

**MINUTES  
BOARD OF SELECTMEN  
Open Session  
April 24, 2012**

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 7:00 p.m.

**Public Input**

None.

**Chair's Comments**

Mr. Salvie announced the volunteer recruitment night being held the next evening.

He said this was Selectman Laura Spear's last meeting as a selectman and thanked her for her contributions to the Board,

**Town Administrator's Activities Report**

Mr. Wrigley reported the following:

- The Board will be asked to approve the hiring of two design firms for the pre-design work of the Community Center and Randall Library building projects.
- He asked voters to support the Town meeting ballot question for debt exclusion of the NRSD athletic complex. Otherwise, the funds must come for the Town's operating budget, requiring extensive cuts to Town departments.
- Both the Town officials and MSBA have increased oversight of the elementary school building project, for example, meeting with the Owner's project Manager on contract expectations. He said the Town needs to be aggressive reconciling any outstanding issues.

**Executive Session**

At 7:10 p.m., Ms. Spear moved to enter Executive Session, for the purpose of discussing negotiations of commercial solar tax agreements, per MGL c30A, s 21(3), and to return to Open Session; Mr. Ryan seconded. Voted by roll call: Ryan (Aye), Kern (Aye), Spear (Aye), Bernklow (Aye), and Salvie (Aye).

At approximately 8:00 p.m., the Board returned to Open Session.

**Selection of Community Center Building Committee Designer**

Mr. Kern, the selectmen's representative on the building committee, described the process by which a design firm was selected. There were 13 responses to the request for proposals. The committee used seven selection criteria to reduce the number to six for interviews. The committee chose Kang Associates. Mr. Wrigley said he supports the recommendation and asked the Board to approve it.

Ms. Spear moved to hire the recommended firm, Kang Associates, for the pre-design work on the Community Center/Pompo building project, subject to the Town Administrator's successful negotiations of a fee contract, and further moved to authorize Mr. Wrigley to undertake contract negotiations with the firm. Mr. Bernklow seconded and all voted in favor.

#### **Selection of Randall Library Building Committee Designer**

Mr. Salvie said the Library Building committee used a similar process. They received eight proposals, which were evaluated using a list of minimum selection criteria, followed by comparative criteria. The top four scorers were interviewed and their references checked, after which there was unanimous support for Johnson Roberts Associates.

Ms. Spear moved to hire the recommended firm, Johnson Roberts Associates, Inc., for the pre-design work on the Randall Library building project, subject to the Town Administrator's successful negotiations of a fee contract, and further moved to authorize Mr. Wrigley to undertake contract negotiations with the firm. Mr. Bernklow seconded and all voted in favor.

#### **Appointment to the Cultural Council**

Ms. Spear moved to appoint Ann Deluty to a second three-year term on the Stow Cultural Council, effective on March 24, 2012, ending on March 24, 2015. Mr. Ryan seconded and all voted in favor.

#### **Discussion and Support of Town Meeting Warrant Articles**

Article 5: Minuteman Amended Assessment

Ms. Spear moved to support Article 5, Minuteman Regional School District Amended Assessment for Fiscal Year 2012; Mr. Ryan seconded; and all voted in favor.

Article 33: NRSB Athletic Facilities

Mr. Wrigley said the annual impact to the Town of the NRSB borrowing would be \$67,000, based on a 10-year term. Discussion included whether the Board of Selectmen should take a position on this, given that there is a regional school committee. Some agreed that although the work was needed, this plan was overly ambitious. In the context of the town's three capital building projects, this would be the lowest priority. Although NRSB agreed to do fundraising when the project was proposed two years ago, none had been done.

Following discussion, Mr. Kern move to support Article 33, Nashoba Regional High School Athletic Facilities. There was no second to the motion. Mr. Ryan moved not to support Article 33, Nashoba Regional High School Athletic Facilities. There was no second to that motion, either.

Article 34: Historic Document Preservation, Part One

The question was raised of how the \$100,000 would be spent and what Part Two would entail. Town Clerk Linda Hathaway, who is requesting the funding, said that if all the documents were done, the price would be closer to \$400,000. Phase Two will be to have new shelving installed in the vault.

She said the other towns that have done similar projects over four to five years ended up at \$500,000. She only plans to digitize the vital records, so she is narrowing her project down to the annual reports.

The Board took no position on Article 34, Historic Document Preservation Project, Part One.

Article 35: Consultant for SMAHT

Ms. Spear said that an affordable housing consultant is a master Plan recommendation to get professional support. The request for \$7,200 comes from an estimated \$50.00 to 65.00/hour for 10 hours/month for one year.

The Board took no position on Article 35, Consultant for Stow Municipal Affordable Housing Trust.

Members agreed to put Articles 46 and 47 on solar tax agreements and Article 33 on the NRSD athletic complex on the May 7, 2012 meeting agenda.

In closing, Mr. Wrigley commented on Article 44, Transfer from Harvard Acres Well Loan Receipts. With paying back the state beginning, the Town was getting an excellent response from Harvard Acres residents who took loans to drill private wells.

At 8:55 p.m., Mr. Kern moved to adjourn; Mr. Ryan seconded; and all voted in favor.

Respectfully submitted,

Susan McLaughlin  
Administrative Assistant

Approved June 12, 2012