

BOARD OF SELECTMEN

July 28, 2009
Minutes

The Board of Selectmen met on Tuesday, July 28, 2009 in the Town Hall Heald Room. Those present were Selectmen Timothy F. Hult, John D. Williams, William R. Tice, Jr., Douglas A. G. Stevenson, and Peter Scavongelli. Town Administrator Madonna J. McKenzie was also present.

Town Administrator Report

Mrs. McKenzie reported that the School Building Committee voted to recommend that the Board approve three contracts contingent upon the executed School Feasibility Agreement with MSBA. The School Building Committee is requesting the Board of Selectmen to authorize Chairman Tim Hult to sign the contracts. The contracts are for HMFH, the design group, in the amount of \$239,000.00; Daedalus Projects, Inc. the OPM, in the amount of \$76,512.00; and for Precision Land Surveyors in the amount of \$15,900.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to approve and authorize Tim Hult to sign the Contract for HMFH for architectural services for the schematic design phase of the Carlisle School Building Project, contingent upon receipt of the executed Feasibility Study Agreement from the Massachusetts School Building Authority (MSBA).

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to approve and authorize Tim Hult to sign the contract for Daedalus Projects, Inc. for continuing Owner's Project Manager (OPM) services contingent upon receipt of the executed Feasibility Study Agreement from the Massachusetts School Building Authority (MSBA).

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to approve and authorize Tim Hult to sign the contract with Precision Land Surveyors to provide a topographic survey of the site conditions which will be utilized as the basis for sighting the new building contingent upon receipt of the executed Feasibility Study agreement from the Massachusetts School Building Authority (MSBA).

Cemetery Deeds

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

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to transfer to Santo Pullara of Carlisle, Massachusetts, Deed #637 Cemetery Lot # D34, Graves 1 through 4 in the Town of Carlisle, Green Cemetery.

Site Plan Review – South Street Realty Trust

Mr. Hult re-opened the Public Hearing for South Street Realty Trust. Chip Orcutt was present representing South Street Realty Trust. He requested the following waiver, which was a request to modify the application for the Site plan for 84 South Street. 'The applicant hereby request(s) that Article III, Section 3, Page 10 of the Site Plan Approval Rules and Regulations, "Referrals" be waived based on the recommendation of the Planning Administrator. The request is (being) made based on the minimal scope of the project and the previous involvement of the Board of Health, the Building Commissioner, and Fire Chief in the proposed site changes, and after the Administrator conferred with the Planning Board's acting Chair.' Mr. Hult said this

basically waives the right of referral by the Planning Board to the other Boards and Committees who would normally comment on this site plan. The Planning Board will be acting on this matter during their first meeting in August.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to waive Article III, Section 3, Page 10 of the Site Plan Approval Rules and Regulations, based on the recommendations of the Planning Administrator, for the Site Plan process for 84 South Street project. Mr. Hult said a significant issue was raised about the site plan relative to drainage and grade changes and concern for properties nearby. A letter from an engineer may be required.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to continue the Public Hearing until August 11th.

Mr. Hult said after this site plan, he would like to have a meeting about the site plan review process, with all the parties involved. He said hopefully we can make future site plan processes move with greater ease and make them more palatable to the applicants.

Dispatchers Grievance

The Board was in receipt of correspondence relative to a grievance from the Dispatchers. Mrs. McKenzie said the Board will need to review this matter and respond to same within 30 days of this meeting. The Board has 30 days to hold a Hearing on this matter. Mr. Hult said the Board will address this matter on August 25th.

Minutes

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of July 14, 2009.

The Board of Selectmen's Goals and Objectives.

Mr. Hult prepared a spreadsheet and a page for each Objective with the summary of potential goals for FY09. Mr. Hult said he would like to go through each of the objectives from the spreadsheet and ask the Selectmen to rate the status, importance and progress for each one. He said while doing this, we will get everyone's input on potential objectives for this year. Mr. Hult said he really wanted to focus on things that we want to accomplish, like major projects, instead of little stuff. He said after that we will go through the assignments. He said he would also like to spend a little time on what we could do to improve our meetings, that is, what we would like to see change, *a little strategy among us*.

The first topic was **FINANCIAL AREA**. Mrs. McKenzie took the ratings from the Board on each area, that is, status/ priority/ progress. For the Financial Area the following were their ratings: *Tim: 4/5/4; John: 4/5/4; Peter: 3/5/4; Dong: 4/5/3; Bill: 4/5/5; Madonna: 4/5/4.5*

Mr. Hult said he thought we were doing very well in managing our financial issues. He said we have to devise and allocate a strategy regarding the Concord-Carlisle High School issue. Mr. Scavongelli suggested better planning and focusing on Town infrastructures, such as the High School, Middle School, Library, and Bog House, etc. in hopes that we do not wait until the repairs are extremely excessive. Mr. Tice suggested having a long term standing Building Committee. Mr. Hult said he wanted to extend the long term planning work. He was concerned what the financial structure of the Town would look like in five years and how we would pay for it. He said what will the financial structure of the Town look like in five to seven years from now? There was a brief discussion on regionalization of services.

EDUCATION rating: *Tim: 4/5/3; John: 4/5/3; Peter: 3/5/3; Dong: 4/4/4; Bill: 4/5/4; Madonna: 3/4/3*. Mr. Hult said it seems we are more focused on the specifics of education now, instead of leadership. Mr. Williams said there are some serious structural issues at the School, such as special education. He said although the Superintendence did not make sense, sharing some of the duties will have to make sense. Mr. Hult said our goal should be to execute the design study and navigate the process through funding the

School. He said the Board should support the strategic planning and work with and support the School Committee on structural issues. Mr. Stevenson wanted to explore consolidating special education services. Mr. Hult said the Board has to stay focused on the increase at the Regional High School.

TOWN SERVICES rating: *Tim: 3/4/3; John: 3/4/4; Peter: 3/3/3; Doug: 3/4/3; Bill: 4/3/4; Madonna: 2/3/2.*

Mrs. McKenzie explained her reasoning for her low scores. She said due to the decrease in funding there has not been enough people in some areas. The discussion then turned to a possible need for regionalization. There are departments where regionalization might be in their future. Mr. Hult said we should measure the service by each department. He moved on to another area. He said he felt there was a need for the Board of Selectmen to improve their relationship with the Planning Board. There was a discussion over meeting with the Land Use Committees, or the chairs of same. Mrs. McKenzie suggested having an All-Chairs meeting. She felt that it had been very successful and effective in the past. On a final note, Mr. Hult added to the list 'hiring and introducing the new Town Administrator'.

PUBLIC UTILITIES/ENERGY EFFICIENCY rating: *Tim: 4/3/3; John: 4/4/3; Peter: 3/4/3; Doug: 3/3/3; Bill: 4/3/4; Madonna: 4/2/4.*

Mrs. McKenzie spoke about the Wireless RFP Bids. She said there have been very few requests for the Bid packages. There was a discussion over the RFP. Mr. Stevenson said from the Town's perspective, we have not achieved having a cell tower on Town owned land. Mr. Hult said this is a frustrating area. Mr. Hult said right now we seem to be working on the wind power, that means clarifying jurisdictional capabilities and finding out if we have any wind power; that is, will it really work. Mr. Hult said the Board needs to support the Energy Committee and look toward their recommendations. Mr. Tice said the Cable Advisory Committee is working on the new contract with Comcast. On a final note, Mr. Stevenson said the Board should evaluate the Wireless RFP process.

RECREATION & COMMUNITY/ACTIVITIES rating: *Tim: 4/4/4; John: 3/3/3; Peter: 4/4/4; Doug: 4/3/3; Bill: 4/3/3; Madonna: 4/3/4.*

Mr. Scavongelli asked if there were any plans for basketball and tennis courts or a track on Banta Davis. He also wanted to expand the summer recreation program. Mr. Hult suggested reviving the Board's interest and interaction with the Recreation Commission. Another goal was to support the completion of the Gleason Library Project. The Board briefly spoke about the two new Highland Building Committees. At this point Mr. Scavongelli volunteered to be on both. The Board felt the Pathway extension plan and the Bog House were both goals that should be listed in this area. There was a brief discussion over including Veteran's Day as part of the Town's celebrations, since the Town generally only celebrates Memorial Day.

AFFORDABLE HOUSING rating: *Tim: 3/4/4; John: 4/5/4; Peter: 4/3/4; Doug: 3/4/3; Bill: 3/4/5; Madonna: 4/4/3.*

Mr. Stevenson suggested studying cluster zoning for smaller housing groups. He said we need to come up with a way to change zoning to create more affordable housing. Mr. Williams said we have to continue to support Benfield Farms. Mr. Stevenson asked about housing on Banta Davis? He asked if we needed to reserve this parcel for the schools. Mr. Williams said Village Court should be pursued. He suggested that the Affordable Housing Trust become more active in looking for those kinds of opportunities and exploring other options. There was a brief discussion over tying the waste-water treatment plant in with the Library the School and Village Court.

CONSERVATION LAND AND OPEN SPACE rating: *Tim: 5/3/3; John: 5/4/4; Peter: 3/5/3; Doug: 4/4/3; Bill: 5/3/3; Madonna: 4/4/4.*

Mr. Hult said the real work has been with the Conservation Restrictions. He said we need to work with land owners in a sensitive way. Mr. Stevenson brought up the Greenough Barn. It was on the list for last year and will go back on the list for this year. The Cranberry Bog House was also added to the list.

SAFETY AND SECURITY ratings: *Tim: 5/4/3; John: 4/5/4; Peter: 5/5/5; Doug: 4/5/3; Bill: 5/5/4; Madonna: 4/3/4.*

Mr. Hult said he thought generally the Police and Fire Department were doing a good job. We are working on a program to improve the capabilities of the Communications Department. Mr. Scavongelli spoke about an article he read about response times. Mr. Stevenson said this is a ‘call fire department’, and that is the trade-off. Mr. Williams said the EMT service is fantastic. Mr. Stevenson asked about the DPW, and whether it was under this category. There was a discussion over Gary Davis [DPW Superintendent] and the many jobs that he does. How to prioritize Gary’s work was briefly discussed.

The Board discussed bicycle safety and the bicyclists going through town.

ASSIGNMENTS/RESPONSIBILITIES

	08/09	09/10
Finance	Doug and John	Tim and John
Education	Doug and Bill	Doug and Bill
Town Services	Bill and Tim	Bill and Doug
Public Services/ Energy	Bill and Alan	Bill and Doug
Recreation and Community Activities	Alan and Tim	Peter and Tim
Conservation Land/ Open Space	John and Alan	Peter and John
Safety and Security	Tim and Alan	Peter and Doug
Affordable Housing	John and Tim	John and Tim

Mr. Hult asked the Board for suggestions on how to improve the meetings, interactions and processes.

Mr. Tice said he would like to request that the meetings not run past between 9:30 to 10:00 pm. There was concern about the lack of circulation of the Board of Selectmen’s agenda of the upcoming meeting to Boards and Committees. There was a discussion over the seating arrangement of the Selectmen at the meeting table, and several suggestions were made for improvement.

Mrs. McKenzie circulated a letter from the abutters of the Benfield Farms project for the Board to review.

At 9:30, on a motion made by Mr. Williams and seconded by Mr. Tice, it unanimously **VOTED** to adjourn the meeting.

Respectfully submitted by Margaret M. deMare