

BOARD OF SELECTMEN

December 9, 2008

Minutes

The Board of Selectmen met on Tuesday, December 9, 2008 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, John D. Williams, William R. Tice, Jr., Alan Carpenito, Timothy F. Hult, and Town Administrator Madonna J. McKenzie.

The meeting was called to order at 7:00 p.m. by Chairman Douglas Stevenson. He spoke briefly about the Carlisle Education Foundation Fundraiser that successfully raised \$83,000.00. He thanked the organizers and everyone who attended. Mr. Stevenson said he participated in the Christmas on the Common event. He thanked Robin Emerson and Larry Bearfield from Fern's and Laura Ballestiero and Mr. Handyman, the local business contributors and of course Santa who arrived on a fire truck.

Town Administrator Report

As reported at the last meeting, the Police Chief has requested that the Board begin negotiations on his three-year contract. Mr. Carpenito and Mr. Hult volunteered to work on this matter.

Mrs. McKenzie reminded the Board that Wednesday, January 14th at 6:30 p.m. is the date and time they have scheduled for the employee appreciation event at the Fire Department.

Mrs. McKenzie said that Jane Anderson from the Garden Club has written a letter to the Board of Selectmen explaining a proposal they would like to see occur at Town Hall. The Garden Club would like to donate to the Town Hall an in-ground sprinkler system that would irrigate the two narrow areas on both sides of the Town Hall front doors. Mrs. McKenzie explained further that the proposal seemed relatively easy to operate and would not be too demanding on the Town Hall custodian. The Board was very pleased with the proposal and made a few suggestions that would make the implementation of the system easier. On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to approve the plan set forth in the letter dated November 25, 2008 from Jane D. Anderson, representing the Carlisle Garden Club, and to express the Board's gratitude for the continued generosity of the Garden Club in keeping Carlisle the beautiful community it is.

Mrs. McKenzie said the Town is required to have a Trench opening Permitting Officer by January 1, 2009. She met with Linda Fantasia, Gary Davis, David Flannery and John Luther and they recommended that John Luther be the appointed Permitting Authority for Trenches in the Town of Carlisle. Mrs. McKenzie said that no fee for the permits has been determined at this point, but by the Meeting on December 23 she will have a fee recommendation. The Board had a few questions about the Town's liability in this matter. On a motion made Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to appoint the Building Commissioner as the permitting authority for trenches.

Mrs. McKenzie said the ABBC (Alcoholic Beverages Control Commission) requires the Board of Selectmen to sign a form that certifies that there are no licensees who failed to renew for 2009 and no licensees were disapproved by the Town. On a motion made by Mr. Hult and seconded by Mr.

Tice, it was unanimously **VOTED** that the Board of Selectmen certify that no licensees failed to renew licenses in 2009 and no licensees were disapproved by the Town for 2009.

Mrs. McKenzie informed the Board that the Town Buildings will under go an Energy Audit. She said the Division of Energy Resources under the Energy Audit Program will be meeting with both the School and Town Hall within the next two weeks to view our buildings and operations. After the audit has been completed, any recommendations they provide to us will be forwarded to the Energy Audit Committee when it is in place.

Mrs. McKenzie spoke to the Board about upcoming meetings and future agenda items.

The final item on the Town Administrator's report was the contract between the Town of Carlisle and Levi + Wong Design Associates Inc. for the Honor Roll/Memorial Design Services. On a motion made by Mr. Hult and seconded by Mr. Tice, it was unanimously **VOTED** to accept the Agreement between the Town of Carlisle and Levi and Wong Design Associates Inc. for the Honor Roll Memorial Design Services in an amount not to exceed \$15,000.00, dated September 1, 2008.

Council on Aging – Survey Overview

Jim Elgin was present from the Council on Aging to present a Progress Update to the Selectmen. He said right now the RFQ for the printing of the survey has been delivered to eight printers and is due back on December 15th. As discussed at the previous meeting, the surveys will go out on January 20th and they are due back on February 12th. Jim asked the Board if they agreed with the Council's idea of encouraging residents to return the surveys to Town Hall, Fern's and the Library, in order to save postage expenses. The Board agreed with this idea. Jim then talked about the publicity campaign. He noted that the survey is not just for seniors, but for the entire Town. He said they were counting on the *Mosquito*, notices in the Senior Connection, interviews and commercials on CCTV and messages on the 'Town' web sites and the Board of Selectmen making verbal comments about the survey during their meetings. Jim asked about putting signs in key locations around the Town, for example on the rotary. Mr. Stevenson asked if they thought about using the school population as well. Mr. Tice suggested using the Buzz. Jim said they will do some advertising at the DPW with Burma-shave signs. The last page of his update was a break- down of their projected project costs. The Board was pleased with their plan.

School Building Committee –School Project

Lee Storrs, Heidi Zimmerman, School Business Manager and Marie Doyle, CPS Superintendent were present for this discussion. Lee, Chairman of the School Building Committee said he would like to show the presentation that he gave December 3rd. While waiting for the projection set-up, Mr. Stevenson gave a quick update on the School Building project. He said previously a Special Town Meeting was called for January 12th. He said the School Building Committee has now voted to postpone the Special Town Meeting to a later date, which has not been determined. He said he wanted to thank all the committee members.

Lee went through the presentation, giving an overview of why they want to do the project now. He spoke about the conditions of the 52 year old Spalding Building and the renovations of some of the buildings on the campus. Lee said the facilities do not address the needs of the school. He talked about some of the repairs, such as replacing windows and the roof.

Lee said the project is the new building, re-purpose rooms, which are the pre-k and grade 2 classrooms, and renovations, the science rooms and repairs. He said the costs for the new building is estimated at \$10million and the renovations are at \$6million. The cost for the OPM is \$4million, which brings the whole cost to \$20million. He said based on MSBA's 40% reimbursement rate, the cost to the Town would be about \$12million.

Lee said the reason the School Building Committee wants to postpone the Town Meeting is because they want to make sure they are on the same page with MSBA and they want to get the word out to the residents so they can make an informed decision.

In response to Mr. Carpenito about the Spalding Building being rated a 4, Lee replied that the rating is a 1-4 scale and 4 is the worst. In reply to Mr. Tice, regarding the roof, Lee said up to this point,

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they have minimized the roof costs by patch work. In response to Mr. Williams, Lee said some of the special needs classrooms would be located in the new special purpose room.

Mr. Hult asked about the timing, and if they postponed the Special Town Meeting today, how long would it be before we started again. Lee said they needed to work on the enrollments. Mr. Hult commented that some issues seemed clearer now. However it does seem that even if we do not build a new school, it looks like we will still have to do the renovations. Lee said they gave MSBA their repair list. They said roof replacements and window replacements are generally things they fund.

Lee said the School Building Committee is waiting for a funding agreement from MSBA. Mr. Stevenson asked if that would be provided to the Town before Town Meeting. Lee said absolutely for that. Lee said he told MSBA that the School Building Committee needs this information in order to move forward. In reply to Mr. Stevenson, Lee said the School Building Committee is requesting the Board to postpone the Special Town Meeting. He said ideally they would like to move forward in about six weeks to two months. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to close the warrant for Special Town Meeting of January 12, 2009, and postpone the Special Town Meeting of January 12, 2009 and reschedule it at a date to be determined.

Honor Roll Memorial Committee

Mr. Stevenson said tonight's objective is to get feedback from the Board of Selectmen on the design plans prepared by Levi & Wong Design Associates Inc. of Concord for the Honor Roll Memorial. Mr. Stevenson said that it is the committee's objective to go before the Historical Commission and the Church Council at the Unitarian Church with these plans in January. Mr. Stevenson mentioned the names of the other members on the committee. They are Larry Bearfield, Ned Berube, Greg Fairbanks, Alan Cameron, and Alan Carpenito. He said they have heard a variety of opinions on the Memorial. He said their goal was to come up with a project that the Town would be proud of. Present from Levi + Wong were David Fisher and Neal Emmer. Neal Emmer set up several boards and explained each board, one board in particular, #11 showed how other communities handled their memorials. He provided an overall site plan, a master plan, which made provisions for the pathway and a flag pole. In reply to Mr. Carpenito, Neal said this particular site was chosen because of its flatness and also this area would not be affecting the rest of the Town Common. In reply to Mr. Williams, Neal said there is some grading that needs to be done. Mr. Hult said he liked the plan and they did a really great job. Mr. Stevenson asked the Board to endorse this plan by Levi + Wong. On a motion made by Mr. Hult and seconded by Mr. Tice, it was unanimously **VOTED** to instruct the Honor Roll Committee to move forward with discussions with the Church and the Historical Commission on the Honor Roll Memorial Concept B that we are consenting at our meeting.

Employee Retirement Recognition

Mr. Stevenson said earlier this year the Board talked about how the Town should be recognizing employees. He said we need a process or procedure to recognize long term employees so he prepared a draft policy of Employee Recognition for discussion. Mr. Stevenson noted that this was only relative to Town employees and not the Carlisle Public School. He said he thought the school had their own policy. Mr. Stevenson read through the policy listing the recognition process at 5 years, 5 to 10 years, and 10 to 25 years. Mr. Tice suggested contacting the school to find out what process they follow regarding this matter. He also said perhaps we should have something for employees of ongoing service. Mr. Hult said we could have a reception every year, recognizing the employees who have worked for 10 to 20 years. Mr. Williams suggested doing the School too. Mr. Tice said this is a good start. Mrs. McKenzie spoke to the Board briefly about how they might pay for recognition events. Mr. Stevenson said he and Mr. Tice will take the next steps on this matter. He asked Mrs. McKenzie to talk with other Town Administrator's for some ideas on this matter also. Mr. Tice suggested asking the Personnel Board for some ideas too.

Liaison Reports

Mr. Tice said the Accessory Alternative Clean Energy Generation Committee brought the draft by-law to the last Planning Board meeting for their comments. He said the next step will be to go to the Planning Board for a Public Hearing in February. The Board of Selectmen will see the bylaw at their first meeting in January.

Mr. Williams said the last teacher's negotiation meeting was cancelled. He said they are scheduled to meet on December 12th. Mr. Williams said the School Committee presented their preliminary budget to the Finance Committee last night.

Mr. Hult said the Community Preservation Committee met recently. He said the CPA has about \$1.6million in various funds. Mr. Hult said the purpose of the meeting was to review potential requests. He said they talked about the Highland Building. Mr. Hult said the Pathway Committee was present and they talked about an addition to their project. Mr. Hult added that the Town Common Circulation Committee met and walked around the Common. He said they talked about various ways of putting pathways around the Common.

Mr. Carpenito said he attended the Planning Board meeting last night. He said the Wireless Task Force is going to present a draft proposal of the RFP to the Selectmen on December 23rd.

Mr. Carpenito also spoke about the Friends of the Council on Aging, who did a 'mailing' that went to all the residents in Town. He said if any residents can offer assistance that would greatly be appreciated.

Mr. Stevenson spoke about the FinTeam meeting this morning. He said that Schedule A was closed out. He said there was a discussion about the budgets of Fiscal 09 and 10. Mr. Stevenson said there will be a meeting with Concord officials tomorrow. Mr. Stevenson also said he learned through an e-mail from Cory Atkins that State funding/state aid will go down between 5 and 10%. However the good news is that we have already taken that into consideration.

Appointments/Resignations

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to appoint Michael Tattersall to the Cable Advisory Committee.

On a motion made by Mr. Williams and seconded by Mr. Hult, it was unanimously **VOTED** to appoint Bill Tice to the Cable Advisory Committee

On a motion made by Mr. Hult and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Steven Hinton of 684 East Street and Helen Young of 623 Heald Street to the Carlisle Energy Task Force.

On a motion made by Mr. Tice and seconded by Mr. Carpenito, it was unanimously **VOTED** to appoint Gregory Bondick to the Long Term Capital Requirements Committee for a term that will expire on June 30, 2009.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to thank Eugenia Harris for her service to the community.

Minutes

The Minutes to the Board of Selectmen meeting of November 25, 2008 were approved with one amendment.

The meeting adjourned at 10:20 p.m.

Respectfully submitted by Margaret M. deMare