

## BOARD OF SELECTMEN

December 10, 2009  
Minutes

The Board of Selectmen met on Thursday, December 10, 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.

Before the meeting began Mr. Hult thanked Ferns Country Store owners Larry Bearfield and Robin Emerson for hosting the annual Christmas Tree Lighting event on Tuesday, December 8<sup>th</sup>. He said it was a great success. Mr. Hult also thanked DPW Superintendent Gary Davis and his staff for the tremendous work they did cleaning the roads during the storm on Wednesday, December 9<sup>th</sup>.

### Town Administrator Report

Mr. Goddard spoke about the Audit Engagement letter, which was presented this evening for the Board to review and sign. The contract is with Sullivan, Rogers & Company, LLC for three years. On a motion made by Mr. Williams and seconded by Mr. Stevenson is was **VOTED 4-0** to retain Sullivan, Rogers & Company, LLC to audit the Town's financial statements for Fiscal Years 2010, 2011, and 2012, for a total contract amount of \$90,000.00 over the(se) next three years.

Mr. Goddard said Ferns Country Store's Common Victualler's license is up for renewal. He said the necessary paperwork has been completed, the fee of \$25.00 has been paid and the Board of Health and Building Inspector have signed off on the renewal application. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to renew for calendar year 2010 the Common Victualler's license for Carlisle Center Ventures, LLC, d/b/a Ferns Country Store, 8 Lowell Street, Carlisle, Massachusetts.

Mr. Goddard said the Board would notice in their packages a letter from Wendell Sykes. Mr. Sykes wishes to resign from the Carlisle School Committee. Mr. Goddard said although we have not yet received written notice from the School Committee of this vacancy, upon receipt of such notice will cause the need to advertise the opening and set up a joint meeting to make a selection. It was noted that Mr. Sykes term would have ended in the spring of 2010. There was a discussion over a few individuals who were interested in this position. Mr. Stevenson suggested placing an ad in the Carlisle *Mosquito*. It was mentioned that an ad was placed in the newspaper at the School, known as the *Buzz*. The Board asked that anyone who was interested in this position to kindly respond before the Boards first meeting in January so all applications could be reviewed and a decision could be made by the second meeting in January.

Mr. Goddard reported that a letter was received from the Carlisle Police Officers Union, Local 201, requesting that the Town initiate the collective bargaining process toward a successor labor agreement, which would be effective July 1, 2010. The Board discussed the composition of the Bargaining Team, which would include the Town Administrator, the Police Chief and a member (or two) of the Board of Selectmen. Mr. Hult said the last time this contract was negotiated, we also had special Counsel. Mr. Goddard suggested having this discussion at the next Boards meeting during an Executive Session.

Mr. Goddard brought to the Boards attention that the Personnel Board has only two members. He said under the Town's General By-laws and Personnel By-law, the Personnel Board is required to be a five member Board. Mr. Goddard said three members would constitute a quorum, and two members are not sufficient to legally transact committee business. He added there is a great need for additional members on the Personnel Board. It was decided that a notice would be placed in the *Carlisle Mosquito* advertising for individuals interested in these positions on the Personnel Board.

Mr. Goddard said the Board of Health has changed the time and place for the H1N1 vaccinations. The vaccinations will be given on **Saturday, December 12<sup>th</sup>** in the ***Town Hall from 1 to 3 p.m.*** [previously to be held at the School]. Advance appointments for the vaccinations have to be made.

Mr. Goddard said at the last meeting the Board briefly discussed the RFQ for design services for the Highland Building. He said any changes to the RFQ would have to be made by an addendum because the RFQ has been sent out. He added he has sent the RFQ to approximately 30 interested architects and engineers. On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was **VOTED 4-0** to authorize the issuance a Request for Qualifications (RFQ) for Designer Services for the Highland Building Stabilization Project that was written by the Highland Building Stabilization Committee and as reviewed and approved by the Chief Procurement Officer and Town Counsel.

Mr. Goddard said Town Clerk, Charlene Hinton was present to discuss the new fees for dog licenses. Charlene said the fees for the dog licenses have not been changed for many years and at the May 2008 Town Meeting the bylaw was changed so the Town Clerk could change these fees through the years without going to Town Meeting to change them. Charlene presented a chart as to what the new fees would be. [The fee chart is attached hereto.] She said she sells about 700 dog tags a year. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to establish the new dog fees in accordance with the schedule presented by the Town Clerk on December 10, 2009, effective January 1, 2010.

### **Community Input**

There was no community input this evening.

### **Town Survey Presentation**

Alan Cameron and Jim Elgin were present to give the fifth segment of the Town Survey presentation. This segment was on Health/Fitness and Transportation. Alan spoke about Health and Fitness. As in previous presentations various charts were shown. Tonight these charts answered questions about the Town's overall health and healthcare access. There were also questions about exercise. Alan talked about the amount of importance the residents of the Town placed on exercise and whether they preferred to exercise alone or with a group. Alan summarized his presentation by simply saying that the Townspeople felt they were in good health. Many people were happy with the medical options in this area. Most people do not want more town health services however some elderly people would use some services. In regard to exercise, most people exercise alone. Some people use the Town trails and pathways, while others would welcome more group activities.

Jim Elgin spoke about transportation needs in the Town. He talked about the three questions that were asked in the survey, which were: what are your transportation needs; would you use public transportation; and, what types of transportation services are preferred, such as, door to door or curb service, etc. Jim said the needs varied from age group to income. The elderly need transportation for medical appointments and social visits and shopping, whereas others needed transportation to the airport, to MBTA lines and to Concord. In summary, Jim said one-third of those surveyed would use some form of public transportation if it were offered and if it met their needs. The persons using transportation would be the Seniors or individuals on lower incomes. In regard to the types of service, there was very little difference in the specific need.

Mr. Hult thanked them for this presentation. He asked however, how do Seniors presently get to their appointments. Jim said they depend on friendly drivers, or through the COA van.

Jim and Alan said they have one more survey presentation to provide, which they would like to give in January.

### **Liaison Reports**

Mr. Hult spoke about the Community Preservation Committee. He said they will send out a letter early in January to remind everyone that responses for requests for projects are due by mid January. He said they have received no requests of any type of project yet. Mr. Hult said he did not anticipate a lot of money to be available in CPA funds. He said Larry Barton will provide a report on that matter at the next meeting. He reminded the Board that members to this Committee have to be appointed. On a motion made by Mr. Williams and seconded by Mr. Stevenson it was **VOTED 4-0** to appoint the following to the Community Preservation Committee for a one year term: Julia Lavelly [Community at large representative] Sylvia Sillars [Historical Commission] Mark Spears [Recreation Commission] Kelley Guarino [Conservation Commission] Kent Gonzales [Planning Board], Steve Pearlman [Carlisle Housing Authority] and Tim Hult [Board of Selectmen].

Mr. Hult also reported on the Structural Planning Committee. He said they are making progress. Mr. Hult said they have reviewed many of the elements that will go into the long term novel.

Mr. Williams reported on the FinTeam Meeting from this morning. He said the Regional High School will apply approximately \$125,000.00 from their Excess and Deficiency account to the Budget, which will cause a decrease of \$39,000.00 to the Carlisle assessment. Mr. Williams also said Town Accountant, Priscilla Dumka has been working on the step increases for the Teachers, which was a result of their new contract. He said the FinCom noted that they still need to meet with the Land-use Boards and the Library in regard to the budgets and the 10% scenario. Mr. Williams said that Jerry Lerman from the FinCom said the Budget Guideline letter will most likely be sent out to the Boards and Committees before Christmas. Mr. Williams added that the 'Schedule A' will be available for the Selectmen to review before the December 22<sup>nd</sup> meeting prior to it being submitted to the State.

Mr. Stevenson said the negotiation process for the Concord-Carlisle Teachers Contract has started. He said he will update the Board in Executive Session from time to time on this matter.

Mr. Scavongelli reported on the Highland Building. He said they are focusing on Stabilization. He said as he mentioned at the last meeting, it would be more productive to have a single committee, and so the Highland Committees voted to recommend that the two committees combine into one. He asked the Board to approve this recommendation. He said right now their focus is on the stabilization of the Highland Building. On a motion made by Mr. Williams and seconded by Mr. Scavongelli, it was **VOTED 4-0** to combine the two Highland committees into a single committee.

### **FY10 Tax Classification Hearing (continued from 11/10/09)**

The Tax Classification Hearing was held this evening after two postponements. Those present for this Hearing were Board of Assessor members James Marchant, Kenneth Mostello and Michael Coscia and Assessor Melissa Stamp. Finance Director Larry Barton was also present. The Assessors prepared a motion relative to the residential factor for the Board to review and adopt. On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was **VOTED 4-0** to adopt a Residential factor of 1.0 for the purpose of setting the fiscal year 2010 real estate and personal property tax rates, resulting in a uniform rate for all classes of real estate and personal property and further, that the residential and small commercial exemptions be set at 0% for fiscal year 2010. Larry said in setting the tax rate the Assessors have the opportunity to establish a residential exemption percentage. They can also set a commercial exemption.

Larry said the Board of Assessor's is also required to inform the Selectmen of the excess levy capacity. He noted that the new estimated tax rate is \$14.62 per thousand. He said it is up by 4% over last year. Larry said that although the tax rate has gone up the Assessors can explain that the property values have declined. Larry then added that the excess levy capacity for 2010 has been calculated at [approximately] \$107,838.43.

*Mr. Scavongelli left the meeting.*

### **Appointments**

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 3-0** to appoint Debra Kimbrell-Anderson to the Conservation Commission for a three year term that will expire on June 30, 2012.

### **Cemetery Deeds**

The Board of Selectmen, in their position as Cemetery Commissioners, made the following deed transfer.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED 3-0** to transfer to Lincoln Pinsky of Carlisle, Massachusetts, Deed #641 for Cemetery Lot # D66, Graves 1 through 4 in the Town of Carlisle, Green Cemetery.

### **Minutes**

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 3-0** to approve the Minutes to the Board of Selectmen meeting of November 24, 2009.

### **Fiber Optic Communication Cable – Capital Project Request**

Fire Chief David Flannery and Deputy Chief Jonathan White were present to discuss a request the Fire Department wishes to make to the Long Term Capital Requirements Committee for a fiber optic communications cable between the School and the Communications Center on Lowell Road. Chief Flannery explained that there has been a problem with the line and this issue has been going on for a while. He said the base transmitter for the line is located at the Carlisle Public School. Over the years, the Town has been leasing telephone lines from Verizon to the Communications Center. Chief Flannery said the quality and service of the signals has been very poor and the security of these lines is also issue. He has tried to resolve this problem but it has been very difficult.

Chief Flannery said the proposal would be a one time expenditure of \$45,000.00, but it was his hope that it might cost less. It was noted that his project would need to go out to bid. He said the advantage of having a fiber optic wire instead of copper is that it will improve the quality of service and the level of security. He also noted that utility companies are getting away from maintaining copper and going with fiber optic.

Don Rober from the Long Term Capital Requirements Committee was present and he said they have not made any decisions yet, however they were pleased to see a proposal that actually had a savings attached to it. He said this was a good idea because of the yearly savings it would generate.

At 8:37 a motion was made by Mr. Stevenson to adjourn the meeting of December 10, 2009. The motion was seconded by Mr. Williams and a **3-0 VOTE** was taken.

Respectfully submitted by Margaret M. deMare