

BOARD OF SELECTMEN

May 27, 2008
Minutes

The Board of Selectmen met on Tuesday, May 27 2008 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, William R. Tice, Jr., Alan Carpenito, John D. Williams, and Mr. Stevenson and Town Administrator Madonna J. McKenzie.

Mr. Hult spoke briefly about the recent Memorial Day Event and he thanked the members on the Celebrations Committee for the enormous amount of work they did for this celebration. He also spoke about the dedications at the Police and Fire Station and at Town Hall for the Wilson Andreason family. Mr. Hult said the Old Home Day Committee is looking for contributions. They need \$9,000.00 for the event and they have only half of that amount now.

Town Administrator Report

Mrs. McKenzie reported that the Carlisle Congregational Church has requested permission to provide a free *'Concert in the Park'* on July 13th. The concert would be presented by the Pneuma Quintet for an hour and a half and during that time the Church would serve lemonade and cookies, reminiscent of an old fashioned Sunday concert. After a brief discussion, a motion was made by Mr. Tice to approve the use of the Town Common on July 13th from 4:00 p.m. to approximately 6:00 p.m. for a Concert in the Park sponsored by the Carlisle Congregational Church and to consult the Police Chief about this event. The motion was seconded by Mr. Williams and the Board **voted affirmatively 5-0**.

Mrs. McKenzie said that Drew T. Lockwood is being honored as a new Eagle Scout at a Court of Honor on June 1, 2008. The Board was being asked to send Drew a letter of greeting along with any items it may wish to present to him during the June Court of Honor. A letter and congratulatory proclamation were prepared for the Board to sign. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was **unanimously VOTED** to congratulate *Drew T. Lockwood on achieving Eagle Scout* and present him with a proclamation honoring this achievement.

The Recreation Commission asked the Board to sign the agreement between D.L.M. Management and the Town of Carlisle for field maintenance, maintenance management, field mowing, trimming and infield grooming for one year with the option to extend for two one- year extensions at the discretion of the Town for a maximum project amount of \$29,100.00 for the year. On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the contract between the Town of Carlisle and *D.L.M. Management for the field maintenance* of the fields under the Recreation Commission for a maximum project amount of \$29,100.00 for the year with the option to extend for two (2) one year extensions at the discretion of the Recreation Commission.

The Board of Health has asked the Board to sign the *'Community Septic Management Program Expression of Interest'* document. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to approve and sign the Community Septic Management Program expression of Interest document.

The Board was in receipt of a letter from residents John and Kathleen Horvath relative to a *flooding problem on Stearns Street*. The problem has been ongoing since 2005, and the Horvath's have been working with DPW Superintendent Gary Davis and Doug Stevenson, but they feel the problem is still unresolved. Mr. Stevenson said he will look into the matter further.

Mrs. McKenzie said she received a letter from Sabrina Perry requesting approval from the Board to place a temporary sign by the oak tree for two weeks to inform the Town of the one year *Birthday Party for Center Park* on Saturday, June 28th at 2:00 p.m. at Center Park. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to approve the placement of a temporary sign for two weeks prior to June 28th at the Center Park location to invite people to attend the one-year birthday party on Saturday, June 28th at 2:00 p.m.

Mrs. McKenzie also informed that ABCC is offering an *Alcohol 101* class on June 5th from 2 to 4 p.m. at the Maynard Town Hall. She said this was a regulations training class.

Community Input

Dale Ryder from the Gleason Public Library Restoration Building Committee gave a brief report on their first meeting. Dale said the members on the committee are Elizabeth Barnett, Administrative Coordinator, Bob Koning, former Building Commissioner, Sally Swift, Ken Hoffman, Bob Hilton, Neal Emmer, Angela Mollet, Priscilla Stevens and herself. Dale said presently they are working on drafting an RFP. She said their next meeting is May 29th and she asked if a representative from the Board would be interested in attending this meeting. Mr. Hult said either he or Mr. Carpenito will attend.

John Ballantine was present to talk about Carlisle Demographics Changes. He prepared and presented a chart for the Board to review that was relevant for the School Building Committee. Mr. Hult thanked him for this information.

Public Hearing / Pole Location – Westford Street

Kelli-Ann Condon was present from Verizon New England to request approval on behalf of Verizon and NStar Electric Company to place three new poles on Westford Street, near the intersection of Cross Street, and the removal of one pole. Mr. Tice asked Ms. Condon when the Town of Carlisle will get FiOS. Ms. Condon, unable to answer that question, offered to provide him with the name of the sales representative at her office with whom he would need to talk to. Mrs. McKenzie asked about other projects in Town that Verizon has failed to complete. Ms. Condon went over the list and said she has been in contact with her engineer regarding these projects. The Board did not want to hold up this project in order to make sure the other projects were done first, but they wanted to emphasize to Ms. Condon their seriousness in making sure the prior projects were completed. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to approve additional pole location to be placed by Verizon New England and NStar Electric Company along Westford Road, - 3 new poles and 1 pole to be removed, as indicated on a form dated March 11, 2008 and described on Mass. Form 561 8-73, dated May 27, 2008, contingent upon the replacement of poles and guy wires as requested to be moved for the Town of Carlisle Pathway Project.

Liaison Reports

Mr. Williams said the Housing Authority met to discuss Benfield. He said the meeting was attended by both for profit and not for profit developers.

Mr. Hult said he attended the Carlisle School Building Committee meeting last week. He said two actions came out of this meeting. He said they are trying to put together an RFP for the OPM and hopefully by late August they will have one on board. Secondly, they have formed two sub-committees. One committee will work on the RFP process for the OPM. The second committee will look at the Master Plan that was provided previously. Mr. Hult was not sure if the School Building Committee would be ready with everything they needed for a Town Meeting in the fall. He said it may have to be pushed back into the early part of 2009 or perhaps the annual Town Meeting of 2009 because there is a lot of work to be done.

Mr. Tice said the Accessory Alternative Clean Energy Generation Committee is meeting tomorrow evening. He added that they have collected a lot of information for the meeting.

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Mr. Stevenson spoke about the FinTeam meeting that took place earlier today. He said the report on local receipts was rather pessimistic. There is a shortage of about \$60,000.00. On a more cheerful matter, Mr. Stevenson thanked Mr. Hult who was the Master of Ceremonies of the Memorial Day Event, together with Larry Bearfield, Judy Larsen, Alan Carpenito, Chief David Flannery, Chief John Sullivan and everyone who worked on the Memorial Day Event.

Cemetery Deeds

The Board of Selectmen, in their role as Cemetery Commissioners, made the following deed transfers.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to transfer to Stephan and Jacqueline Hamilton of Carlisle, Massachusetts, Deed 621, for Cemetery Lot C78, Grave 1 in the Green Cemetery.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to transfer to James T. Sparks and Ellen T. Sparks of Carlisle, Massachusetts, Deed 622, for Cemetery Lot D292, Graves 1, 2, and 3 in the Green Cemetery.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to transfer to Robert P. Bicchieri of Leominster, Massachusetts, Deed 623, for Cemetery Lot D25, Graves 1 and 2, in the Green Cemetery.

Mr. Hult spoke briefly about Phyllis Zinicola, who passed away recently after a long illness with cancer. Ms Zinicola will be greatly missed and Mr. Hult offered condolences to her family.

Proposal for Legal Services

Planning Board members Michael Epstein, Greg Peterson, David Freedman and Planning Administrator George Mansfield and Zoning Board of Appeals Chair Ed Rolfe were present for the discussion on the Planning Board's proposal of hiring Jon Witten, AICP, Esquire. Mr. Epstein, chairman of the Planning Board and spokesperson for this discussion explained Attorney Witten's scope of work, which would include assisting the Planning Board in revising the Town's zoning bylaws and the Planning Board's rules and regulations governing special permits, site plan review, common driveways, accessory apartments, approval not required and subdivisions plans in light of the new DHCD regulations, and consider whether a comprehensive set of regulations or an overarching "Land Use and Development Bylaw" should be enacted to best position the Town for future comprehensive permit (40B) applications. Mr. Epstein added that Mr. Witten is quite expert in 40B matters.

Mr. Epstein said Attorney Witten would look over the rules and regulations that have been adopted by the Planning Board, Conservation Commission and Board of Appeals that are governing their own jurisdiction, and integrate them both horizontally and vertically. He said the Town would benefit from a coordinated set of Land Use Regulations.

Mr. Tice said he thought working across the Boards was a really great idea.

Mr. Hult said it was a good idea. He expressed concern over how long \$9,500.00 would last. Mr. Epstein said they would be as careful as possible and try to get as far as they could. Mr. Hult said that it seemed that they would quite possibly get a good overview.

Mr. Carpenito asked if Mr. Witten would get involved with the 40B Working Group. Mr. Epstein said that will be up to the 40B Working Group and the Zoning Board of Appeals.

Mr. Stevenson said he supported the concept and added that this was a great opportunity.

He said there is a lot of work to be done, what at the end of this did they plan on having. Mr. Epstein said Mr. Witten would be working on sub-division rules regulations, 40B Regulations, Board of Health and Conservation Commission regulations and by-laws. The Chairman of the Planning Board will most likely be managing Mr. Witten's time.

Mr. Hult asked Mr. Epstein if Mr. Witten had any outstanding legal issues with the Town of Carlisle. The answer was no. Does Mr. Witten have a legal relationship with any member of the Planning Board. The answer was no. Mr. Hult said he would be interested in attending coordinating meetings.

Pedestrian and Bike Safety – Update

Deb Belanger was present to give an update on the progress of the Pathways on Concord Street, Bedford Road, Lowell Street and East Street. She spoke about areas that needed specific work. Deb said by June 10th all of the roads will have binder coats down in all areas where they are permitted to do work. She said they are trying to get work done before the contract is over with Allied Paving.

Deb said they received feedback from people in the Historic District, in particular on Lowell Street. They are working with the Historic District on these issues that they have, such as trimming the pathways down.

Deb talked about the type of work that will need to be done after the paving. She explained about putting down the chip seal. That will be done when conditions are more ideal.

Deb said hopefully in September they will have finished all the work that is necessary for the area under Conservation Restriction, and all the work necessary for the intersection of Church and Concord Street so there is an economic reason for the contractor to come back and finish. She spoke about the great job Gary Davis has done helping her with the pathway. Deb said she is working with the School to have a Safe Walk to School Day – Walking School Bus.

Mrs. McKenzie said the Traffic Safety Advisory Committee will attend the June 24th Board of Selectmen meeting.

An easement was presented. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to sign the Grant of Non-Exclusive Pathway Easement dated May 12, 2008, with the Daisy Family regarding the pathway easement across their property.

Jack Troast from the Pathway Committee gave a Financial Summary. He said their main concern was over the costs for police details. They were very expensive.

Annual Town Meeting-Recap

Mr. Tice said it went thought the Town Meeting went well, but added that some improvements could be made to the lighting to the power-point presentations. Mrs. McKenzie said the Town Moderator said he would work on that with Carolyn Luby. Mr. Hult made a few comments about consolidating some items. He then said that he did not think there was a need for the second room because it was not used. However all the presentations were done very well. Mr. Stevenson said everything went smoothly.

Summer Schedule

The Board briefly discussed their summer meeting schedule. It was tentatively decided that they will meet at their usual scheduled meetings in June, that is, the second and fourth Tuesday, and July 8th and August 12th.

Reorganization of Board of Selectmen – Board

The Board decided to postpone this matter until the June 10th meeting.

Appointments

Mrs. McKenzie said Lee Storrs from the School Building Committee is requesting that the Board allow the School Building Committee to increase their membership from 15 to 17 members. After a brief discussion a motion was made by Mr. Williams to expand the School Building Committee from 15 to 17 members. The motion was seconded by Mr. Tice and it was seconded it was unanimously **VOTED 5-0**.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Janne Corneil to the School Building Committee for a two year term that will expire on June 30, 2010.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to appoint the following individuals to the Finance Committee for a three year term that will end after the Annual Spring Town Meeting of 2011: David Model, David Verrill, and Edward Sullivan.

Building Commissioner Appointment

Mrs. McKenzie spoke briefly about the selection committee for the Building Commissioner. She said the members on the committee, beside herself were, former Building Commissioner Bob Koning, acting Building Commissioner John Minty, Personnel Board member JoAnn Driscoll, and Selectman Bill Tice. Mrs.

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McKenzie said they interviewed five individuals and narrowed down their choice to John Luther. Mr. Luther was present tonight. The Board spoke briefly to Mr. Luther.

On a motion made by Mr. Tice and seconded by Mr. Williams it was unanimously **VOTED** to appoint John Luther Jr. as Building Commissioner/Zoning Enforcement Officer for the Town of Carlisle through June 30, 2009.

Minutes

The Minutes to the Board of Selectmen meeting February 26, 2008 were approved as presented.

The Minutes to the Board of Selectmen meeting of March 4, 2008 were approved as presented.

The Minutes to the Board of Selectmen meeting of April 22, 2008 were approved as presented. (one abstained)

The Minutes to the Board of Selectmen meeting of May 5, 2008 were approved as presented.

Executive Session

At 9:40 a motion was made by Mr. Tice to go into Executive Session, not to return to open session, to discuss negotiating information for future contracts and reviewing a legal issue. The motion was seconded by Mr. Stevenson and the following affirmative roll call vote was taken: Hult – aye; Tice – aye; Carpenito – aye; Stevenson – aye; and Williams – aye.

Respectfully submitted by Margaret deMare