

**MINUTES
BOARD OF SELECTMEN
July 24, 2012**

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

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

Mr. Kern called the meeting to order at 7:00 p.m.

Public Input

The Town Clerk announced upcoming voter registration deadlines.

Chair's Comments

Mr. Kern announced that the Cultural Council and Historical Commission need members and he reminded people of the annual Wash the Fire Truck Day at the fire station.

Town Administrator's Activities Report

Mr. Wrigley reported the following:

- After proper posting for the pending vacancy of the Veterans' Services Officer position, the Town received one application from Joseph Jacobs of Hudson. He comes highly recommended by our present VSO Brian Stearns and they have worked together on veterans' issues over the years. He has agreed to serve under the same agreement as the present VSO.
- The proposed General Contractor Takeover Agreement between the Town and Western Surety remains unsigned, waiting for proof of sufficient insurance coverage for Brait Builders, the General Contractor. Following a walk through earlier in the day with Clerk of the Works Glenn Davis, he expects the new school to be open for business by the start of school.
- With the thorough four-month, two-phase evaluation process now complete, the Town's Phase 2 evaluation team is pleased to recommend officer Darren Thraen for promotion to sergeant. He has served Stow for 20 years, the last 13 of which he has had the additional duty as the Town's DARE officer. Since 2003, he has been actively involved in the area Domestic Violence Services network.

Meeting Minutes

May 29: Mr. Ryan moved to accept the May 29, 2012 minutes, as written; Mr. Salvie seconded; and all voted in favor.

June 12: Mr. Ryan moved to accept the June 12, 2012 minutes, as written; Mr. Salvie seconded; and all voted in favor.

June 29: Mr. Ryan moved to accept the June 29, 2012 minutes, as written; Mr. Salvie seconded; and two members voted in favor; two members, being absent on June 29, abstained. The motion passed.

Approval of state primary warrant

Mr. Salvie moved to approve the election ballot for the state primary election on September 6, 2012, as provided by the Town Clerk; Mr. Hawkes seconded; and all voted in favor. The Board members signed the ballot.

Appointment of Veterans' Services Officer

Mr Wrigley and the outgoing Veterans' Services Officer Brian Stearns recommended that the Board appoint Mr. Jacobs as the new VSO.

Mr. Salvie moved to appoint Joseph Jacobs as the Veterans' Services Officer for the Town of Stow, effective August 1, to complete an unexpired one-year term ending March 31, 2013; Mr. Hawkes seconded; and all voted in favor.

Fire Station Building Project update

Fire Chief McLaughlin opened the presentation by introducing the building committee. In addition to himself and Selectmen Ryan, members are Roger Tuttle, resident Member at Large, Chris Sarno, representing the Finance Committee, and Ross Perry, representing the Capital Planning Committee, all three of whom were in attendance.

Brett Donham of Donham & Sweeney Architects described the three options they are considering to upgrade the building:

- Option 1 – Reno of existing building
- Option 2 – Reno of existing building with added space
- Option 3 – A new building

He said the apparatus room, which is the largest space (6,000 sq ft of the total 16,000 sq ft), will accommodate all the vehicles that are presently parked outdoors. The expanded space can also handle a second ambulance in the future (the only growth beyond the current fleet). Medical calls continue to grow and the department's mission has changed since the station was built 50 years ago. In the past, calls were primarily for fires. Now calls are one third fire and two thirds medical and other.

In structural terms, the building is still settling, with one part of the floor as much as an inch lower than another (a safety issue). The building code has changed, with fire stations now defined as "critical buildings." This means that to renovate the current building, a seismic infrastructure must be built. This infrastructure is more expensive than a tear-down and rebuild.

Regarding the building's systems, the fire alarm system and electrical generator are relatively new; the others are outdated (as described in his report).

In term of regulations, zoning variances and special permits with public review will be required.

During the discussion, the following comments were made:

- Asked about the size of the apparatus room, Mr. Donham said that some equipment is now stored outdoors, which is undesirable. There also needs to be adequate space between and behind equipment. And, by statute, 14' by 14' doors are needed.

- Asked if comparisons to other communities were made, Mr. Donham said his firm has designed about 25 fire stations, so he uses that experience in his designs. Mr. Perry said the committee visited multiple stations and that our department works in very poor conditions, “lucky to be functioning.” The committee wants a station that will last and is balancing size and cost.

Mr. Kern said he wants to coordinate the committees’ public forums, so that they are all held at the same time.

Community Center Building project update

Jim Sauta (Chair of the Community Center Building Committee) and Kaffee Kang of Kang and Associates provided an update of the current project.

Ms. Kang stated that she had visited the site and done an assessment of the condition of the Pompo building. The structure is basically a sound structure however on concern is the flat roof. Slab is in good condition, roof looks good but needs to be checked further.

Seismic condition for intended use is probably acceptable.

Some of the building systems should be replaced, specifically oil heating system.

Building will probably need air conditioning.

Electric service is 800 amp, but probably needs increase to 1200 amp.

The intent is to keep plumbing in same areas to keep cost down.

Parking lot needs to be repaired.

Sprinkler system will be needed.

Modular “classroom” units are not going to be needed and as they are “all electric” they should probably be relocated and or sold. It is not recommended they stay and given space available they are not needed.

Current plans are to deal with the existing structure (less modular units) with no other footprint change. Based on the initial calculations with the building classified for “assembly use” it is estimated that the occupancy could be in the area of 1000 people.

NRSD High School Science Lab Renovation project

Superintendent Michael Wood and one of Stow school committee representatives, Maureen Busch, visited the Board to explain the district’s proposed project to renovate the high school science labs. This was intended to clarify decision-making for funding process. As with the earlier NRSD project of the high school athletic complex, this capital project requires a Town Meeting vote, if a town wishes to prevent borrowing by District.

Members of the Board expressed frustration that they were not aware of the magnitude of the project, which Mr. Wood estimated as between \$5 and \$10 Million. As to the selectmen not being aware of it, he said the science lab renovation was in the District’s capital plan; the selectmen, in turn, asked whether Stow Capital Planning had received the District’s plan.

Mr. Wood said the district has already committed \$200,000 for an Owner’s Project Manager (OPM) and design consultant for the project. The \$200,000 is from their insurance budget, savings realized by changing their insurer to MIIA. They have spent \$20,000 from the facilities budget for the OPM already.

The selectmen objected to Mr. Wood using funds from the operating budget for a capital project, at least without discussing this with the towns. Mr. Wood said that no part of the regional agreement states that as the process. Of the \$200,000, the district is already committed for one-third.

When the selectmen restated they would have liked to have had this discussed at some time, Mr. Wood said the District had talked about the two projects (track and labs) together since 2008, with it “on their horizon” since 2007.

Resident Deb Woods spoke from the audience, saying the District should be far better at full disclosure, instead of being so bold as to spend extra money on something the towns might not have agreed with.

The selectmen closed the discussion saying that clearly a miscommunication occurred and this would be resolved by keeping an updated capital plan. Mr. Wood replied that the Town does not tell the District when it schedules town meetings.

Appointment of Police Sergeant (to fill existing vacancy)

Chief Bosworth began with an overview of the selection process: how a primary search team was formed, how applications were evaluated, and how candidates were chosen to be finalists. There were five candidates to start and three moved to finalists. The Chief said the management team chose Officer Darren Thraen, a 20-year veteran of the department, the Town’s DARE officer, and its liaison for domestic violence cases. The sergeant position has been vacant for 1 ½ years, when former Sergeant Bosworth was promoted to Chief.

Mr. Ryan moved to appoint Darren Thraen as a Police Sergeant for the Town of Stow, for a one-year term ending June 30, 2013; Mr. Hawkes seconded; and all voted in favor.

Appointment of Fire Department Administrative Assistant

This topic was postponed.

Approval of collective bargaining agreements: Fire, Police, and Public Safety Dispatch

Mr. Salvie moved to approve the collective bargaining agreement between the Town of Stow and the Stow Professional **Firefighters** Association, Local 3262, for the period July 1, 2012 through June 30, 2015, dated July 24, 2012; Mr. Ryan seconded; and all voted in favor.

Mr. Salvie moved to approve the collective bargaining agreement between the Town of Stow and the Stow **Police** Unit Local 206, for the period July 1, 2012 through June 30, 2013, dated July 24, 2012, Mr. Hawkes seconded; and all voted in favor.

Mr. Salvie moved to approve the collective bargaining agreement between the Town of Stow and the Stow **Dispatcher** Unit Local 206A, for the period July 1, 2012 through June 30, 2013, dated July 24, 2012, Mr. Hawkes seconded; and all voted in favor.

Liaison Reports

Economic Development: Mr. Salvie and Planning Coordinator Karen Kelleher attended the Acton Economic Development Committee meeting and will meet with Bolton in the future.

Green Energy: The Town Administrator’s Energy Working Group is looking at opportunities for municipal use of green energy.

SMAHT: Has finished its RFQ for a consultant.

MAGIC: An agricultural survey is in progress; will fund a regional housing coordinator.

ARRT: further construction is pushed out beyond 2016 (no effect on Stow). No current activity on the Multi-Use Track Road Committee.

ESBC: There has been significant progress with the change in the general contractor. Schedule for students being in the school on September 1 looks good.

Smart Sewering Project: Mr. Hawkes attended the Planning Board's joint boards meeting on MAPC's "Smart Sewering" plan. MAPC is targeting Littleton as a demo project. Stow has more need of water in the Lower Village than sewers.

At 9:07 p.m., Mr. Hawkes moved to adjourn; Mr. Ryan seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin
Administrative Assistant

Approved September 11, 2012