TOWN OF CARLISLE
BOARD OF SELECTMEN

AGENDA*

TIME	PURPOSE
7:00p.m.	1. Prioritization of FY18 Capital and Operating Budgets

- Police Department – Request for additional full-time officer
- Housing Coordinator
- 2.5% Budget Goal

2. Appointments - Facilities Committee

3. Finalize Streetlight project

Adjournment

Place: Clark Room, Carlisle Town Hall
Date: Tuesday, December 20, 2016
Time: 7:00 p.m.

*The meeting agenda lists all topics reasonably anticipated by the Chairman at the time of posting. Agenda times are approximate and items may be taken up out of order to facilitate the use of time.

Carlisle Board of Selectmen
AGENDA ACTION REQUEST

December 20 2016

1

FY18 Preliminary General Expenses/Town Hall

Requested by: Nathan Brown, chair

Proposed Motion(s)

DISCUSSION:

Additional Information

FY18 Preliminary General/Town Hall Expenses
Center Park Budget

Board Action

Motion	*Second*	*In favor*	*Opposed*	*Disposition*

GENERAL EXPENSES/TOWN HALL

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
General Expense						
Town Counsel	152,025	120,000	25,372	120,000	-	0.0%
Audit/Actuarial Services	30,000	30,000	26,000	***31,000***	***1,000***	***3.3%***
Finance Comm	176	300	188	300	-	0.0%
Moderator	50	50	-	50	-	0.0%
Small Capital Items	10,046	10,500	599	10,500	-	0.0%
					-	
Total	**192,296**	**160,850**	**52,158**	**161,850**	**1,000**	**0.6%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Historic Commission						
Wages - Part time	4,899	4,443	1,692	4,443	-	0.0%
Expenses	1,823	500	130	500	-	0.0%
					-	0.0%
Total	**6,722**	**4,943**	**1,822**	**4,943**	**-**	**0.0%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Board of Appeals						
Wages - Part time	13,537	9,673	5,593	9,673	-	0.0%
Expenses	6,982	800	***22,354***	800	-	0.0%
Total	**20,519**	**10,473**	***27,948***	**10,473**	**-**	**0.0%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Board of Selectmen						
Wages Part time	50,443	54,520	24,003	52,453	(2,067)	-3.8%
Volunteer Program		200		200	-	0.0%
Telephone				-	-	0.0%
Office Supplies	1,269	725	82	725	-	0.0%
Printing	135	150	60	150	-	0.0%
Other supplies	39	150	219	150	-	0.0%
Affordable Housing Plan				-	-	0.0%
Dues and subscriptions	2,458	1,950	2,624	***3,000***	1,050	53.8%
Equipment				-	-	0.0%
Total	**54,344**	**57,695**	**26,988**	**56,678**	**(1,017)**	**-1.8%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Housing Authority						
Housing Coordinator				***59,561***	**59,561**	
Expenses	500	500	100	500	-	0.0%
Total	**500**	**500**	**100**	**60,061**	**59,561**	**11912.2%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Copy Machine						
Agreement	4,373	6,500	1,033	6,500	-	0.0%
Supplies	3,398	2,500	619	2,500	-	0.0%
Total	7,771	9,000	1,651	9,000	-	0.0%

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Town/FinCom Reports						
Printing	3,272	5,000	-	5,000	-	0.0%
Expenses	2,114	2,000	-	2,000	-	0.0%
Total	5,386	7,000	-	7,000	-	0.0%

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Flag & Clock Care						
Wages Part time	1,069	1,088	-	1,088	-	0.0%
Other supplies	-	387		387	-	0.0%
Total	1,069	1,475	-	1,475	-	0.0%

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Miscellaneous						
Postage	15,680	15,000	6,360	15,000	-	0.0%
Miscellaneous	1,204	300	-	300	-	0.0%
Printing	3,014	2,000	1,220	2,000	-	0.0%
Total	19,898	17,300	7,580	17,300	-	0.0%

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Town Administrator						
Salary	127,500	130,050	52,818	130,050	-	0.0%
(Housing Coordinator)	56,215	57,952	23,716	-	(57,952)	-100.0%
Training & Meetings	2,221	2,500	479	2,500	-	0.0%
Expenses	1,624	500	243	500	-	0.0%
Telephone	600	600	250	600	-	0.0%
Other supplies	-	400	-	400	-	0.0%
Dues and subscriptions	533	400	535	400	-	0.0%
Insurance premiums	1,000	1,000	1,000	1,000	-	0.0%
Total	189,692	193,402	79,041	135,450	(57,952)	-30.0%

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Town Accountant						
Salary	74,163	90,181	36,626	90,181	-	0.0%
Wages Part time	16,696	21,887	8,548	21,887	-	0.0%
Consultant		-			-	0.0%
Education	950	1,500	133	2,000	500	33.3%
Office supplies	783	858	11	858	-	0.0%
Expenses				-	-	0.0%
Dues	110	110	110	110	-	0.0%
Total	**92,703**	**114,536**	**45,428**	**115,036**	**500**	**0.4%**

	FY16 Actual	FY17 Budget	FY17 YTD	FY18 Guideline Amount	Variance $	Variance %
Town Hall						
Custodian	46,504	47,109	18,986	47,109	-	0.0%
Electricity	43,242	46,791	18,769	46,791	-	0.0%
Heat	11,130	18,000	994	18,000	-	0.0%
Contracts	44,317	42,100	36,765	42,100	-	0.0%
Water Cooler	620	500	150	500	-	0.0%
Computer Maint	30,949	25,000	14,290	25,000	-	0.0%
Telephone	12,981	15,500	5,344	15,500	-	0.0%
Bldg Maint	5,836	10,000	46	10,000	-	0.0%
Grounds	1,037	500	-	500	-	0.0%
Supplies	3,916	3,000	2,066	3,000	-	0.0%
Expenses (Mileage)	482	1,000	406	1,000	-	0.0%
Total	**199,814**	**209,500**	**97,816**	**209,500**	**-**	**0.0%**

TOTALS	**786,674.00**	**340,531.82**	**788,766.00**	**2,092.00**	**0.3%**
	YTD	**43.3%**			

12 December 2016

To the Board of Selectmen,

The Center Park Committee requests that the town make some provision for the care of Center Park in the upcoming year's budget. Based upon an examination of the invoices for which there are records, and estimates where there were not, we are requesting that the town allocate $6,000 for the park for fiscal year 2017.

1,495 current expenses not-including maintenance

PO Box	70
Irrigation svc	345
Spraying/Winter moth	250
Lime and fertilizer	440
Preservation benches	40
Deer and vole repellant	340

1,500 for fundraising: advertising, promotion

3,000 to assist with maintenance expenses.
The park's largest expense by far has been maintenance of the gardens themselves. We have significantly cut the hours worked by the gardener and are working with him on ways to further reduce the time necessary to maintain the gardens.

The Committee has since our appointment in April:
Re-established relations with the DPW, Fern's and other town organizations,
Held a fundraiser in conjunction with Fern's,
Participated in Halloween in the town center,
Planned participation in the coming year's Garden Club Garden Tour.

Moving forward, we are exploring ways to involve the park in more events in the town and are currently talking with a dance company regarding a performance in the park next spring. We will be working with Gary Davis and the DPW to have the DPW perform as much of the park maintenance as possible and are exploring ways to bring more volunteers to the park. And lastly, we are planning a fundraiser in the spring.

We hope the town will be able to accommodate our request.

Sincerely,

Gretchen Anderegg, Center Park Committee Chairperson

Carlisle Board of Selectmen
AGENDA ACTION REQUEST

December 20 2016

2

Municipal Facilities Committee

Requested by: Nathan Brown, chair

Proposed Motion(s)

1. MOVE that the Board of Selectmen vote to appoint _____ as a Citizen- at- Large on the Municipal Facilities Committee to a term expiring June 30, 2017.

Additional Information

Request from Priscilla Stevens (871 Maple Street) to be appointed to the committee along with the Town Board control sheet.

Board Action

Motion	*Second*	*In favor*	*Opposed*	*Disposition*

Municipal Facilities Committee

The Town shall have a Municipal Facilities Committee consisting of five (5) interested and qualified people appointed by the Board of Selectmen for annual terms. At least one member shall be a member of the School Committee, or its designee, pursuant to M.G.L. c. 71, §68. The Committee shall be responsible, when authorized by the Board of Selectmen, and/or Town Meeting vote, for investigating and advising the Town regarding the design, construction, reconstruction, maintenance alteration or enlargement of all buildings and facilities owned by the Town or constructed on land owned, leased or operated by the Town. The buildings within the scope of the Committee include, but are not limited to, the waste water treatment plant, Library, Town Hall, police and fire buildings, Department of Public Works, Highland, and all school buildings. The Committee will also be responsible for developing and implementing long term maintenance plans and overseeing selection of maintenance contractors and major maintenance activities for all municipal facilities. The Committee will also approve all Facility Projects that will be submitted to the long term capital committee for funding requests. The committee will establish and maintain a 10-year master plan for each facility that will assure that the facility will maintain level performance and does not deteriorate. All solicitations for maintenance and designer services and invitations for bids for construction shall be coordinated with the Town Administration through its Chief Procurement Officer, to assure compliance with the applicable provisions of the General Laws. The Town Administrator and Facilities Building Committee chair shall award and co-execute all services contracts and construction contracts. In support of construction projects, the Board of Selectmen shall appoint the department head and/or two (2) committee members for which a project is being planned or constructed as non-voting ex officio members of the Permanent Municipal Facilities Committee for the duration of said project.

Appropriations.

A. The funds for construction activities for facilities and for capital expenses of existing facilities shall be appropriated to and expended under the direction of the Committee.

B. Whenever funding approval is sought from Town Meeting, the Committee and the Board or committee for which a project is being planned, or capital expenses for a building being requested, shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, alternatives, schedule, costs, and how it fits into an overall cohesive plan.

C. Funding for some projects may also come from existing department budgets to enable the town to leverage services and contracts across municipal facilities.

Members

	Name:	*Address:*	*Representative*
2			Citizen-at-Large
3			Citizen-at-Large
4			Citizen-at-Large
5			Citizen-at-Large
7			Citizen-at-Large

Positions to be filled

Five (5) Citizens-at-Large for annual terms.
School Committee member, or its designee

Applicants

	Name:	*Address:*	*Committee Member/Citizen-at-Large*
	Priscilla Stevens	871 Maple St.	Library Trustee

From: **Priscilla Stevens** <pstevens625@gmail.com>
Date: Thu, Oct 27, 2016 at 9:39 AM
Subject: Building Committee
To: NATHAN BROWN <nathancbrown@gmail.com>, LUKE ASCOLILLO <luke.ascolillo@comcast.net>

Hello, Nahan and Luke,

I've just read the Mosquito article about the melding and forming of a new facilities committee in town, and I wonder, if I meet your requirements, if you might consider me for membership on this committee. I have, as you know, some experience with some of the old buildings in town and see the need for vision and and smooth coordination with regard to town facilities across the board. At any rate, here's my hat for your ring. Please call me or email me if you'd like to speak further on this.

Sincerely,
Priscilla

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Priscilla Stevens
Email: pstevens625@gmail.com
Tel. 978-808-5741