

## BOARD OF SELECTMEN

June 24, 2008  
Minutes

The Board of Selectmen met on Tuesday, June 24, 2008 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, John D. Williams, William R. Tice, Jr., Alan Carpenito, and Timothy F. Hult, and Town Administrator Madonna J. McKenzie.

### Town Administrator Report

Mrs. McKenzie said Wilkins Hill Realty has asked the Board for permission to remove trees in the Towns ROW for the Hanover Hill Subdivision. Rob West was present with two maps showing where the trees were located. He said the Planning Board has approved this project. There were about twenty trees marked for removal. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to approve the removal of the trees in the Town's right of way marked on a plan entitled Tree Removal Plan, dated June 19, 2008.

Mr. West also presented two easements. These easements were granted to the Town by Wilkins Hill Realty for the Pathways. On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to accept the 'Easement of the Off Sight Pathways Grant of Non-exclusive Pathway Easement' between Wilkins Hill Realty and the Town of Carlisle.

On a motion made by Mr. Williams and seconded by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to accept the 'Grant of Non-Exclusive Pathway Easement, Hanover Hill Sub-division, Westford Street, Carlisle', between Wilkins Hill, LLC and the Town of Carlisle.

Mrs. McKenzie informed the Board that the Communities for Restorative Justice would like to hold a raffle at the Transfer Station. On a motion made by Mr. Carpenito and seconded by Mr. Tice, it was unanimously **VOTED** to approve the Communities for Restorative Justice Raffle, to be held on July 26, 2008 at the Transfer Station and that the Smart Car be parked on site during the raffle and that the organizing committee work out all the details with Gary Davis, DPW Superintendent.

Mrs. McKenzie presented to the Board a list provided by the Caroline Hill Scholarship Advisory Committee for this years award recommendations. Mr. Stevenson asked Mrs. McKenzie to read from the list of those who would receive a scholarship. They were as follows: Daniel Canina and Carol-Ann Wallhagen- \$2,500; Philip Dumka- \$2,000; Elizabeth Daltas and Jacob Faucher - \$1,250; Jenn Fantasia, Patrick Fantasia, and Joseph Lesses - \$1,000; Emma Canina and Lauren Middleton- \$500.00 each. On a motion made Mr. Tice and seconded by Mr. Carpenito, it was unanimously **VOTED** to approve the list of the 2008 Caroline Hill Scholarship Awards.

Mrs. McKenzie passed forward the Carlisle Designer Selection Procedures. She said these procedures could be used for all instances when the Town is going out to look for Design Selection, not only now, for the School.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to adopt the Carlisle Designer Selection Procedures outlined in the document before us, dated June 24, 2008.

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Mrs. McKenzie spoke about the recent lightning storm on May 27, 2008. She asked the Board to declare the lightning strike an emergency under M.G.L. Chapter 44 Section 31 for insurance purposes. On a motion made Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to declare the lightning strike of May 27, 2008 an emergency under M.G.L., Chapter 44, Section 31.

Mrs. McKenzie asked the Board to approve an increase in the spending limits on 53E½ accounts of the Youth Commission and the Hazardous Waste. On a motion made by Mr. Hult and seconded by Mr. Tice, it was unanimously **VOTED** to increase the limit of the 53E½ account for Hazardous Waste from \$35,000 to \$50,000 and for the Youth Commission from \$5,000 to \$8,000.00, [both] for fiscal year 08.

### **Cistern Update-Fire Chief**

Fire Chief David Flannery gave an update on the cisterns. He explained how he determined the number of cisterns that were needed and where they would be placed in the community. Chief Flannery talked about the 2006 Town Meeting and the two- cistern proposal that was approved for \$200,000.00.

Chief Flannery showed a power-point presentation of the first project which was Oak Knoll Road. He said this was a development with 35 homes. He went over the entire project, from the bid process which started at \$91,300. to the end cost which was ultimately \$138,999.00 due to extra blasting. The next projects he talked about were the Center district at the Fire Station on the east side of the Building, Autumn Lane, Bellows Hill, Then Priority 2- Lowell Street, School Street, Evergreen, Forest, Bedford and North Road.

David talked about Insurance Service Office (ISO). He explained that ISO serves the insurance marketplace with statistical information. It also is an advisory organization and insurers may use their information. He said Carlisle's Public Protection Classification is 9. He said they are working toward a rating of 8b and then an 8. He said although they are trying to improve insurance costs for residents, fire prevention is their main concern. Mr. Hult asked him how he would afford the next cistern since he now only has \$60,000 left for the next project. David said he might have to approach the Finance Committee.

### **Traffic Safety Advisory Committee**

Mrs. McKenzie talked about the streets that were approved for repair under Chapter 90 funds. They were North Road and Rutland (½ of it) River Road (½ of it) parts of Skelton and Prospect. She said there are now two new streets that have been recommended for repair due to their poor condition. They are Bedford Road and West Street. At the next meeting the Board will have Chapter 90 forms to be signed.

Mrs. McKenzie spoke about problem along Westford Street with the hay bails. She said the Conservation Commission Administrator has had conversations with representatives at Keyspan and we are still waiting for them to come out and finish the road edges. Mr. Stevenson suggested drafting a letter to Keyspan, urging them to complete this project without delay.

Mrs. McKenzie presented materials prepared by Police Chief John Sullivan relative to speed limits. After reviewing the information presented, the Board discussed the five roads entering the Town center. There was a discussion over the speed limits coming into Town and how they varied on each of the roads. Mr. Stevenson reiterated Mrs. McKenzie's request, which was their approval for five (5) new 'reduce –speed ahead' signs and 'six (6) crosswalk signs'. Mr. Stevenson had concerns over placing too many signs. The Board approved Mrs. McKenzie's request.

Mrs. McKenzie presented a map of Church and Concord Streets that was prepared by Stamski and McNary relative to the Pathway. There was a brief discussion over how the Pathway will coordinate with this intersection.

### **Town Common Circulation Committee**

Mr. Stevenson spoke about the formation of Town Common Circulation Committee. He said the purpose for this committee would be to determine how to complete the pathways around the Town Common. The formation of the committee will include people who have an interest in this area. Deb Belanger said we should include someone from the Planning Board or an engineer or someone with experience in traffic design. Jack O'Connor, a resident from the Town Common area spoke about the center.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to form the Town Common Circulation Task Force consisting of representatives from the Planning Board, Selectmen, Traffic Safety Advisory Committee, Honor Roll Memorial Committee, Historical Commission, Unitarian Church, Pedestrian and Bike Safety Committee, and a representative from the Town Common District. The Committee will work out the details of the pathways along the Town Common and report back to the Board of Selectmen with a recommendation before November 11, 2008.

### **Formation – Energy Audit Committee**

Mr. Stevenson said this topic was discussed at the last meeting. He said he was hoping to establish a committee that would evaluate how the Town deals with energy usage. In this process, he said, we would have a better understanding about energy usage and then we could move on to saving it. Mr. Stevenson said he wanted answers to questions like ‘what do we currently spend on energy’. He said then he would like to work on recommendations on saving, both on existing buildings, and new building projects. Mr. Tice suggested asking the new Building Commissioner for his help. There was a discussion on who would be on the committee. Susan Stamps from the Carlisle Climate Action committee was present. She read a proposed mission statement for a new Carlisle Energy Committee. Among other things, Susan suggested an energy audit for the Town buildings. Mr. Stevenson said that at the next meeting we could establish a name for the committee and a charter. He suggested that perhaps a few members from the Carlisle Climate Action Committee might be members. It was decided that an ad would be placed in the Carlisle *Mosquito* to recruit members. Mr. Hult and Mr. Williams said they were interested in joining the committee.

### **Employee Recognition**

Mr. Stevenson talked about how the Board might recognize employees who have worked for the Town for many years. He wanted to put together a standard to appropriately recognize these employees. Mr. Hult suggested the Town Report dedications. There were suggestions of proclamations and plaques for employees of longtime standing. This discussion will continue at the next meeting.

### **Appointments**

A motion was made by Mr. Tice and seconded by Mr. Williams to re-appoint the following for three year terms that will end June 30, 2011:

Debra A. Belanger to the Audit Committee, Patricia Smith and Kelly Guarino to the Conservation Commission, Margaret L. Hilton, Sylvia Sillers, and Larry A. Bearfield (Alternate) to the Historical Commission, Lois d’Annunzio to the Household Recycling Committee, Michael Fitzgerald and Diane Powers to the Scholarship Advisory Committee; George Fardy and Berton Willard to the Trails Committee; Edward Rolfe and Emmanuel Crespo as (Alternate) to the Zoning Board of Appeals. The **vote was unanimous**.

A motion was made by Mr. Carpenito and seconded by Mr. Tice to re-appoint the following for a one year term that will end June 30, 2009: Debra A. Belanger, John Troast, John Bakewell, and Eileen Faber to the Pedestrian and Bike Safety Committee; Scott Evans, Doug Stevenson, Barbara Culkins, Judy Larson, Fr. Thomas P. Donohoe (Ex.Officio) and Alan Cameron to the Celebrations Committee; John Keating, Ken Harte, Wayne Davis and Jenifer Bush to the Conservation Restriction Advisory Committee. The **vote was unanimous**.

A motion was made by Mr. Tice and seconded by Mr. Williams to appoint the following for three year terms that will expire on June 30, 2011: Sandra McIlhenny, Edward S. Read, Jr., and Verna Gilbert to the Council on Aging; Brenda Hicks and Lisa A. Harris to the Youth Commission. The **vote was unanimous**.

A motion was made by Mr. Carpenito and seconded by Mr. Williams to appoint the following for a one year term that will end June 30, 2009: Larry Barton, Melissa Stamp, Angela Smith, Ann Wright, and Kathy Mull to the Senior Tax Advisory Committee. The **vote was unanimous**.

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### 2008/2009 Annual Appointments

On a motion made by Mr. Tice and seconded by Mr. Williams it was **unanimously voted** to appoint the following for a one year: Lawrence Sorli and Deborah A. Toher as Animal Inspectors, John Luther as Building Commissioner, Vincent Chant as Inspector of Wires; James Powderly as Inspector of Plumbing, Gas piping and Appliances and Ralph Metivier as Well and Pump Inspector.

On a motion made by Mr. Tice and seconded by Mr. Williams it was **unanimously voted** to appoint David Flannery as Fire Chief for the Town of Carlisle.

On a motion made by Mr. Carpenito and seconded by Mr. Williams, it was **unanimously voted** to appoint Gary Davis as Department of Public Works Superintendent.

On a motion made by Mr. Hult and seconded by Mr. Tice, it was **unanimously voted** to appoint the following for a one year term. John Sullivan as Police Chief, Leo Crowe as Police Lieutenant, Scott Barnes, Kevin Cardonne, and Thomas Whelan as Police Sergeants; Andrew Booth as Detective; Ronald Holsinger, Steven Mack, Paul Smith, and Richard Tornquist as Patrol Officers; William Ahern, William Burgess, Patrick J. Colburn, Steven Otto, Thomas Peal, Debra Saponaro, Mark Schofield, and W. Royce Taylor IV as Special Police Officers.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously voted to appoint the following to the Communications Department: Michael Taplin as Chief Dispatcher, Timothy Guild, John Greenhow, Emma Burleson, and Carol DiFelice as Dispatchers and Nicole Martini as an On-Call Dispatcher.

On a motion made by Mr. Carpenito and seconded by Mr. Williams, it was (**voted 4-0-1 abstaining**) to appoint the following as Constables for the Town of Carlisle for a one year term: John Sullivan, Scott Barnes, David Muscovitz and Joseph Topol.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was **unanimously voted** to appoint the following for a one year term: Robert A. Dennison as Dog Officer; Lawrence O. Sorli as Fence Viewer; Deborah A. Toher as Field Driver; Kimberly Ratcliffe as Keeper of Flag; Robert Koning, Jr. as Keeper of Town Clock; Kenneth Buffum as Veteran's Agent; M. Lawrence Barton as Finance Director; Madonna J. McKenzie as Procurement Officer; Madonna J. McKenzie as Personnel Administrator; Priscilla Dumka as Town Accountant.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was **unanimously voted** to accept the list of Special Municipal Employees (presented, then amended, dated June 24, 2008) pursuant to the provisions of Chapter 268A of the Massachusetts General Laws.

### Town Wages and Salaries

On a motion made by Mr. Williams and seconded by Mr. Tice, it was **unanimously voted** to accept the wage classification for fiscal year 08 and fiscal year 09 as outlined with the exception for the Fire Department.

On a motion made by Mr. Tice and seconded by Mr. Hult it was **voted 4-0-one abstaining** to accept the wage classification for the Fire Department for fiscal year 08/09.

### **Liaison Reports**

Mr. Williams reported that the Carlisle Housing Trust will meet Thursday, June 26<sup>th</sup> with the Carlisle Housing Authority.

Mr. Tice said the Accessory Alternative Clean Energy Generation Committee will be meeting on July 7<sup>th</sup> at 7:00 p.m. They will be looking at by-laws from other communities.

Mr. Carpenito said the Highland Study Group met with the School Committee and the School Building Committee. They will be ready with a recommendation soon.

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Mr. Stevenson gave an update from the Financial Management Team meeting. He reported that local receipts were down by \$28,000.00. He talked about the \$20,000. for the lightning storm. He spoke briefly about the South Street Nominee Trust debt of \$105,000., which included interest. Mr. Stevenson said that Larry Barton explained how he planned to pay this debt.

Mr. Hult talked about the School Building Committee. He said an OPM should be working with the Committee by September.

Mr. Williams said the 40B Working Group is very close to getting the second version of their report complete.

### **Minutes**

The Minutes to the June 10, 2008 Board of Selectmen meeting were approved with one amendment.

The meeting adjourned at 9:50 p.m.

Respectfully submitted by Margaret deMare