Thomas Ryan, representing the Board of Selectmen, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn,
- Chris Sarno, representing the Finance Committee, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn
- Ross Perry, representing the Capital Planning Committee, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn
- A resident member at large

Ms. Spear seconded and all voted in favor.

Appointment of Randall Library Building Committee

Mr. Bernklow moved to create an up-to six member Randall Library Building Committee, whose members will serve through the end of the fiscal year in the year that they present recommendations for design of an expanded and/or renovated Randall Library at Town Meeting. The charge of the committee is to manage and oversee the pre-design process, in which the committee will develop more than one conceptual design option, hold public forums for input from residents, and recommend to Town Meeting the most efficient design option, including cost estimates, that meets the Town's needs at the Randall Library. He further moved that the committee be composed of the following individuals:

- Two Library Trustees appointed by that Board
- James Salvie, representing the Board of Selectmen, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn

- Peter McManus, representing the Finance Committee, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn
- Stephen Jelinek, representing the Capital Planning Committee, the term to run concurrent with his term on his represented board or until his successor is appointed and sworn
- Two resident members at large

Ms. Spear seconded and all voted in favor.

Special Municipal Employees

Ms. Spear voted to add and remove the following positions/committee, thus amending Stow's list of Special Municipal Employees. The complete list, as identified in the December 7, 2011 list, will replace all previous lists on file. Mr. Ryan seconded and all voted in favor.

Add:

Community Center Building Committee
Community Center Building Committee part-time administrative assistant
Fire Station Building Committee
Randall Library Building Committee

Remove:

Ad Hoc Capital Planning Development Committee
Pompo Use Study Committee
Pompo Use Study Committee secretary

At this time, there being no further business for Mr. Wrigley, he left for home.

Liquor Licenses for 2012

Ms. Spear moved to approve 2012 liquor licenses for the following businesses, to expire on December 30, 2012; Mr. Ryan seconded; and all voted in favor:

- The Air Field Café, Inc., dba Nancy's Air Field Café, 302 Boxboro Road
- Ken's Liquor Shoppe, Inc., 8 Hudson Street
- MPY Restaurant, Inc., dba Red Ginger Restaurant, 117 Great Road
- Nickrosz Spirits, Inc., dba Colonial Spirits of Stow, 117 Great Road
- Page Family Limited Partnership, dba Butternut Farm Golf Club, 115 Wheeler Road
- Russell's Convenience Store of Stow, 390 Great Road
- Stowaway Golf Course, 121 White Pond Road
- Stow Food Services, Inc., 58 Randall Road
- Wedgewood Country Club of Stow, Inc., dba Wedgewood Pines Country Club, 215 Harvard Road

Update on Stow Musket

Ms. McLaughlin reported that she is scheduled to meet with the Randall Library Trustees to discuss whether they are interested in housing the musket for public display. Stow Minuteman Jeff Needle said from the audience that the display case was a generous gift from former Stow Minuteman and resident Jeff Baker, who now lives in New Hampshire.

Liaison Reports

Public Safety: Chief McLaughlin has applied for an academy cadet for internship in Stow on emergency management.

ESBC: Phase 1 of the school project will be one to two weeks late. They estimate the children will move in on MLK weekend.

SMAHT: The committee met with an Arlington affordable housing group. They recommended that SMAHT partner with a non-profit developer on a few small projects to get started.

MUTR: The Track Road easement language says the Town must pave the private access road, too, but federal and state funds cannot be used for that. The issue is being investigated.

Library Building Committee: The Request for Proposals will be reviewed at the next meeting.

Economic Development: The Stow Business Association no longer exists so the interested parties are looking for a forum to discuss the topic.

Tri-Town: The Minuteman School District is the current Tri-Town focus in four important areas: the emergency repairs to the Hall of Trades; the large capital renovation project; establishing a stabilization fund; and the formula for assessing the member towns.

MAGIC: Legislative breakfasts are underway, with topics such as a bill for municipal power supplies, Community Preservation, and critical statewide infrastructure repairs.

Planning Board: Working on golf course overlay district and Lower Village plan implementation.

Community Preservation: Stow received \$172,219 for calendar year 2011, with a 39-percent match from the state.

NRSD: Doing budgets, including capital expenses. Budget forums will be held mid-February to March. The district has the maximum number of kindergarten students and needs to be looked at.

At 9:40 p.m., Mr. Bernklow moved to adjourn; Mr. Ryan seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant

Approved as amended, March 13, 2012