

## **BOARD OF SELECTMEN**

**November 13, 2007**  
**Minutes**

The Board of Selectmen met on Tuesday, November 13, 2007 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, William R. Tice, Jr., John D. Williams, Alan Carpenito, Douglas A. G. Stevenson and Town Administrator Madonna J. McKenzie.

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

### **Town Administrator Report**

Mrs. McKenzie said the Audit Committee will give their report during the November 27<sup>th</sup> meeting. Mr. Tice asked if the Audit documents could appear on the Website. Mrs. McKenzie said she would look into this possibility.

Mrs. McKenzie said a letter was received from the CPS Superintendent requesting \$1,000.00 to assist a student at the school. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to approve the request for \$1,000.00 from the Caroline E. Hill Fund for medical bills, clothing, and Christmas gifts to be expended by Marie Doyle for a resident temporarily in need.

Mrs. McKenzie said that Valerie Swett, attorney from Deutsch Williams has informed her that the Benfield Parcel A documents were recorded at the Registry of Deeds on October 26<sup>th</sup>.

Mrs. McKenzie said that the Liquor license renewal for Ferns will need to be approved and signed by the Board of Selectmen during the November 27<sup>th</sup> meeting.

Mrs. McKenzie spoke about the date for the Caucus. She said that Town Clerk Charlene Hinton has requested that the date of the Caucus change from March 3, 2008 to February 25, 2008. The date for the presidential primary is March 4<sup>th</sup>. Mrs. McKenzie said she was not sure if this was a good date for the Caucus and therefore no change on the date was made.

### **Community Input**

Mr. Tice suggested that at community-input time perhaps the Board would consider a dial-in time where residents could call in with comments. The Board said they would consider his suggestion.

### **Liaison Reports**

Mr. Stevenson reported that at the upcoming November 15<sup>th</sup> Veterans Honor Roll Memorial Committee meeting there will be a special presentation on how other communities in Massachusetts have displayed their Town Honor Rolls.

Mr. Williams said that the 40B Group will also hold a meeting on Thursday, November 15<sup>th</sup>.

The Housing Authority will meet Thursday (Nov. 29<sup>th</sup>), one week from Thanksgiving to discuss the Benfield RFP.

Mr. Carpenito said that the Council on Aging has been interviewing similar Towns in order to get ready for their survey. The luncheon that the Council on Aging prepares, has been a tremendous success.

Mr. Hult spoke about the Pedestrian and Bike Safety Committee. He said they had a joint meeting with the Planning Board, Historical Commission, Pedestrian and Bike Safety Advisory Committee and the Board of Selectmen on October 30<sup>th</sup>. He said some progress was made and a vast amount of issues were covered, including some curbing issues. The pole issue on Concord Street is however still unresolved. Mr. Hult said the pole may have to be moved by Verizon. On a final note, he said the Carlisle Conservation Foundation voted to allow asphalt to go through Bedford Road.

On another matter, Mr. Hult said at the FinTeam meeting this morning, Mr. Barton reported that an article will be in the Mosquito regarding a tax taking on eight parcels. Mr. Hult spoke briefly about the WWTF and the discussion on MSBA reimbursement, and whether it will be for the amount that was expected.

### **Conservation Restriction**

Attorney Alex Parra was present with a Conservation Restriction and Public Trail Easement that is being granted to the Carlisle Conservation Foundation, Inc. from Mr. George H. Stalker of 486 Concord Street in Carlisle. Attorney Parra said the Conservation Restriction and Trail Easement plan covers an area of about 5.6 acres. It provides valuable open space and public trail connections between Town open space associated with the Greystone development on Cross Street and the Bingham Road trail access to the Towle Conservation land.

On a motion made by Mr. Williams and seconded by Mr. Tice it was unanimously **VOTED** to accept the Conservation Restriction and Public Trail Easements to the Carlisle Conservation Foundation, Inc. for Lots 8 and 8A, Bingham Road and a portion of 486 Concord Street, Carlisle, Massachusetts as described on the plan [before us], dated November 8, 2007.

### **Personnel Board**

JoAnn Driscoll, chair of the Personnel Board was present to discuss changes to the Personnel Policies. The most significant change she pointed out was for permanent part-time employees who have regularly worked 20 hours per week for one year. The policy would provide paid personal time off (PTO) hours on a pro-rated basis. She explained how and when these hours may be used.

On a motion made Mr. Tice and seconded by Mr. Williams, it was **VOTED** to approve the Town of Carlisle's revised Personnel Policies dated 10-31-07.

Mr. Hult asked the Personnel Board if they had prepared a recommendation for a FY09 wage increase for the Town Hall employees. Laurel Ostrom said the Personnel Board recommended 3% and she explained how they determined that rate. There was a discussion over keeping up with wage and classification and also being fair to employees who may be asked to do more due to budget cuts.

### **Finance Committee**

Finance Committee members David Model, Thornton Ash, Barbara Bjornson, David Verrill, Jerry Lerman, Ed Sullivan and David Guarino were present for this discussion. Mr. Hult said the objective for this discussion was to determine the 'state of where we are'. He said this will be a very difficult year.

Mr. Hult said in regard to general revenues in the Town, there are constraints on a number of areas that provide these revenues. He said in terms of new growth, there has been a significant reduction. The state aid has gone flat. Building issues, such as fees are flat. This adds to our local receipts that are flat. Mr. Hult said the Town departments were told that the budget would not change much next year. The three budget areas he discussed were the Town departments, Carlisle Public School, and the High School. He explained what the budgets were for the CCHS and CPS.

Mr. Hult said the Town's tax rate was certified at 12.86. He said Finance Director Larry Barton prepared a spreadsheet on how a typical tax bill in town has increased from 1992 to the present. Mr. Hult said in terms of the budget, we have to minimize increases and do what we can in terms of revenue to support these increases. He said we may have to look at some level of over rides. Mr. Hult spoke kindly in regard to treating the employees fairly. He also spoke about long term issues; such as the Spalding Building and the High School. He added the Town's continued concern for the aging of the population and their needs and he also mentioned Special Education costs at the High School which are soaring between seven and eight hundred thousand dollars.

Thornton Ash from the FinCom spoke about the budget process. He said the Finance Committee sent out their budget guideline memo to everyone and they are looking for healthy budgets with zero increases. Thornton said they are not inclined to use any free cash this year or next year.

FinCom member David Verrill spoke briefly about CCHS and how the assessment ratio works. For 2009 Carlisle's assessment is going up 1.7%.

Mr. Williams asked a few questions about the special education at the high school. Mr. Verrill explained that a large amount of the cost for special education goes toward out-of-district placement. He also suggested talking with the Regions head of special education at the high school, Diana Rigby.

Mr. Verrill asked the Board to revisit the Enhancement Report

Mr. Stevenson said he was concerned about the FinCom's determination of not using free cash. He questioned whether it was necessary to be that rigid and would the alternative, that is, an over ride be better.

There was a discussion over a chart Mr. Barton prepared that showed all the overrides that occurred from 1990 to 2008.

Mr. Hult said Carlisle is a unique environment with no businesses. He said everything here in Carlisle is not easy to maintain and the question is do people want these services. He said we will meet again to discuss these issues.

### **Highland Building Study Committee**

Mr. Stevenson prepared with Mr. Hult a charter for the Highland Building Study Committee. Mr. Stevenson read the Objective of the Highland Building Study Committee. He gave some interesting historical facts about the building, such as the building is 100 years next year. He also said that the building originally cost \$8,325. Mr. Stevenson read the purpose for the now entitled 'The Highland Building Study Group'. Mr. Stevenson said the committee will be appointed by the Board of Selectmen. The seven members will include one Selectman, and the remaining to be chosen from the Planning Board, the Historical Commission, three individuals from the community and three individuals who have professional expertise in either architecture/design, construction/contracting, and /or historical preservation.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to appoint the following to the Highland Building Study Committee: Alan Carpenito, John Ballantine, Robert Stone, Bob Hilton, Wendell Sykes and Ken Hoffman.

Mr. Stevenson said this group should have their assignment complete by March, 2008.

### **Appointments/Resignations**

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to accept with gratitude the resignation of Nancy Szczesniak from the Pedestrian and Bike Safety Committee.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to appoint Allen Deary to represent the Recreation Commission on the Community Preservation Committee for one year.

### **Cemetery Deeds**

The Board of Selectmen, in their role as Cemetery Commissioners, made the following deed transfer. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to transfer to Janice and Douglas Deyoe of Acton, Massachusetts, Deed #614, for Cemetery Lot# D26 - Graves 1 and 2 in the Green Cemetery.

### **Minutes**

The Minutes from the September 11, 2007 Board of Selectmen meeting was approved as presented.

The Minutes from the October 30, 2007 Board of Selectmen meeting was approved as presented.

The meeting adjourned at 9:30 p.m.

Respectfully submitted by Margaret deMare

*Approved by the Board of Selectmen on February 12, 2008.*

Board of Selectmen  
November 13, 2007