

**TOWN OF CARLISLE  
BOARD OF SELECTMEN**

**AGENDA\***

<b>TIME</b>	<b>PURPOSE</b>
7:00p.m.	Community Input
7:05p.m.	1. 2017 Annual License Renewals – Fern’s Country Store <ol style="list-style-type: none"><li>a. Beer/Wine Package Store</li><li>b. BYOB (Carry-In) license</li><li>c. Common Victualler’s license</li></ol>
7:30p.m.	2. Bond Anticipation Note (BAN) – Pumper Fire Truck
7:40p.m.	3. Chief Fisher – Proposed FY18 Police Dept. Budget
8:00p.m.	4. Chief Flannery – Proposed FY18 Fire Dept. Budget
8:20p.m.	5. Chiefs Fisher/Flannery – Proposed FY18 Comm. Budget
8:15p.m.	6. Selectmen – Finalize FY17 BOS Goals
9:00p.m.	7. Action Items from previous meetings <ol style="list-style-type: none"><li>a. Streetlights</li><li>b. LED Crosswalk signals</li><li>c. Comcast</li><li>d. Greenough Barn property</li><li>e. Personnel Board</li><li>f. Woodhaven</li><li>g. BoS Agendas/Meeting packets</li></ol>
9:15p.m.	8. Town Administrator’s Report
9:25p.m.	Appointments/Resignations
9:30p.m.	Liaison Reports
9:40p.m.	Minutes
9:45p.m.	Adjournment

**Place:** Clark Room, Carlisle Town Hall

**Date:** Tuesday, November 22, 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  
**November 22, 2016**



---

## Annual License Renewals – Fern’s County Store

Requested by: Finance Director/Treasurer

Action Sought:

### Proposed Motion(s)

1. MOVE, that the Board of Selectmen vote to approve the renewal of the Off-Premise License application for Carlisle Center Ventures, LLC, doing business as Ferns Country Store as presented on November 22, 2016.
  
2. MOVE, that the Board of Selectmen vote to approve the application for a Common Victuallers License as presented by Carlisle Center Ventures, LLC, doing business as Ferns Country Store as presented on November 22, 2016.
  
3. MOVE, that the Board of Selectmen vote to approve the application for the Carry-In Liquor License for the Carlisle Center Ventures, LLC, doing business as Ferns Country Store as presented on November 22, 2016.

### Additional Information

Attached are the CY 2017 License Renewal forms for Fern’s Country Store signed by the Police/Fire Chiefs and Building Inspector.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

2017

Town of Carlisle  
Board of Selectmen

Carry-In Liquor License Application

**Section 1**

Name to appear on the license: Carlisle Center Ventures, LLC  
 Business Name (d/b/a, if different): Ferns Country Store  
 Manager of Record: Larry A. Bearfield  
 Manager Address: [REDACTED]  
 Address of Premise: 8 Lowell Road ZIP Code: \_\_\_\_\_  
 Phone Number: [REDACTED] FID: [REDACTED]

**Section 2** Person (attorney if applicable) who can be contacted concerning this application

Name: David Galvin  
 Address: North Rd, Bedford  
 Phone Number: \_\_\_\_\_

**Section 3** Description of Premise for Consumption of Carry-In Alcoholic Beverages (Wine & Beer)

Seating Capacity: 19  
 Occupancy Number: 19  
 Hours of Operation: 10am-9pm M-F

*For office Use Only:*

Date Submitted: 11/17/16

Fee Paid \$ ✓

BOS Contingencies on License

Building Dept. Sign-off [Signature]

Fire Chief Sign-off

Police Chief Sign-off John Fisher

Other \_\_\_\_\_

Permit Sent \_\_\_\_\_



**I. S. GAINSBORO, ESQ.**  
CHAIRMAN

**DEPARTMENT OF THE STATE TREASURER  
ALCOHOLIC BEVERAGES CONTROL COMMISSION**  
239 Causeway Street, 1st Floor Boston, Massachusetts 02114

**Retail License Renewal**

Record Number: 00001-PK-0172

**License Number:** 00001-PK-0172

**License Name / DBA:** Carlisle Center Ventures Llc / FERNS COUNTRY STORE

**Premises Address:** Lowell Road Carlisle, MA 01741

**Manager:** Larry Bearfield

**Municipality:** CARLISLE

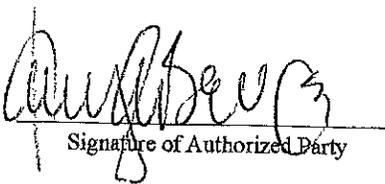
**License Class:** Annual

**License Type:** Package Store

**License Category:** Wines and Malt

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature of Authorized Party

  
EMPLOYER IDENTIFICATION NUMBER:  
(Do not use a Social Security Number)

EMAIL ADDRESS: Larry@FernsCountryStore.com

Additional Information: \_\_\_\_\_



The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, MA 02114-2017  
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

Please Print Legibly

Business/Organization Name: CARLISLE CENTER VENTURES, LLC

Address: Lowell

City/State/Zip: CARLISLE MA 01741 Phone #: 978-369-0200

Are you an employer? Check the appropriate box:

- 1.  I am an employer with 15 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: MA RETAIL MERCHANT WG GROUP

Insurer's Address: 70 BOXES 9222-9222

City/State/Zip: BRAINTREE, MA 02035

Policy # or Self-ins. Lic. # 01400503074714 Expiration Date: 1/31/17

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 10.12.16

Phone #: [Redacted]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

2017

**APPLICATION FOR COMMON VICTUALLER'S LICENSE**

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a Common Victualler's License, in accordance with the provisions of Chapter 140 of the General Laws.

Applicant's Full Legal Name: Larry A. Bearfield & Robin B Emerson

Applicant's Legal Home Address: 1127 North Road, Carlisle

Applicant's Mailing Address (if different): PO Box 31 Carlisle

Applicant's Home Telephone: [REDACTED] Fax No. NA

Applicant's E-Mail Address: [REDACTED]

Full Legal Name of Business Concern: Carlisle Center Ventures, LLC

Full Street Address of Business Concern: 8 Lowell Road Carlisle

Have you ever applied for or held a Common Victualler's license? YES  NO

If so, in what Town? Carlisle

Did you receive a license? YES  NO  For what year? \_\_\_\_\_

Has any Common Victualler's license issued to you in Massachusetts or any other state ever been suspended or revoked? YES  NO  If yes, explain \_\_\_\_\_

The Applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

[Signature]  
Signature of Applicant

10/12/16  
Date

# TOWN OF CARLISLE

## COMMON VICTUALLER'S LICENSE PROCEDURE

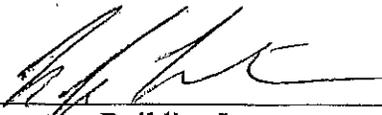
### REQUIRED APPROVALS FOR SUBMISSION

#### APPROVALS:

BUILDING INSPECTOR: Approved  Disapproved

Number of Seats 19

Remarks: No changes

  
\_\_\_\_\_  
Signature Building Inspector

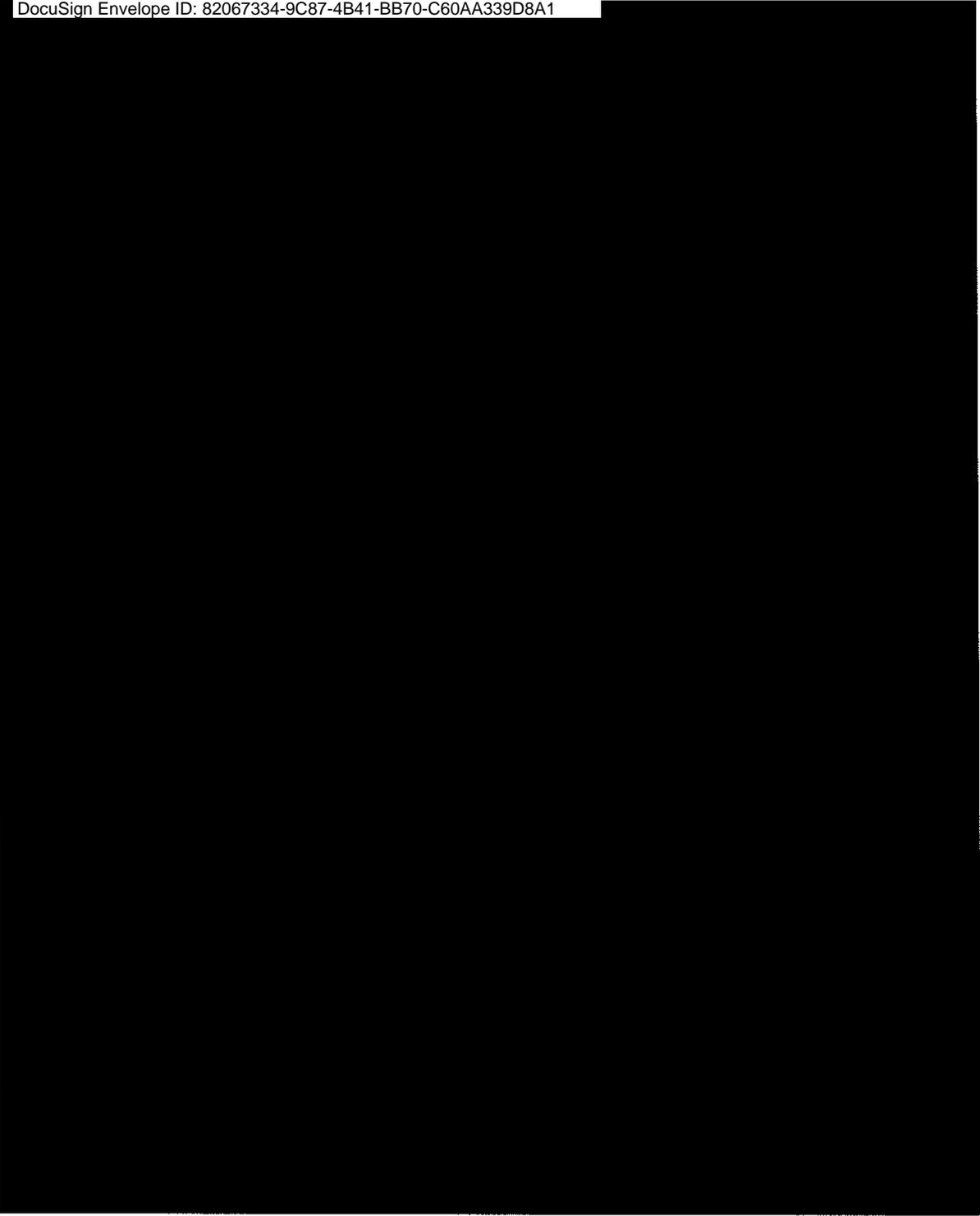
10-13-16  
\_\_\_\_\_  
Date

BOARD OF HEALTH: Approved  Disapproved

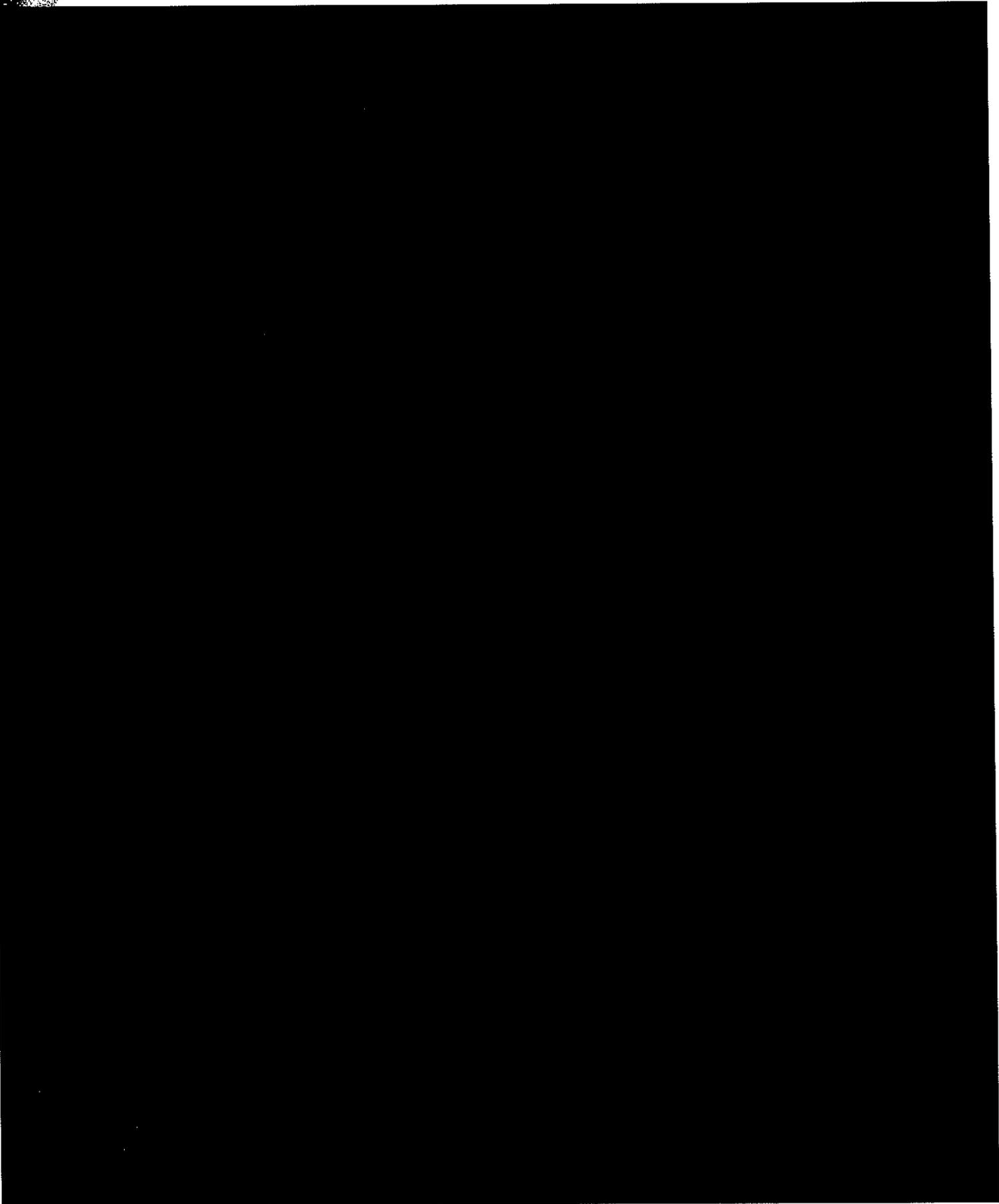
Remarks: \_\_\_\_\_

  
\_\_\_\_\_  
Signature Health Agent

10-11-16  
\_\_\_\_\_  
Date

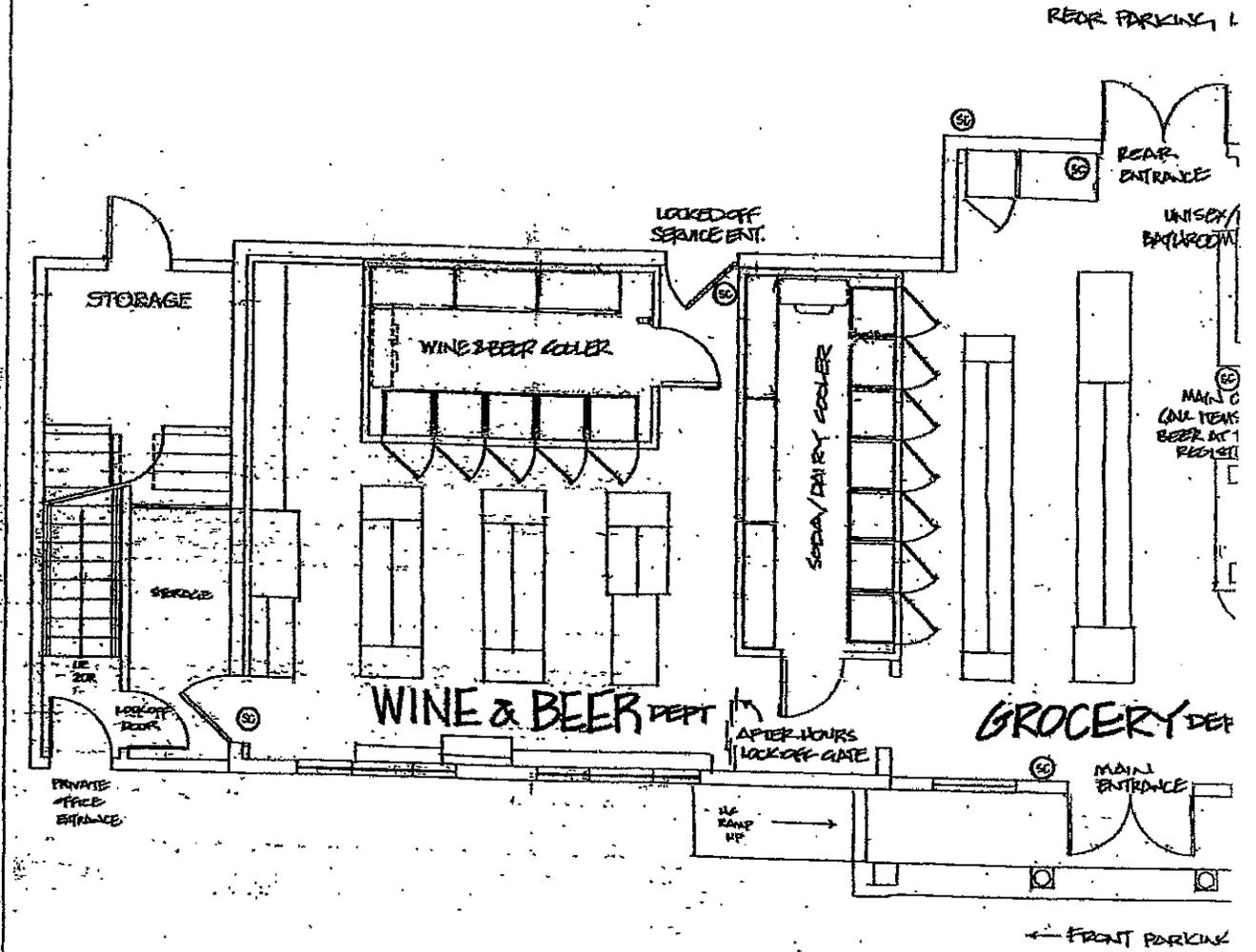


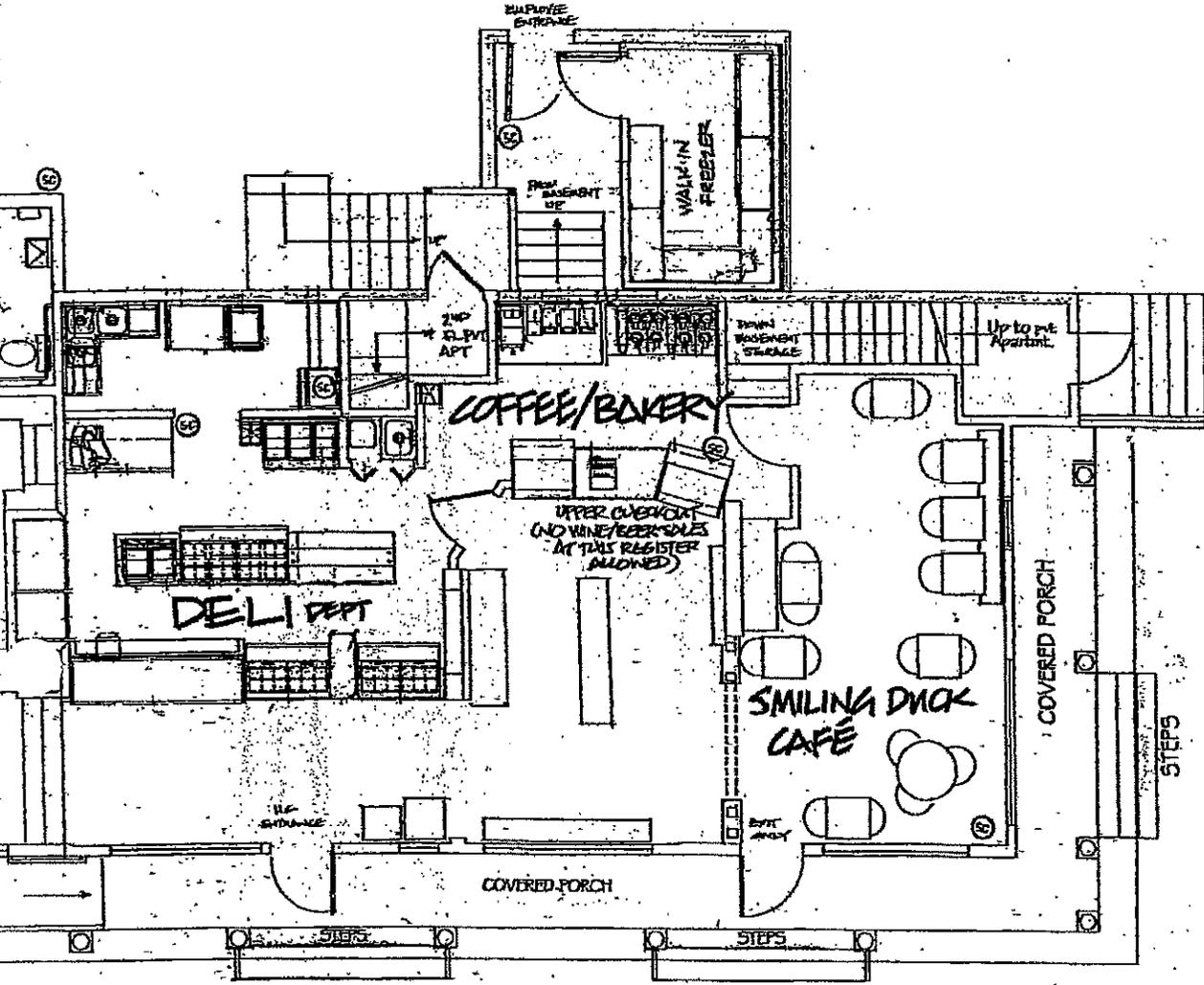
W  
RVP  
FE  
RVP



*PE*

*PE*







Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
November 22, 2016

2

---

## Bond Anticipation Note (BAN) – Pumper Fire Truck

Requested by: Finance Director/Treasurer

### Proposed Motion(s)

MOVE, that the Board of Selectmen approve the sale of a Bond Anticipation Note in the amount of \$650,000, such note to be dated December 1, 2016, due March 3, 2017, bearing an interest rate of .90%, and payable to Eastern Bank. The original authorization for this debt was by a vote on Article 18 of the Annual Town Meeting held April 27, 2015, for the purpose of purchase of a tanker truck for the Carlisle Fire Department.

### Additional Information

Attached is the motion prepared by Finance Director Kerry Colburn-Dion along with documents authorizing the Bond Anticipation Note (BANS) for the purchase of the Fire Truck Pumper.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

November 22, 2016

I move that:

The Board of Selectmen approve the sale of a Bond Anticipation Note in the amount of \$650,000, such note to be dated December 1, 2016, due March 3, 2017, bearing an interest rate of .90%, and payable to Eastern Bank. The original authorization for this debt was by a vote on Article 18 of the Annual Town Meeting held April 27, 2015, for the purpose of purchase of a tanker truck for the Carlisle Fire Department.

50,000.00

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CARLISLE  
ANTICIPATION SERIAL LOAN  
FIRE TRUCK**

No. 462-1

\$650,000.00

Date of Issue: December 1, 2016

This Note is exempt from Taxation in Massachusetts

For Value Received, the inhabitants of the Town of Carlisle by their Treasurer hereto duly authorized by vote of said Town passed on April 27, 2015 and Chapter 44, Section 7(9) of the General Laws promise to pay to Eastern Bank or order at UniBank for Savings, 49 Church Street, Whitinsville, MA 01588, the sum of

**SIX HUNDRED FIFTY THOUSAND (\$650,000) DOLLARS**

on March 3, 2017, with interest at the rate of 0.90 percent per annum, payable at maturity calculated on the basis of a numerator using 30 days and a denominator using a 360 day year (30/360).

Countersigned and approved:

By: \_\_\_\_\_

Treasurer

( Town Seal )

( to be )

(Affixed Here)

I certify that this note was countersigned and approved by the Selectmen in my presence.

\_\_\_\_\_, 2016

\_\_\_\_\_  
Selectmen and a majority thereof

\_\_\_\_\_  
Town Clerk

THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF REVENUE, BOSTON

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the General Laws and that there are on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of the issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Selectmen of said Town.

\_\_\_\_\_  
Director of Accounts

Town of Carlisle  
Massachusetts

Carlisle Copy

\$650,000.00

Bond Anticipation Note  
Fire Truck

Dated: December 1, 2016

Due: March 3, 2017

\*\*\*\*\*

**Certificate and Covenant as to Tax-exempt Status of Notes**

We, the Treasurer and Selectmen of the Town of Carlisle, Massachusetts (the "Issuer"), certify and covenant on behalf of the Issuer as follows in connection with the issuance of its Notes described above and the exclusion of interest thereon from gross income for federal income tax purposes under the Internal Revenue Code of 1986 as amended (the "Code"):

1. The Issuer will take all lawful action necessary to comply with requirements of the Code that must be satisfied subsequent to the issuance of the Notes in order that interest on the Notes be or continue to be excluded from gross income for federal income tax purposes.

2. The Notes are hereby designated as "qualified tax-exempt obligations" for the purposes of Section 265(b) of the Code. We certify that the reasonably anticipated amount of tax-exempt obligations, including the Notes, that will be issued by the Issuer and all subordinate entities during the current calendar will not exceed \$30,000,000.

Dated: December 1, 2016  
I, the undersigned Treasurer  
hereby certify that, as required  
by the Code, I have this day  
filed Form 8038G, a copy of  
which is attached, with the  
Internal Revenue Service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treasurer

Selectmen

# The Commonwealth of Massachusetts Certificate of Town Clerk

Note Number(s): 462-1

## Town Treasurer's Record

### Town of Carlisle

1. Date of Town Meeting Authorizing Loan 4/27/15

2. Purpose of Loan BAN - Fire Truck

*Note: Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.*

3. Total Amount of Loan Authorized \$650,000

4. Amount of Previous New Issues of this Loan \$0

5. Paydowns on this Issue (if required) \$0

6. Amount of this Issue \$650,000

7. Balance of this Loan Unissued \$0

*Note: Amount Authorized minus Previous New Issues minus This Issue (New Money) equals Unissued Balance.*

8. Issue Date 12/01/2016 Date Due 03/03/2017

9. Payable to Eastern Bank

10. Payable at UniBank

11. Rate of Interest 0.90%. Payable At Maturity  
*(Annually, semi-annually or at maturity)*

12. Signed by \_\_\_\_\_, Town Treasurer

*TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.*

COUNTERSIGNED AND APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen  
and a  
majority  
thereof

In the presence of: \_\_\_\_\_, Town Clerk



(complete right side)



Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
**November 22, 2016**

**5**

---

## Public Safety: FY2018 Communications Budget

Requested by: Police Chief John Fisher/Fire Chief David Flannery

Action Sought: 11/22/16

### Proposed Motion(s)

Discussion

### Additional Information

Attached please find proposed FY 2018 Communications Budget prepared by Chief Fisher and Chief Flannery.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

<b>CARLISLE PUBLIC SAFETY COMMUNICATIONS</b>						
<b>DEPARTMENT BUDGET</b>						
11/9/2016	<b>FY 18 - PRELIMINARY-REV 4</b>					
<b>NOTE: HOURLY RATE TBD BY NEW CONTRACT</b>						
<b>DISPATCHERS</b>						
\$1000-Asst. Mgr.						
7% Shift differential, 1600-0800						
	M.T.	K.B	R.S	M.L.	TBD	
BASE	\$66,123	\$48,235	\$45,469	\$44,304	\$42,390	
WEEKLY	1271.60	927.60	874.40	852.00	815.19	
Base Rate	\$30.49	\$22.13	\$21.28	21.30	\$20.55	
0800-1600	31.79	23.19	21.86	21.30	20.55	LOADED RATE
1600-0800	34.02	24.81	23.39	22.79	21.99	
OT-0800-1600	47.69	34.79	32.79	31.95	30.83	
OT-1600-0800	51.02	37.22	35.09	34.19	32.98	
<b>ANNUAL WAGES</b>						
	M.T.		\$66,123	Includes \$2700 Longevity, (\$1.30/hr)		
	K.B		\$48,235	Includes \$1200 Longevity, (\$.58/hr.)		
	R.S.		\$45,469	Includes \$1000 Asst. Mgr., (\$.48/hr.)		
	M.L		\$44,304	Includes \$1200 Longevity, (\$.58/hr.)		
	TBD		\$42,390			
<b>BASE WAGES TOTAL</b>			<b>\$246,521</b>			
<b>SHIFT DIFFERENTIAL</b>						
	1600-0800	HOURS	7%	AVG. RATE		
		6240	\$1.59		R.S., M.L., TBD	
<b>SHIFT DIFFERENTIAL TOTAL</b>			<b>\$9,926</b>			
<b>VACATION</b>						
	HRS.		560	MT, 4 wks,	KB, 4, RS, 3, ML, 2, TBD, 2.	
	RATE		\$38.10	Average Overnight OT		
<b>VAC. TOTAL</b>			<b>\$21,336</b>			
<b>SICK</b>						
	HRS.		480			
	RATE		\$38.10	Average Night OT		
<b>SICK TOTAL</b>			<b>\$18,288</b>			
<b>PERSONAL/COMP DAYS</b>						
	HRS		240	6 per Dispatcher		
	RATE		\$38.10	Average Night OT		
<b>PERSONAL DAYS TOTAL</b>			<b>\$9,144</b>			

<b>CARLISLE PUBLIC SAFETY COMMUNICATIONS</b>				
<b>DEPARTMENT BUDGET</b>				
<b>FY 18 - PRELIMINARY-REV 4</b>				
<b>HOLIDAY PAY</b>				
	HRS.	480	12 Holidays x 8 hrs. x 5 Disp.	
		144	Add on hours (4)	
		36	Super Holiday Add on hours	
	RATE	\$29.88	Average Night Straight Time	
<b>HOLIDAY PAY TOTAL</b>		<b>\$19,719</b>		
<b>WAGES TOTAL</b>		<b>\$324,933</b>		
<b>LINE ITEMS</b>	<b>0% Increase</b>	<b>FY '18</b>		<b>FY '17</b>
<b>SERVICE CONTRACTS</b>		\$11,193	Includes TriTech Service Contract	\$3,733
<b>TELETYPE MAINT.</b>		1,095		1,095
<b>EDUCATION</b>		3,373		3,373
<b>TELEPHONE</b>		5,896		5,896
<b>OFFICE SUPPLIES</b>		2,682		2,682
<b>EQUIP/REPAIR/MAINT.</b>		7,839		7,839
<b>CLOTHING ALLOWANCE</b>		911		911
<b>TOTAL EXPENSES</b>		<b>32,989</b>		<b>25,529</b>
<b>BUDGET GRAND TOTAL</b>		<b>\$357,922</b>		<b>\$352,088.0</b>



Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
**November 22, 2016**

**4**

---

## **FIRE: FY18 Budget & 10-Year Capital Plan**

Requested by: Police Chief David Flannery

Action Sought:

Proposed Motion(s)

Additional Information

Attached please find proposed FY 2018 Fire Department Budget and 10- Year Capital Plan. Chief Flannery will attend the Board of Selectmen Meeting to answer questions.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

**PRELIMINARY BUDGET REQUEST 11.4.16****Fire Department**

	FY 16	FY 16	FY 17	FY 18	
<b>SECTION I: Operating Budget</b>	<b>Approved</b>	<b>Expended</b>	<b>Approved</b>	<b>Request</b>	<b>Increase</b>
Fire Officer Salaries & FF Stipends	136,669	97,750	151,197	157,173	5,976
Secretarial	8,897	8,720	11,263	13,766	2,503
Fire Wages	47,790	38,965	48,746	48,746	0
Fire Training	43,475	33,179	44,345	44,345	0
Inspections	16,042	16,595	19,188	19,188	0
Maintenance Wages	13,286	9,932	11,520	11,520	0
Electricity	6,000	6,986	5,750	5,750	0
Heat	5,200	2,613	5,000	5,000	0
Radio Repair	3,750	5,788	4,000	4,000	0
Telephone / IT	6,000	5,681	7,500	9,200	1,700
Bldg Main	15,500	19,398	5,500	10,000	4,500
Equip Main	2,000	8,453	2,250	2,500	250
Water Cisterns Maint	5,000	2,171	5,000	5,000	0
Cistern Electricity	3,000	2,030	3,000	3,700	700
Vehicle Repairs	20,000	37,399	21,500	24,000	2,500
Fuel	3,575	1,566	3,575	3,575	0
Protective Clothing	9,000	26,422	10,500	12,000	1,500
Dues & Memberships	1,942	3,279	3,342	3,342	0
Misc	3,158	5,904	3,158	5,298	2,140
Chief's Exp	1,224	1,925	1,224	1,224	0
Addl Equip	3,750	11,483	3,750	3,750	0
Hose	1,800	2,201	2,200	2,200	0
Municipal Fire Alarm Main	<u>3,750</u>	<u>3,126</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>
<b>Sub Total Fire Operating Expenses</b>	<b>360,808</b>	<b>351,567</b>	<b>377,508</b>	<b>399,277</b>	<b>21,769</b>
Ambulance Wages	40,996	39,866	41,816	41,816	0
EMT & EMS Coord Stipends	45,669	38,862	53,188	59,164	5,976
Education & Training	11,223	14,006	11,447	11,447	0
Ambulance Fuel & Oil	1,250	1,617	1,250	1,250	0
Ambulance Repair	1,200	637	1,200	1,200	0
Medical Supplies	3,200	4,792	3,400	5,000	1,600
Ambulance Billing Charges	<u>3,000</u>	<u>3,507</u>	<u>3,000</u>	<u>3,500</u>	<u>500</u>
<b>Sub Total- Ambulance</b>	<b>106,538</b>	<b>103,288</b>	<b>115,301</b>	<b>123,377</b>	<b>8,076</b>
<b>Total Fire Dept</b>	<b>467,346</b>	<b>454,855</b>	<b>492,809</b>	<b>522,654</b>	<b>29,845</b>

**PRELIMINARY 11/4/16**

## Fire Department

11/4/2016

## FY 18 Preliminary Budget Request

Category	Reason	Increase
Salaries/Stipends	4 Aux FF prom & 2 new aux. to Reg. ff- stipend increment @ 996.00 ea.stipend	5,976
Secretarial	2 hrs./ week additional	2,503
Telephone / IT	e-dispatch service	1,700
Bldg Main	office trailer annual lease & operational cost	4,500
Equip Maint.	increase in maint costs for equipment	250
Cistern Elect.	6 additional cisterns added @ 117.00/yr. (Greystone)	700
Vehicle Repairs	cost increase, aging vehicles & additional vehicle	2,500
Protective Clothing	cost increase - (needed to meet goal of 3 sets / yr)	1,500
Misc	Microsoft Office 365 Licenses & Net Duty Service	2,140
EMS Stipends	3 new EMT Stipends @ 1992.00	5,976
Medical Supplies	Service contract for Lukas device	1,600
Billing Charges	increase in ambulance rates - 4% charge per bill	500
		<b>29,845</b>
NOTE:	FF I/II Physicals @ 550.00 each	1,100

Department: FIRE

Department Head Signature: David R. Flannery

Date Submitted: PENDING

#	Item	FY 18 \$\$	FY 19 \$\$	FY 20 \$\$	FY 21 \$\$	FY 22 \$\$	FY 23 \$\$	FY 24 \$\$	FY 25 \$\$	FY 26 \$\$	FY 27 \$\$
18	Replacement of Hydraulic Generator for Ladder Truck	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -					
18	Water Rescue Boat	\$ 21,000.00	\$ -	\$ -	\$ -						
18	Fire Station Maintenance	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				
18	Communications Equipment	\$ 50,000.00	\$ -								
18	Car 2 Replacement	\$ 48,000.00									
18	Defibrillator Replacements	\$ 15,000.00									
3	Computer Replacements -Network upgrade		\$ 2,500.00		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00				
9	Fire Protection Cistern					\$ 150,000.00					\$ 150,000.00
10	Fire Hose Replacement (LDH hose purchased in 1980)			\$ 40,000.00	\$ 20,000.00			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
11	Apparatus Bay Heating Units - replacement		\$ -	\$ -	\$ -	\$ 10,000.00					
13	Replace heating boiler & hot water tank		\$ -	\$ -	\$ -	\$ 7,500.00					
14	Station interior painting & carpeting			\$ 20,000.00							
15	Replace training room furniture			\$ 6,000.00							
16	Replace front door and windows of station-energy efficiency project			\$ 12,000.00							
17	Replace A/C unit for station - split system		\$ 15,000.00								
18	LDH Appliance replacements			\$ 15,000.00	\$ -		\$ 15,000.00				\$ -
19	Telephone system replacement			\$ 12,000.00							\$ -
20	Firefighter Gear Lockers		\$ 15,000.00		\$ -	\$ 15,000.00					\$ -
21	Pager Replacements		\$ 15,000.00		\$ -						\$ -
22	Planning & Design for Station Expansion				\$ 200,000.00	\$ -					\$ -
23	Remove underground fuel tanks & replace with above ground units		\$ 200,000.00				\$ -	\$ -			\$ -
24	Replace pavement on east side of station		\$ 25,000.00								
25	Ambulance Replacement (2020)		\$ 350,000.00								
26	Replace pick-up service truck (2024)							\$ -	\$ 60,000.00		
27	Engine 3 Replacement (2025)							\$ -	\$ -	\$ 575,000.00	\$ -
28	Aerial Ladder Replacement w/equipment (2031)							\$ -	\$ -		\$ -
29	Station Generator Replacement (2034)							\$ -	\$ -		\$ -
30	Engine 4 Replacement (2035)							\$ -	\$ -		\$ -
31	Engine 6 Replacement (2050)									\$ -	\$ -
33	Snowmobile/ All Terrain Vehicle w/ trailer			\$ 45,000.00							
34	Front Walk Replacement - Fire Station (15,000)					\$ 15,000.00					
	<b>TOTALS</b>	\$ 164,000.00	\$ 627,500.00	\$ 305,000.00	\$ 227,500.00	\$ 205,000.00	\$ 22,500.00	\$ 10,000.00	\$ 70,000.00	\$ 585,000.00	\$ 150,000.00



Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
**November 22, 2016**

**3**

---

## **POLICE: FY2018 Budget & 10 Year Capital Plan**

Requested by: Police Chief John Fisher

Action Sought:

Proposed Motion(s)

Discussion:

### Additional Information

Attached please find the proposed FY 2018 Police Department Budget and 10- Year Capital Plan. Chief Fisher will attend the Board of Selectmen Meeting to answer questions.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## FY2018 PROPOSED CARLISLE POLICE DEPARTMENT BUDGET

1210 DEPARTMENT	2018 APPROPRIATIONS	2018 PROPOSED	CHANGE	NOTES
Wages	\$1,338,316.00	\$1,398,316.00	\$60,000.00	Additional Officer
Radio Repair	\$1,100.00	\$1,100.00	\$0.00	
Education	\$12,000.00	\$12,000.00	\$0.00	
Printing	\$800.00	\$800.00	\$0.00	
Cruiser Repair	\$12,000.00	\$12,000.00	\$0.00	
Fuel/Maintenance	\$36,884.00	\$36,884.00	\$0.00	
Uniforms	\$17,200.00	\$18,000.00	\$800.00	
Admin. Expense	\$500.00	\$500.00	\$0.00	
Equipment	\$18,000.00	\$32,840.00	\$14,840.00	
Dues	\$8,500.00	\$13,500.00	\$5,000.00	NEMLEC Increase 1 year only
<b>TOTAL DEPARTMENT:</b>	<b>\$1,445,300.00</b>	<b>\$1,525,940.00</b>	<b>\$80,640.00</b>	
1215 STATION	2018 APPROPRIATIONS	2018 PROPOSED	CHANGE	NOTES
Electricity	\$18,000.00	\$18,000.00	\$0.00	
Heat	\$3,000.00	\$3,000.00	\$0.00	
Repair/Maintenance	\$19,800.00	\$21,000.00	\$1,200.00	
Cleaning Supplies	\$1,000.00	\$1,000.00	\$0.00	
<b>TOTAL STATION:</b>	<b>\$41,800.00</b>	<b>\$43,000.00</b>	<b>\$1,200.00</b>	
<b>TOTAL DEPARTMENT &amp; STATION:</b>	<b>\$1,487,100.00</b>	<b>\$1,568,940.00</b>	<b>\$81,840.00</b>	

## FY2017 BUDGET

11/4

## FY2017 CARLISLE POLICE DEPARTMENT BUDGET

	2017 Appropriations	Adjustments	YTD Expended	Avail. Funds	% Used
<b>1210.00 DEPARTMENT</b>					
Wages	\$1,338,316.00		\$438,491.06	\$899,824.94	32.76%
Radio Repair	\$1,100.00		\$0.00	\$1,100.00	0.00%
Education	\$12,000.00		\$6,235.74	\$5,764.26	51.96%
Printing	\$800.00		\$0.00	\$800.00	0.00%
Cruiser Repair	\$12,000.00		\$3,735.17	\$8,264.83	31.13%
Fuel/Maintenance	\$36,884.00		\$6,127.22	\$30,756.78	16.61%
Uniforms	\$17,200.00		\$3,494.23	\$13,705.77	20.32%
Admin. Expense	\$500.00		\$1,444.75	-\$944.75	288.95%
Equipment	\$18,000.00		\$7,563.45	\$10,436.55	42.02%
Dues	\$8,500.00		\$8,025.00	\$475.00	94.41%
<b>Total Department:</b>	<b>\$1,445,300.00</b>		<b>\$475,116.62</b>	<b>\$970,183.38</b>	<b>32.87%</b>

	2017 Appropriations	Adjustments	YTD Expended	Avail. Funds	% Used
<b>1215 STATION</b>					
Electricity	\$18,000.00		\$5,879.44	\$12,120.56	32.66%
Heat	\$3,000.00		\$205.05	\$2,794.95	6.84%
Repair/Maintenance	\$19,800.00		\$18,594.53	\$1,205.47	93.91%
Cleaning Supplies	\$1,000.00		\$177.72	\$822.28	17.77%
<b>Total Station:</b>	<b>\$41,800.00</b>		<b>\$24,856.74</b>	<b>\$16,943.26</b>	<b>59.47%</b>
<b>TOTAL DEPT. &amp; STATION</b>	<b>\$1,487,100.00</b>		<b>\$499,973.36</b>	<b>\$987,126.64</b>	<b>33.62%</b>

FY2017 BUDGET

2017 Appropriations			Adjustments	YTD Expended	Avail. Funds	% Used
<b>1211 POLICE DEPT WARRANT ACCOUNTS</b>						
57914	Computer/Tech Replac	4,000.00		\$4,000.00	\$0.00	100.00%
57913	Flooring Replacement	13,000.00		\$0.00	\$13,000.00	0.00%
57905	Cruiser Replacement	105.10		\$0.00	\$105.10	0.00%
57906	Roof Repair/Replace	11,752.00	(to be returned to town)	\$0.00	\$11,752.00	0.00%
57912	Cruiser Replacement	47,000.00		\$0.00	\$47,000.00	0.00%
	<b>Total Warrant Accts.</b>	<b>\$75,857.10</b>		<b>\$4,000.00</b>	<b>\$71,857.10</b>	<b>5.27%</b>

2017 Appropriations			Adjustments	YTD Expended	Avail. Funds
<b>019 SPECIAL REVENUES ACCOUNTS</b>					
19318	Comm Police Grant	\$1,708.67		\$1,708.67	\$0.00
19338	Restorative Justice	\$492.51		\$0.00	\$492.51
19322	Police Gift Grant	\$2,773.19		\$86.47	\$2,686.72
19376	DEA Forfeiture	\$13.90		\$0.00	\$13.90
19317	Insurance Refund Acct	\$0.00		\$0.00	\$0.00
	<b>Total Revenue Accts.</b>	<b>\$4,988.27</b>		<b>\$1,795.14</b>	<b>\$3,193.13</b>

**GRAND TOTAL FUNDING:** \$1,562,957.10  
 (not including special revenue accts)

**AVAILABLE:** \$1,058,983.74

**Town of Carlisle**

Departmental 10 Year Capital Plan - Expenditure Schedule

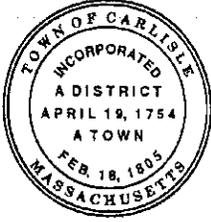
Department: Police

Department Head Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

#	Item	FY18 \$\$	FY19 \$\$	FY20 \$\$	FY21 \$\$	FY22 \$\$	FY23 \$\$	FY24 \$\$	FY25 \$\$	FY26 \$\$	FY27 \$\$
1	Computer Replacement	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
2	Cruiser Replacement	\$98,000	\$50,000	\$98,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$98,000
3	Dispatch Console (Committee Report 2015)										
4	Vest Replacement			\$18,000					\$ 18,000.00		
5	Firearms Replacement					\$15,000					
6	Police Station Refurbished (Committee Report January 2017)										
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
		\$ 104,000.00	\$ 56,000.00	\$ 122,000.00	\$ 56,000.00	\$ 71,000.00	\$ 56,000.00	\$ 56,000.00	\$ 74,000.00	\$ 56,000.00	\$ 104,000.00





**Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
November 22, 2016**

**6**

---

## **FY2017 Board of Selectmen Goals**

**Requested by:** Chair Nathan Brown and TA Timothy Goddard

**Action Sought 11/22/2016**

**Proposed Motion(s)**

MOVE, that the Board of Selectmen vote to approve the Board of Selectmen Fiscal Year 2017 Goals as presented on November 22, 2016.

**Additional Information**

See attached updated list of goals.

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## FY '17 Board of Selectmen Goals

### FINAL DRAFT

#### Sustainable Budget

- Work with all departments, Boards, Committee's etc. to create a three-year plan that includes long term caps and operational funding needs.
- Focus on maintaining sustainable operating budget for the town with a goal not to increase taxes more than 2.5%.
- Support common sense initiatives that reduce operating and capital costs.
- Make long term debt decisions based on modeling of tax incidence under various operational and debt assumptions.
- Assure strong ongoing oversight of the overall budget.
- Develop a budgeting process that goes beyond a cash accounting and looks at all costs such as depreciation, pension benefits, interest expense, income, expense reduction savings, etc and presents new budget items in an apple to apples comparison.

#### Infrastructure

- Support the Information Technology Group.
- Create and support Facilities Committee.
- Support IT in house and town wide.
- Address audit issues.

#### Focus on Staff

- Focus on staff development
- Improve communication within Town Hall to build a team environment

#### Citizen Services

- Ensure citizens are well informed as to activities and issues in town.
- Provide easy access to all rules and regulations.
- Host forums on various topics to encourage participation.

#### Excellence in Public Safety

- Support the Communications Plan.
- Attend and show support when FD conducts community education events about the FD.
- Formulate a succession plan for the Fire Chief.
- Provide assistance to the Fire Chief to increasing department moral.

#### Environment

- Encourage local farming
- Support the Planning Board in creating a solar bylaw for town meeting consideration.

## **Schools**

- Support the Carlisle School and the Carlisle School committee in maintaining a high level of performance
- Support the Carlisle School committee in the transition out of the Minute Man School District.

## **Effective Board/Committee/Working Group communication**

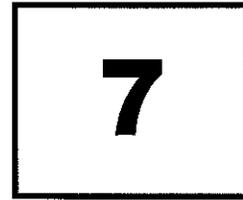
- Host an all board/department meeting.
- Request all Selectman appointed committees and groups provide semi-annual updates including goals.
- Establish a Sub Committee to review the Benfield project for lessons learned and establish a process to incorporate this review into all major town projects.
- Create a town policy or bylaw that requires all developments that have 2 or more dwellings to have a pre-design meeting with the land use Boards and the building department prior beginning the process with any individual Board.
- Better communication between BOS and Fin Com
  - Begin early
  - Stick to timelines
  - Work together to evaluate financials short and long term impacts to Town/residents to keep tax rates "down"

## **Town Issues**

- Determine a strategy to address 40B issues
- Support the Master Plan process



Carlisle Board of Selectmen  
AGENDA ACTION REQUEST  
**November 22, 2016**



---

## Action Items from previous meetings

Requested by: TA Timothy Goddard

### Updated list of Action Items

1. **LED Streetlights**
    - BOS needs to approve plan to move forward with the installation of streetlights.
  2. **LED Crosswalk Signals**
    - Proceeding with LED Pedestrian signals at 142 Bedford. Soliciting price quotes from vendors.
  3. **Comcast** – request for town-wide coverage
    - Still attempting to schedule meeting in with Comcast Representatives
  4. **Greenough Barn Property** – Selectman Ascolillo
    - Informal discussions with demolition/salvage companies
  5. **Personnel Board** – Reduce membership from 5 to 3 members not including the 2 citizen- at- large positions.
    - Personnel Board will discuss at 11/22/2016 meeting.
  6. **BOS** – meeting packet material to be uploaded to the town website after each meeting.
    - 10/25/16 and 11/9/16 meeting packets are now online.
-

**TOWN OF CARLISLE**  
*Office of*  
**TOWN ADMINISTRATOR**

66 WESTFORD STREET,  
CARLISLE, MASSACHUSETTS 01741

**6. TOWN ADMINISTRATOR'S REPORT—November 22, 2016**

**1. Xmas Tree Lighting – December 6<sup>th</sup>**

Larry Bearfield has requested permission to conduct the annual Christmas on the Common/Tree lighting event on Tuesday, December 6<sup>th</sup> at 6:00pm.

***Suggested motion: "I move that the Board authorize Larry Bearfield to conduct the annual Christmas on the Common/Tree lighting event on Tuesday, December 6<sup>th</sup> from 6:00pm - 7:00pm on the Town Common."***

**2. Cemetery Projects**

DPW Superintendent Gary Davis has asked me to inform you in your capacity as Cemetery Commissioners that he plans to use approximately \$18,000 in cemetery trust funds to perform necessary tree work (\$6K) and prepare a new section (\$12K) of the Green Cemetery for expansion. Gary is happy to answer any questions that Board members may have.

**3. Town Counsel Seminar on OML/New Public Records Act**

On Tuesday, November 29<sup>th</sup> we have scheduled a seminar for all town officials, board/committee members and interested citizens on the provisions of the Open Meeting Law and the newly-enacted Public Records Act. The training will be here in the Clark Room at 7:00pm. It should be a very interesting and informative evening.

**Upcoming Meeting Schedule:**

**December 13, 2016 – 2<sup>nd</sup> ATM Coordination Meeting, Work Session regarding Town Finances**

**December 27, 2016 – Regular BoS Meeting**

**BOARD OF SELECTMEN**  
Wednesday, November 9, 2016  
Minutes

The Board of Selectmen met on Wednesday, November 9, 2016 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Nathan Brown, Luke Ascolillo, William Risso, Kerry Kissinger and Claude von Roesgen.

***Also Present:***

Town Administrator Timothy Goddard  
Assessor Melissa Stamp  
Finance Director Kerry Colburn-Dion  
Simon Platt, Town Audit Committee  
Deborah Bentley, Energy Task Force (ETF)

***Community Input:*** - There were no requests.

***Dog Control Subcommittee:***

The Board of Selectmen briefly interviewed David Ziehler and Susan Provenzano for the citizen at large position on the Dog Control Subcommittee. Naomi Oreskes (Johnson Road) also submitted an application but was not present to be interviewed.

David Ziehler (Acton Street) stated that he has always been a dog owner and allows his dog out freely because his house is located a long distance off the main road. He understands the concerns about aggressive dog behavior. In his opinion most dog owners are responsible and only a small percentage is irresponsible. He is interested in serving on this committee because a required leash law is an issue that needs to be very well thought out. He suggested amending the current bylaw to address enforcement aspect. The first step would be to call Police Dispatch and request that the Dog Officer be sent out to investigate and address the issue. He feels that a responsible dog owner will do whatever asked of them to be a good neighbor and member of the community to keep the peace.

Susan Provenzano (Mill Road) stated that she has three dogs and owns horses. She understands both sides of the issue. She was a member of the former committee for the current bylaw. She feels that the current bylaw needs to be revisited and stepped up to address these concerns. She feels that requiring dogs to be leashed only on certain properties in town would complicate matters. She would prefer that the existing bylaw be updated to include enforcement language as discussed.

Mr. Ziehler offered to withdraw his application in support Susan Provenzano being appointed to the Dog Committee.

Nathan Brown questioned making the committee (6) members with signification input from the Police Department and Dog Officer would be associate (non-voting) members. The minimum quorum for meetings would be 4 members present.

On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED that the Board of Selectmen appoint the following individuals to the Dog Control Subcommittee for a one year term to expire on June 30, 2017as follows:

***Members:***

Luke Ascolillo, 84 Craigie Circle - Board of Selectmen

Todd Brady, 211 Cross St - Board of Health  
Dan Wells, 172 Woodridge Rd - Conservation Commission  
Drew McMorrow, 301 Concord St- Recreation Commission  
Susan Provenzano, 80 Mill Pond Ln - Citizen at Large/ Dog Owner

***Associate Members (Non-voting):***

Matt Svatek and Larry Sorli - Alternate Dog Officers  
Lt. Leo Crowe - Police Department

Remaining position to be filled - Citizen at Large/Non-dog Owner

***FY17 Tax Classification Hearing:***

Nathan Brown opened the Tax Classification Public Hearing. Assessor Melissa Stamp was present for this public hearing. Ms. Stamp said the Carlisle Board of Assessors is recommending that the Board of Selectmen vote for a residential factor of 1 for fiscal year 2017. Melissa explained that this vote means that the Town will have a uniform tax rate and there will not be a differential between commercial, industrial, personal property and residential property tax rates for fiscal year 2017. The Board of Assessors also recommends that the Selectmen vote not to grant an open space discount, not adopt a residential exemption; and not adopt a small commercial exemption.

Ms. Stamp explained that as a result of the fiscal year 2017 rate setting process, excess levy capacity has been calculated as \$2,089,897.93

Tax Rate for FY2015 - \$19.00/ per \$1,000  
Tax Rate for FY2016 - \$17.20 /per \$1,000  
Tax Rate for FY2017 - \$17.62 /per \$1,000.

On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED for the purpose of setting the fiscal 2017 property tax rate, the Board of Selectmen approve a residential factor of one, thereby establishing a uniform tax rate with no differences between commercial and residential property tax rates, and that the Board **not** grant an open space discount, **not** adopt a residential exemption, and **not** to adopt a small commercial exemption for fiscal year 2017 and acknowledge that the Board of Assessors has informed the Board of Selectmen that the excess levy capacity for fiscal year 2017 is \$2,089,897.93

***Audit Committee – FY16 Audit Report***

Town Audit Committee member Simon Platt and Finance Director Kerry Colburn-Dion were present to discuss the Audit and financial statements for FY 16 prepared by Town Auditors CliftonLarsonAllen. Mr. Platt explained that during the audit process, the committee became aware of several opportunities to strengthening the internal controls and operating efficiency which he would like to discuss in executive session.

***Executive Session pursuant to MGL Ch. 30A, §21(a)***

On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED that the Board of Selectmen enter into executive session pursuant to MGL Ch. 30A, §21(a) paragraph (4) to discuss strategy with respect to security devices as an open meeting may have a detrimental effect on the Town and that afterwards the Board will return to open session. ROLL CALL VOTE: N. Brown -Aye, L. Ascolillo-Aye, W. Risso - Aye, K. Kissinger - Aye and C. von Roesgen – Aye.

8:15PM The Board reconvened in open session.

***FY16 Audit Report (Cont.)***

Mr. Platt stated that the Audit was completed on time and it is a clean audit and clean audit opinion which is a good reflection of the Town's Financial Team. Mr. Platt explained that the Financial Statement is a good summary document that shows where we stand as a Town and its financial perspective. The following three documents were reviewed: 1) Report on Internal Controls, 2) Management letter, and 3) Financial Statements for the fiscal year ending June 30, 2016.

Mr. Platt highlighted some areas in these reports. The Town's total net position decreased by \$885,914 compared to an increase of \$492,092 in prior fiscal year (Pg. 5). General Fund balance for FY 2016 \$4,663,109 (Pg.9). To supplement the FY 2017 budget items, the Town vote to use \$500,000 of Free Cash (\$100,000 contribution to the Town's OPEB trust, \$100,000 to offset the cost of capital appropriation and \$300,000 to meet the appropriation for debt service). As of June 20, 2016, \$7, 034,285 of the Town's bank balance of \$9,924,516 was uninsured and uncollateralized. Budget comparison for the general fund and community preservation fund and certain pension and other post-employment benefits (Pg. 57-56).

The Audit Committee recommends that the Board of Selectmen accept these three documents and requests that the Town work on following: 1.) timely submission of invoices in accordance with MGL; 2.) IT security matter; 3.) develop and implement formal financial policies and procedures, and 4.) the management continue to familiarize itself with GASB Statements No. 74 Financial Reporting for Post-employment Benefits Plans other than Pension Plans and No. 75 Accounting and Financial Reporting for Post-employment Benefit Plans other than Pension Plans.

Copies of the FY2016 Audit and financial reports will be availability in the Finance Director's Office upon request.

Mr. Platt reminded the selectmen that there is a need for a third member to serve on the Town Audit Committee as a result of Tim Hult moving to the Town of Concord.

***Delinquent Taxpayers:***

Town Counsel provided the Board of Selectmen with a 17 page summary of the Municipal Modernization Act including the new provisions to withhold licenses and permits from delinquent tax payers. Town Administrator Tim Goddard explained that a Town Meeting vote is necessary to accept this statute.

The Board agreed to put this on list of potential warrant article for the next Annual Town Meeting.

***FY17 Goals:***

The Board of Selectmen reviewed the final draft list of goals for FY2017 shown below. Between now and the next meeting, each member will send the Town Administrator a prioritize list of the goals listed below along with their requested assignments.

**Sustainable Budget**

- Work with all departments, Boards, Committee's etc. to create a three-year plan that includes long term caps and operational funding needs.
- Focus on maintaining sustainable operating budget for the town with a goal not to increase taxes more than 2.5%.

- Support common sense initiatives that reduce operating and capital costs.
- Make long term debt decisions based on modeling of tax incidence under various operational and debt assumptions.
- Assure strong ongoing oversight of the overall budget.
- Develop a budgeting process that goes beyond a cash accounting and looks at all costs such as depreciation, pension benefits, interest expense, income, expense reduction savings, etc and presents new budget items in an apple to apples comparison.

**Infrastructure**

- Support the Information Technology Group.
- Create and support Facilities Plan.
- Support in house IT support town wide.
- Address audit issues.

**Focus on Staff**

- Focus on staff development
- Improve communication within Town Hall to build a team environment

**Citizen Services**

- Ensure citizens are well informed as to activities and issues in town.
- Provide easy access to all rules and regulations.
- Host forums on various topics to encourage participation.

**Excellence in Public Safety**

- Support the Communications Plan.
- Attend and show support when FD conducts community education events about the FD.
- Formulate a succession plan for the Fire Chief.
- Provide assistance to the Fire Chief to increasing department moral.

**Environment**

- Encourage local farming
- Support the Planning Board in creating a solar bylaw for town meeting consideration.

**Schools**

- Support the Carlisle School and the Carlisle School committee in maintaining a high level of performance
- Support the Carlisle School committee in the transition out of the Minute Man School District.

**Effective Board/Committee/Working Group communication**

- Host an all board/department meeting.
- Request all Selectman appointed committees and groups provide semi-annual updates including goals.
- Establish a Sub Committee to review the Benfield project for lessons learned and establish a process to incorporate this review into all major town projects.
- Create a town policy or bylaw that requires all developments that have 2 or more dwellings to have a pre-design meeting with the land use Boards and the building department prior beginning the process with any individual Board.
- Better communication between BOS and Fin Com

- Begin early
- Stick to timelines
- Work together to evaluate financials short and long term impacts to Town/residents to keep tax rates “down”

**Town Issues**

- Determine a strategy to address 40B issues
- Support the Master Plan process

***LED Streetlighting Project:***

The Board of Selectmen met with Deborah Bentley and Dr. Alan Lewis to finalize the LED Streetlight Replacement Project scope options. The Grant covers up to 169 Streetlight replacements but the Town will only be replacing 84 lights. The Energy Task Force recommends using the grant monies and savings to pay for the additional expenses for the streetlights

84 LED Lamps \$18,820  
 Automatic on/off via Photocells \$1,288  
 Eversource Rebate (to AECOM) \$4,822  
 84 Replacement Armatures - \$11,506  
 Dimming Capacity Upcharge - \$1,590  
 Add removing old arms \$5,753  
 Cost of police detail (TBD) for 10 days - *Not included in Grant*  
 Total annual savings in electricity costs \$5,821

Total to replace all arms w/diming capacity: \$38,026.

Total with cost to remove old arms: \$43,779

LED bulbs will be pre-set 30% at the factory - Dr. Lewis strongly recommended that the light bulbs be verified prior to install.

William Risso explained that the Grant involves a 7 or 8 year payback period. The police detail cost was not included in the Grant and he is concerned about the additional expenses and adding the savings to pay for everything may extend the payback time. He further questioned whether the State would be on board with giving the Town the funds to spend on items outside the approved project.

The Board reviewed the list of the street light locations to be removed. There are approximately 8 other locations that the Board of Selectmen will need to decide on. The board agreed to have orange/red ribbons tied around the base of each lamp posts to be removed between now and the next meeting to assist the board in its decision making.

At the request of the board, Town Administrator will ask the Safety Committee for its recommendation on adding lights at crosswalks.

William Risso recommends storing a few spare arms and new fixtures at the DPW for repairs.

Ms. Bentley agreed to contact DPW Supt. Gary Davis to inquire about recycling the old arms

***Action Items from previous meetings:***

- 1. Review Town Bylaw & Building Regulations** - Notification to abutters/30-day comment period for building permits and review current zoning for the allowed size of a secondary building on two-acre parcel.
  - New software will allow permit to be posted on-line as they are approved by Building Inspector
  - Sent request to the Planning Board. 10/4/16 – No update
- 2. LED Streetlights**
  - BOS needs to approve plan to move forward with the installation of streetlights.
- 3. LED Crosswalk Signals**
  - Proceeding with LED Pedestrian signals at 142 Bedford. Soliciting price quotes from vendors.
- 4. Comcast** – Town wide coverage request
  - Awaiting meeting request with Comcast Representatives
- 5. Greenough Barn Property**
  - Selectman Ascolillo - Informal discussions with demolition/salvage companies
- 6. Municipal Aggregation Plan**
  - Scheduling of preliminary conference with DPU.
- 7. Personnel Board** – Reduce membership from 5 to 3 members not including the 2 citizens- at- large
  - Personnel Board will discuss at 11/10/2016 meeting.
- 8. BOS** – upload meeting packet material to the town website.
  - BOS meeting packets for 10/25/16 and 11/9/16 are now online.

***Municipal Facilities/Town Building Committee:***

The board compared the Building Committee charge established by Town Meeting vote in 1962 and the Draft Municipal Building Committee charge.

After careful review, the board agreed that the Building Committee is beyond the scope of the Municipal Facilities Committee which is to serve as an oversight committee providing recommendations to the Board of Selectmen on long term maintenance and major repairs for all municipal facilities to be approved by the Board of Selectmen.

Nathan Brown stated that School Committee chair Melissa McMorrow has confirmed that the School Committee also recommends appointing a Municipal Facilities Committee.

***Appointments:***

Minuteman Regional School Committee Appointment - On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED to appoint Christine Lear of 120 Oak Knoll Road to serve as Carlisle’s representative to the Minuteman Regional District School Committee until June 30, 2017, pursuant to the Board’s appointment authority under Section I, (C) of the Regional School District Agreement

Planning Board - On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED to appoint Tom Lane, 128 Bingham Road to serve as an Associate member on the Planning Board for a three year term ending June 30, 2019.

Agricultural Commission - On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED to appoint Olek Lorenc, 63 Lowell Road as a Full-time member of the Agricultural Commission term expiring on June 30, 2017.

***Town Administrator's Report:***

Energy Manager Job Description – The Board of Selectmen requested to see a copy of the Energy Manager job description to determine which duties/responsibilities could be assigned to existing staff.

Town Counsel Seminar on OML/New Public Records Act Training - Town Counsel Town Harrington of Miyares & Harrington LLP will be providing training for Town board/committee members on the Open Meeting Law and Public Records Act. The presentation will contain a primer on the Open Meeting Law (G.L. Ch. 30A, s. 19) and will cover the many changes to the Public Records Law that were enacted as part of the Municipal Modernization Act and which go into effect on January 1, 2017.

***Upcoming Meeting Schedule:***

TUESDAY, NOVEMBER 22, 2016

- License Renewals
- Town Counsel – OML Presentation and Changes to the Public Records Act
- CETF Update on LED Streetlighting Project

***Liaison Reports:***

Claude von Roesgen

1. Comcast

List of all addresses in Carlisle provided by Assessor Melissa Stamp were entered into Comcast's web site to create a map that shows who does and doesn't have Comcast service in the Town of Carlisle. Online map can be found at <http://bit.ly/2f6N9LG>. If residents view this map and would like to comment or make a correction please send to [townhall@carlisle.mec.edu](mailto:townhall@carlisle.mec.edu)

Luke Ascolillo

1. CPC - Memo was sent out to all town departments and boards soliciting project proposals under the Community Preservation Act for approval at the May 2017 Town Meeting. Application deadline is December 13, 2016.
2. Cranberry Bog – meeting on Monday 11/14 to review the final report Conservation Commission review the process and the alternatives. Report should be finalized this year and present to the Board of Selectmen. Luke Ascolillo will formally respond to question emailed to Bog Committee

William Risso

1. **Financial Mgmt Team**  
School negotiating a new contract for electricity  
Excess levy capacity for FY17 is \$2,089,897.93.  
Finance Committee will meet with School Committee and CCHS
2. **MAPC Meeting**  
Plan for next 3years losing 10megawatts  
Regional Plan Update (8 years old)
3. **MMA Conference** (Bill and Claude attended)  
OML Updates

Suggested Financial Mgmt Policies for Town  
Templates available for towns to use

4. **Care 4 Carlisle**  
Public Health Assessment Grant  
Meeting held last week.  
Working on survey w/assistance from Boston University on health issue and services

Nathan Brown

1. **Tech. Committee**  
Website Update – Slowed down by the vendor related issues. Basic design is down and working with town departments about the migration of content
2. **Town Server Update** – Project has gone out to bid. Few more meetings needed regarding design and network security.

Kerry Kissinger

1. **Center Park Committee**  
Mr. Kissinger to attend their next meeting scheduled for tomorrow morning and report back.

On the motion made by Luke Ascolillo and seconded by William Risso, it was VOTED to approve the amended minutes of October 25, 2016.

VOTE: 4-0-1 *Nathan Brown abstained from vote since he was not present at the 10/25/16 meeting*

On the motion made by William Risso and seconded by Claude von Roesgen, it was VOTED to adjourn the meeting. *Roll Call Vote: Ascolillo-Aye, C. von Roesgen-Aye, W. Risso-Aye and K. Kissinger-Aye.*

Meeting adjourned.

Respectfully submitted by Jennifer Gibbons