

BOARD OF SELECTMEN

November 24, 2009
Minutes

The Board of Selectmen met on Tuesday, November 24, 2009 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, John D. Williams, Douglas A. G. Stevenson, and Peter Scavongelli. Town Administrator Timothy D. Goddard was also present.

Town Administrator Report

Mr. Goddard said the Board has received a letter of resignation from Council on Aging Director Kathy Mull. He said Kathy has offered to assist the Town with staffing in the COA office during the transition and while new director is brought in. Therefore, Mr. Goddard asked the Board to allow Kathy to continue to work on a part time basis and to allow him to authorize additional hours as needed for the Outreach Coordinator.

Mr. Goddard said Chief Sullivan is present this evening to provide additional information relative to the appointments of two Special Police Officers. Chief Sullivan said the Police Department is down by three Special Police Officers and he is seeking the Boards approval to hire two Special Police Officers this evening. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to appoint Jeffrey S. Melisi and Michael T. Bordenca as Special Police Officers for the Carlisle Police Department.

Mr. Goddard said the Board's December 8th meeting conflicts with the State Senatorial primary and he asked that they consider an alternate meeting date. He made a few suggestions and the Board decided to reschedule their first meeting in *December from the 8th to the 10th at 7:00 p.m.*

Mr. Goddard said the Alcoholic Beverages Control Commission (ABCC) requires current holders of licenses to sell alcoholic beverages to submit renewal applications by the end of November and the local licensing authority, that is, the Board of Selectmen must act upon same by December 31st. On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to renew the Wine and Malt Package Store License for Ferns Country Store for Calendar year 2010 subject to payment of the annual license fee. Mr. Bearfield, owner of Ferns was present with the license fee of \$1,000.00 and the completed application.

On another Ferns matter, Larry Bearfield was present to request permission to conduct the Annual Christmas on the Common/Tree Lighting Event on December 8th. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to authorize Larry Bearfield to conduct the Annual Christmas on the Common/Tree Lighting event on Tuesday, December 8th, at 6:00 p.m. on the Town Common.

Mr. Goddard said the Fire Chief David Flannery has reported that the repairs to the pump/well at the Fire Station are complete. He explained that the twenty-five year old pump had failed and had to be replaced along with almost 500 ft. of pipe, at a cost of approximately \$11,000.00. Mr. Goddard said the Fire Department has absorbed all costs to date, however this is an unanticipated and non-budgeted item and the Board may wish to consider a Reserve Fund request to the Finance Committee. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to notify the Finance Committee of the an unanticipated expense of approximately \$11,000.00 to repair the well pump at the Fire Station and request that the Finance Committee set aside \$11,000.00 for a possible Reserve Fund Transfer later in the year.

Mr. Goddard spoke about the failure of the boiler at the Highland Building. Mr. Scavongelli said all options have been discussed and the most cost efficient solution was the use of electric space heaters strategically

located in the building. He said this method would keep the pipes from freezing. Mr. Hult was concerned with the use of space heaters. Building Inspector John Luther said David Flannery has already checked into this matter and determined that it was safe.

Community Input

John Luther, Building Inspector spoke about another Ferns matter that was relative to the Architectural Access Board. He said he met with the AAB on Monday and a solution was agreed upon. Mr. Williams asked what proposal had been made. Mr. Bearfield explained how the front door and back door are now accessible. He said a ramp has been placed from the front parking lot to the front porch going into the main store.

Alan Carpenito spoke to the Board about the last meeting where a statement had been made about him which he said was false. He gave the Board a letter to review. Mr. Hult said he would take this matter under advisement.

H1N1 Update – Board of Health

Jeffrey Brem chair of the Board of Health was present with Board members Bill Risso, Marc Caddell, and Chris Deignan. He said on November 16th the Board of Health had 100 doses of the H1N1 vaccine. They gave out seventy-six vaccinations to a high risk group and gave the remaining amount EMT's. He said they will be holding another Clinic at the Carlisle Public School on Saturday, December 12th. They will apply for 400 more doses for the second Clinic. Mr. Brem said so far there have been no local out breaks of the H1N1, however there have been 1,768 confirmed cases in Massachusetts. In regard to the upcoming Clinic, Mr. Brem said they were looking for volunteers, and would accept anyone's help, not just individuals with medical experience.

Stretch Code Discussion

Mr. Hult said the purpose of tonight's discussion is to try to answer questions in order to schedule a Public Hearing on this matter. Glenn Reed, Dan Cook, Steve Hinton and John Luther were present from the Energy Task Force. Glen Reed said a few weeks ago the Town of Newton adopted the Stretch Code. He added that Concord and Bedford were holding discussions on this matter.

Glenn re-iterated the reasons to have the stretch code. He said although there is a significant expense in the beginning, homeowners will ultimately pay less for utilities, may qualify for lower mortgage rates, have better built homes and will benefit from reduced Co² levels.

There was a discussion as to whether the School Building Project would be affected by the Stretch code. Mr. Hult suggested that the Energy Committee meet with the School Building Committee

In regard to Benfield Farms, it was noted that the Architects are in the process of looking at this in more detail. NOAH is undertaking a study and examining the costs.

Dan Cook said several builders that are active in Carlisle have expressed willingness to support the Stretch Code at the Public Hearing. Mr. Hult said he would like to have a variety of opinions on the stretch code at the Public Hearing.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to schedule a Public Hearing on December 22, 2009 for the purpose of hearing testimony and to consider adoption of 780 CMR Appendix 120.AA, the so-called 'stretch' code.

Audit Committee – Report on FY 09 Audit

Simon Platt and Deb Belanger were present from the Audit Committee. Simon spoke about the Financial Statement from the Town Auditors, the Management Letter and the Audit Committees recommendation to re-appoint Sullivan and Rogers. Simon spoke favorably about Finance Director Larry Barton and Town Accountant Priscilla Dumka, who were both present at this meeting. He said they both did a great job; and were very orderly too. As to the Financial Statements prepared by the Auditors, Simon said they spoke to the Financial Strength of the Town. Simon reviewed the Management Letter, and Larry Barton and Priscilla

Dumka made various comments. Simon talked about one issue that he considered important, and that was post employment benefits. He spoke extensively about this issue and he made a suggestion, which was creating a trust fund to pay for this obligation.

Deb Belanger addressed the renewal of the Town Auditors Contract. She said through the discussions she had with Larry and Priscilla and the former Town Administrator it seemed that everyone was very pleased with the services provided by Sullivan and Rogers. The Audit Committee recommended the reappointment of Sullivan, Rogers and Company, LLC for three (3) years. The terms of the new contract were \$28,000.00 (1st year) \$30,000.00 (2nd year) and \$32,000.00 (3rd year). The Board decided to act upon this re-appointment at their next meeting.

On a motion made by Mr. Stevenson and seconded by Mr. Williams it was **VOTED 4-0** to adopt the Financial Statement and Management Letter prepared by Sullivan, Rogers and Company, LLC, dated June 30, 2009.

FY10 Tax Classification Hearing (Continued from 11/10/09)

Finance Director Larry Barton said at the last Selectmen's meeting the Board opened the Tax Classification Hearing and continued same. He said at this time the State has not given the Assessors the necessary Certification to move forward. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to continue the Tax Classification Hearing to Thursday, December 10th at 7:30 p.m.

Pedestrian and Bike Safety Advisory Committee – Draft Maintenance Policy

Deb Belanger spoke to the Board about a Policy for Maintenance of the Asphalt Pathways and Bicycle Safety. She said she met with Town Administrator Tim Goddard and DPW Superintendent Gary Davis and they have discussed a list of items that would maintain and preserve the durability of the pathways. There were five items. [List Attached] Deb then spoke about the Bicycle Maintenance, [which was later changed to Bicycle Access Maintenance]. She said the primary focus of maintenance for bicycle safety is on major arterial roads and sections of secondary roads where specific safety issues are determined. A list of items included removal of sightline obstructions caused by vegetation in the right of way, removal of rocks, stakes, and other safety obstructions placed in the ROW; pothole repairs; notifying homeowners of errant mailbox placement (vertical clearance to road edge); road resurfacing and improvement projects to include widening road surface wherever feasible to maximize bicycle and motorist safety; and mowing – to address identified safety issues. These items lead to the next discussion, which was a letter that was prepared to each resident whose property is directly adjacent to one of the recently completed pathways along Bedford Road, Concord Street, East Street, and Lowell Street. This letter, which will come from the chair of the Board of Selectmen, addressed the issue of snow plowing and the pathway surface. The letter specifically requested that homeowners not use snow removal equipment on the pathways as they may damage the surface.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to approve the Pathway Maintenance and Bicycle Access Maintenance dated November 18, 2009 and the Letter to pathway abutters.

Discussion re: Unfunded State Mandates

Mr. Goddard spoke to the Board about State Representative Cory Atkins request for a list from the Town of unfunded mandates from the State, which causes a financial hardship [to the Town]. Mr. Goddard said he asked all of the Departments to consider this request and he has received a significant list of items. Mr. Hult asked Mr. Goddard to prepare a cover letter to Rep. Atkins with the items and since the reply had to be submitted by November 30th, it would be sent forthwith. Mr. Stevenson suggested that items such as Chapter 40b and Special Education be included in the list of unfunded mandates.

Liaison Reports

Mr. Williams reported that Carlisle Public School Committee Chair Chad Koski will sign the agreement with the Carlisle Teacher's Association. Mr. Williams briefly gave a summary of the proposed agreement.

Mr. Stevenson said at the recent Carlisle Public School Committee meeting Superintendent Marie Doyle submitted her resignation. He added, at the School Building Committee meeting last week, the Budget prepared by the OPM, which included construction for the new Building and renovations was reviewed.

Mr. Williams said the Housing Trust will not meet on December 10th. Mr. Williams added that the Housing Production Planning Committee will meet on December 3rd.

Mr. Hult said he and Mr. Williams met with the Planning Board to discuss the Site Plan Review Plan. Mr. Hult said the Structural Committee will meet as a whole group tomorrow (Nov. 25th).

Mr. Scavongelli reported on the Highland Building. He said as mentioned earlier in the meeting, the Boiler has failed. Mr. Scavongelli said the Request for Qualifications had been reviewed by Town Counsel and the Chief Procurement Officer. It will be at the next Board's meeting for review.

Appointments

Carlisle Affordable Housing Chair Alan Lehotsky was present to ask the Board to endorse Carolyn Ing's appointment as the Governor's appointed member to the Housing Authority. He explained that Eugenia Harris had resigned from this position earlier this year and this position has been vacant for some time. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** appoint Carolyn Ing as the Governor's appointed member to the Housing Authority.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to make a corrected appointment and appoint Tom Lane to the Carlisle Affordable Housing Plan Committee for a term that will end in October 2010.

Minutes

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to approve the Minutes to the Board of Selectmen meeting of November 10, 2009.

At 10:04 Mr. Stevenson moved to adjourn the meeting. The motion was seconded by Mr. Williams and the Board **VOTED 4-0** on said motion.

Respectfully submitted by Margaret M. deMare.