

## BOARD OF SELECTMEN

September 7, 2010

### Minutes

The Board of Selectmen met on Tuesday, September 7, 2010 in the Town Hall Clark Room. Those present were Selectmen John D. Williams, Douglas A. G. Stevenson, Peter Scavongelli, and John Gorecki. Town Administrator Timothy D. Goddard was also present. Selectman William R. Tice, Jr. was not present.

The meeting was called to order at 7:00 p.m.

Mr. Williams noted the passing of long time resident Eunice Knight on August 12, 2010. He said Ms Knight was very dedicated to this community. She served on several Town Committees. Eunice had been the chair of the Carlisle Conservation Foundation and the president of the Carlisle Conservation Land Trust. She was also a member of the Carlisle Conservation Restriction Advisory Committee. Mr. Williams said in 1997 Ms Knight was honored as the Carlisle Conversationalist of the year. He said the Board wanted to extend their sympathies and appreciation to Eunice Knight's family and friends on their loss.

### Town Administrator Report

Mr. Goddard enclosed in this evening's package a summary of the Board's Goals setting session that occurred on August 8<sup>th</sup>. He asked the Board to review the summary for accuracy and if there were any changes or additions to let him know. Mr. Goddard also enclosed a copy of the FY 2010 liaisons list for the Board to review.

Mr. Goddard said he attached to this report a draft policy for the use of the new Emergency Notification System. He said it was drafted by the two Chiefs, Board of Health Administrator Linda Fantasia, and himself. Mr. Williams ask the Board to review this policy and it will be voted on at the next meeting.

Mr. Goddard reported on the Fire Department Cistern Bids that were recently opened. He said that he was recommending that the Board award the contract for installation of the next 40,000 gallon cistern to C. Naughton Corporation of Weymouth, MA for the sum of \$115,005. Mr. Goddard said Chief Flannery has checked the references, which were excellent and the cost is within our available funds for the project. Chief Flannery, who was present, said he looked forward to completing the project within the budget. On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to award the contract (dated on August 17, 2010) for installation of a 40,000 gallon fire protection cistern at the Westford Street Fire Station to C. Naughton Corporation of Weymouth, MA, for the sum of \$115,005.00.

Mr. Goddard said the Town of Concord is celebrating its 375<sup>th</sup> anniversary the weekend of September 11<sup>th</sup> and 12<sup>th</sup>. He suggested that perhaps the Board would find it appropriate to send their best wishes to the Concord Board of Selectmen. On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to send a letter to the Town of Concord and its Board of Selectmen in recognition of their 375<sup>th</sup> anniversary this coming weekend.

Mr. Goddard said also enclosed in tonight's package was a proposed letter to DHCD in support of NOAH's application for funding for the twenty-six (26) unit Benfield affordable housing project. Mr. Williams asked the Board's approval to sign it. He said this is for the funding of the project. On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to authorize the Chair, John Williams

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to sign the letter to the Undersecretary of the Department of Housing and Community Development for the purpose of funding the Benfield Project, the letter is dated September 7, 2010.

Mr. Goddard reminded the Board that at the next meeting a Public Hearing for the Site Plan Review of the Carlisle School Building Project has been scheduled.

Mr. Goddard said the Board has received a Notice of Intent from 393 South Street. This item will be discussed at the end of the meeting in Executive Session.

Mr. Williams spoke about the Bench that was being donated to the Town. He said St. Irene Church is happy to receive it.

Mr. Williams said in regard to a Regionalization Committee meeting, he would like to schedule a meeting on September 15<sup>th</sup>. He noted that a member from the Recreation Commission is still needed.

### **Community Input**

There was no community input tonight.

### **Liaison Reports**

Mr. Scavongelli said that the Highland Stabilization Building Committee has revised the terms of the Bid. He explained that they have broken out sub-contractors painting and roofing, etc. and resubmitted the bid proposal recently. Mr. Scavongelli said last week the painting and roofing bids came in. There was only one bid for the painting portion and it far exceeded the budget, at \$149,000.00 to paint the exterior of the building. He said the Committee was going to prepare an addendum and resubmit it this week. Mr. Scavongelli said they did however receive some competitive bids for the roofing contract. The general contract bids are due by 2:00 p.m. on Monday (Sept.13). He was hopeful that they would receive some competitive bids then.

Mr. Gorecki reported on the Financial Management Team that occurred this morning. He said that Town Assessor Melissa Stamp announced that she has reached her goal of \$15.9 million in new growth. He said it was also reported that the Town Auditors have completed their work in Town Hall.

### **Update on CCHS Building Project**

Louis Salemy was present from the Concord Carlisle Regional School Committee to provide an update on the building project. He said he had great news about MSBA. Louis said the School is still listed as a repair project. It is just a classification however; the administration had three meetings with MSBA during August with the goal to have the School moved from a repair project to a renovation category. Secretary Cahill visited the School on August 27<sup>th</sup>. At the end of the tour of the School, Mr. Cahill said he would be in favor of moving this project from the repair status onto the new school category. Louis said this was good news. Based on Secretary Cahill's comments CCHS will be moved to the new School category and not the renovation category. This does not mean a brand new school, he said.

Louis said having MSBA as their partner, they will be following their rules and regulations regarding square footage and cost per sq. foot. He said that MSBA will not give them any money towards the project that does not meet their criteria. Louis said with MSBA it is their intention to build a School that is sustainable. He said that means:

- It will last for 50 to 75 years
- They will maximize the amount of space
- They will be as energy efficient as possible
- They will keep the community informed, noting that the Building Committee meets twice a month

Louis said Catherine Craven and Secretary Cahill have given them the green light and now they are waiting formal approval by the end of September from MSBA.

In response to Mr. Stevenson, Louis said the members on the Concord Carlisle School Building Committee were Paula Johnson and Jerry Wedge, Chair and co-Chair, Tim Hult, Stan Durlacher, Bill Tice and himself.

Mr. Williams said what he was hearing is that people are feeling very good about the process that we have recently gone through with our project. Mr. Williams said early on in the project it is important to look at

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what is available, what we can get at different price points, and what are the different trade offs. He also said you have to consider how this affects the curriculum. Mr. Williams said it is necessary to work on this in a collaborative manner.

Louis said MSBA will vote on this matter on September 29<sup>th</sup> and he will be there.

### **Regional ALS Service Update**

Fire Chief David Flannery and Firefighter Burt Rubenstein were present to provide an update on the ALS service to the Town. Chief Flannery gave a brief history of the events that have led up to the Town forming a partnership with Professional Ambulance Paramedics, which occurred on February 14, 2010. Burt Rubenstein spoke about this ambulance service, which he said was a new organization with new people. He said they have been pretty happy so far with this service. Burt explained how the two truck system works; that is, a paramedic basic split. He said if they are dispatched, and do not need both paramedics at the same time, then the other paramedic can attend to another call. Burt said their use of technology is very advanced. They have enhanced clinical skills and all of the trucks have GPS with a feature called 'fleet eyes'.

David Flannery said the ALS trucks are leased from Emerson by Professional Ambulance. David Flannery gave a summary of some of the positive aspects of this service. He said as Burt mentioned the availability of the two (2) ambulance trucks and the split paramedic waiver was good. David said there is a higher level of clinical skills and interventions in the field, plus the paramedics are organized, efficient and professional. David again mentioned the 'fleet eyes' and added they still have the partnership with Emerson Hospital. David Flannery said on the down-side, the response times have only improved a little and the radio communication with ALS trucks has been problematic. David said there is no reimbursement to the town for private insurance ALS calls. He said there are Health insurance/ billing and collection issues. David said the current financial model is not meeting some of our goals.

In response to Mr. Williams, as to whether the response time might improve, David said he thought it might take an analysis of the other communities and perhaps moving the truck. It may be too early to say what the answer is.

Mr. Scavongelli said in regard to training, have the dispatchers received any special training from Professional Ambulance Service. David said the dispatchers have received training on fleet 'eyes' and on how to implement that. He said they also have a prompt screen for screening ALS calls as they come in. Mr. Williams said he remains unclear about the numbers, but it sounds that you, David are saying that it is too early to see if this is working financially. David said at this point we do not have an alternative.

Mr. Williams asked when David thought another update should occur. David Flannery suggested February 2011.

### **Town-wide Fiber Cable Project**

Chiefs David Flannery and John Sullivan were present to update the Board on the Fiber Cable Project. This project includes cable going from the Carlisle Public School to the Communication Center to the Town Hall and to the Fire Station. David said he had worked on some figures for the project and they totaled from \$42,000.00 to \$43,000.00. The other phase of the project would provide internet service to all of the above locations plus cable from the Communications Center to the Library and from the Communications Center to the DPW Site. He said the cost for that project would be approximately \$38,000.00. He said we are moving along with this project.

### **Housing Production Plan Presentation**

Mr. Williams said this is a presentation to the Board of Selectmen from the Housing Production Plan. He said the current plan expires on October 5, 2010. He said currently DHCD is doing a courtesy review of the Plan that is being presented tonight. The process we are involved in right now is that we are doing two presentations, one tonight and one on Thursday night for the Housing Authority and Housing Production Plan Committee. Mr. Williams said that on Sept. 27<sup>th</sup> the Planning Board will be asked to approve this plan, as will the Board of Selectmen on Sept. 28<sup>th</sup>. He said we will then be able to submit the plan in time for it to

be approved and then it will be good for five years and a credit to Benfield. Mr. Williams said tonight we will go over the key findings. He said DHCD wants to see a plausible set of recommendations. He thanked David Freedman, Tom Lane, Alan Lehotsky, Jim Bohn, and Tim Hult who worked very hard on this Plan.

Alan Lehotsky spoke about the presentation. He explained why it is necessary to have a Housing Production Plan (HPP). Alan said if the Town has an approved HPP, then each year as the Town meets the production goals set in the HPP, it may elect to use its 'safe harbor' claim within fifteen (15) days of a 40B application being filed. So, he said, the State requires that you have a HPP in place in order to exercise the 'safe harbor' claim with the Zoning Board of Appeals. Alan also said a HPP is necessary in order to have your end units per year to count and to be eligible for other grants.

Alan talked about the 2005 Affordable Housing Production Plan (AHP), which was approved by the Board of Selectmen and DHCD. He spoke about the major achievements over the last five years, which included: the establishment of the Affordable Housing Trust; NOAH /Benfield Farms receiving ZBA and Conservation Commission permits for 26 units of senior housing on town-owned land; a housing coordinator was hired; and education and outreach was provided throughout the Town.

Alan said some of the key findings in the 2010 Plan are that Carlisle continues to have a housing gap in both affordability and availability. He said the senior population, which is growing, has been hit the hardest. Alan said they have a lack of affordable and down-sizing options. Alan also said that many Carlisle residents are overspending on houses.

Alan went over the proposed production plan. He said in addition to the Benfield land, the HPP proposes five (5) affordable housing locations. These are potential projects. They are: the Conant Land; Village Court Expansion; the Heald House apartment (Concord St.) the Cranberry Bog Service Parcel; and the Banta-Davis land. Alan said none of these will move forward without a lot of additional study. These locations will require further study and coordination. They will also be subject to full town review of any proposed plans before implementation, with community input.

Alan said the draft of the Housing Production Plan is online for review. There will be a public meeting on Thursday September 9<sup>th</sup> at 7:30 p.m. in Town Hall where the same slides will be shown to the Town Boards and Committees and they will be invited to give comments.

Mr. Stevenson asked if the above-mentioned locations were all new locations. Mr. Williams replied that the Service Parcel was the same, however the others were new. He said as for Conant, other larger projects were rejected for this parcel, but they were considering a much smaller development. Mr. Williams said this is really a five year plan.

Mr. Scavongelli said it seems that affordability is not our only concern. He said the Town wants to be 'ready' in terms of what kind of affordable housing projects come this way.

### **Board of Health – Proposed Wastewater Study**

Jeff Brem from the Board of Health was present to talk to the Selectmen about a proposed Town Center Sewer Extension Project. He said 3 years ago the Board of Health made an application to the DEP for this project. They were placed on a list, but were not chosen that year. They did not apply the following year, but this year they would like to apply again. Jeff said in 2006 the Town constructed a wastewater treatment facility (WWTF) for the Carlisle Public Schools. He said this is a rotating biological contactor sewage system (RBC). He said the Plant is located adjacent to the school facilities. Jeff said the system can handle an average daily flow of 13,500 gallons per day. He said they have been following the operation of this system for three years and the average flow between January 2008 and June 2010 has been from 1600 to 1800 gallons a day. When this happens the plant does not operate properly. Jeff said they have noticed deficiencies with this system. He said it is necessary to get the flow of the system up, in other words, the plant is suffering from under-use. That is what this plan is about. Jeff said we need to give this plant more wastewater. The way we can do that is by tying in Village Court and the Gleason Library. Jeff said in the future we could expand to other municipal buildings. This would be a huge impact on the plant. Jeff said this would be the least costly project for the State to consider. It is a State revolving project. Jeff said these projects are on a need basis. He said the Board has up to December 31<sup>st</sup> to amend this application. Jeff said if Carlisle is

chosen, then by the end of next year they would go into design and the following year into construction. The total cost would be one half million dollars. He said the design fees are from \$20,000. to \$30,000.00. He said the Plans are complete. Jeff said in summary, the first step is to get on the list with the State, secondly arrange for ½ million dollar funding, and last, the funds for the design. Mr. Williams thanked him for the presentation. He asked what happens if you under-use a plant. Jeff gave an extended scientific explanation. Mr. Scavongelli said in regard to the Highland Building, could this building also be tied in to the WWTF. Jeff said it would have to be tied in separate from the school.

Mr. Stevenson asked about the half million dollars and how will it be paid back. Jeff said it would have to be paid back over 20 years at 2% interest.

David Freedman asked if the facility is expandable, Jeff said maybe, but not easily.

Jeff said he wanted to remind everyone about the Lyme disease information discussion which will be held on September 15<sup>th</sup> at the First Religious Society Union Hall at 7:30 p.m. He said Dr. Craven will be addressing this matter.

### **Appointments/Resignations**

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Luke Ascolillo to the Conservation Commission for a three year term that will end on June 30, 2013.

On a motion made by Mr. Scavongelli and seconded Mr. Stevenson, it was unanimously **VOTED** to accept the resignation of Michael Holland from the Board of Health with gratitude.

### **Minutes**

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of July 27, 2010 as amended

On a motion made by Mr. Gorecki and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of August 10, 2010.

### **Executive Session**

At 9:35 p.m. a motion was made by Mr. Scavongelli to go into Executive Session for the purpose of discussing strategy and negotiation regarding the acquisition of property, not to return to open session. Mr. Stevenson seconded the motion and the following roll call vote was taken: Williams – aye; Stevenson – aye; Scavongelli – aye; and Gorecki – aye.

Respectfully submitted by Margaret deMare.