

## BOARD OF SELECTMEN

January 10, 2012

### Minutes

The Board of Selectmen met on Tuesday, January 10, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

#### **Town Administrator Report**

Mr. Goddard said on Monday, December 19<sup>th</sup> the Town of Bedford held a ceremony in their Town Hall to formally recognize Green Communities. The Town of Carlisle received a plaque and a facsimile check for \$139,300 to fund energy efficiency projects and programs throughout the Town of Carlisle. He said five other communities were also recognized at this ceremony. Mr. Goddard said Mr. Hult was present at this ceremony and spoke on behalf of the Town. Mr. Goddard added that since then we have received notice from the Dept. of Energy Resources that our paperwork is complete and we may now carry on with our program. Dan Cook and Basu Sarkar were present from the task force. Mr. Stevenson congratulated them and the other members Helen Young, Steven Hinton, Bob Clarke, Andrew Barlow, Glenn Reed, and John Luther for their hard work.

Mr. Goddard said before he continued with his report, Police Chief John Fisher would like to discuss the appointment of the new administrative assistant for the Police Department. Chief Fisher said there were many good candidates that applied however Susan Carrier was the best one for this position. He said she has a great deal of experience and very good references.

Mr. Scavongelli asked if there was a possibility that this person could also work for Fire Chief David Flannery, as he has requested an administrative assistant. Chief Fisher said he is aware that Ms Carrier is willing to work 16 hours at the Police Department. He added that he is meeting with Chief Flannery this week and will discuss this matter with him.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to authorize Chief Fisher to hire Susan Carrier as an Administrative Assistant for the Carlisle Police Department.

Mr. Goddard said attached to this report was a revised Town Meeting timeline for the Board to review and approve. He pointed out that there are three scheduled joint meetings with the FinCom, LTCRC, Community Preservation Committee and Town Moderator.

Mr. Goddard said he has checked with both the Carlisle Public School and the Town Moderator for their availability on possible dates for the Annual Town Meeting. The two dates that were discussed were April 30<sup>th</sup> and May 14<sup>th</sup>. Mr. Stevenson asked if there would be adequate time to get the warrant to the printer if we chose April 30<sup>th</sup>. Mr. Goddard was confident that there would be plenty of time. Mr. Stevenson said his preference is to hold the Annual Town Meeting on April 30<sup>th</sup> and schedule the Election on May 8<sup>th</sup>.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to adopt the Annual Town Meeting timeline as revised specifically including an Annual Town Meeting date of April 30<sup>th</sup> and an Annual Town Election date of May 8<sup>th</sup>.

Mr. Stevenson said on January 24<sup>th</sup> we will have our first coordination meeting with the Finance Committee. At that time we will have an initial read as to how things are moving along.

Mr. Goddard said the Board has in their packets a proposed Change Order #008 with H.V. Collins Co., Inc., the general contractor for the Carlisle School Building project. He said this change order has previously been reviewed and recommended to the Board by the School Building Committee. Mr. Goddard said the total amount of the Change Order is \$37,051 and it includes several small changes that have been made to the scope of the overall project.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, [the Board] approves the amended contract with H.V. Collins Co., Inc. in the amount of \$37,051.00 as specified in the attached Change Order #008 as prepared by HMFH Architects.

Mr. Goddard said in his report tonight the Board would find a copy of a Right of Entry Agreement that the Mass DOT has requested that the Boards of Selectmen in Acton, Carlisle, Concord and Westford execute before they will permit the Towns' engineering consultant to begin work on the Phase II design of the Bruce Freeman Rail Trail. He said this agreement basically indemnifies and holds harmless Mass DOT in the event that damages or injuries result from any of the site work being undertaken. Mr. Scavongelli expressed concern over the Town's liability in this matter. Mr. Hult pointed out that this agreement is for design work; not construction. Mr. Goddard said it is to allow engineering consultants to do field work.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to execute a Right of Entry Agreement with the Mass DOT for the portion of the Lowell Secondary Track that is within the Town of Carlisle for the purposes of design/engineering of Phase II of the Bruce Freeman Bicycle and Pedestrian Trail.

Mr. Goddard said the Police Department has asked the Selectmen to declare the attached list of obsolete and damaged computer equipment as surplus property and to authorize them to dispose of it as they see fit.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to declare the attached list of technology equipment dated 12/27/11 as surplus to the Town's needs and to authorize the Police Department to dispose of it.

Mr. Stevenson asked what will be done with this equipment. In reply to Mr. Stevenson, Gary Davis, who was present, said some of the items may end up at the swap shop.

Mr. Goddard spoke about a previous discussion relative to plowing private ways in the Town. He said there are 142 roads in Carlisle; 96 are public and the remaining are private in some way. Mr. Goddard said we believed we were plowing two of the private ways when it turned out we were actually plowing four of them. He said the issue is more complicated than we first supposed. He said his recommendation is to remain plowing the roads for the rest of the winter. This would allow us more time to research this matter. He said the month of July is the right time to decide whether these roads will be plowed. In reply to Mr. Williams, Mr. Goddard explained how a road comes to be accepted by the Town. Mr. Hult said he concurred with the recommendation given by the Town Manager, but added that we should do a thorough review of all the roads that are being plowed, make sure we know which ones are private ways, and be consistent on which roads are not plowed. Gary Davis, DPW Superintendent was present for another matter but spoke about this issue. He said Berry Corner Lane is a dirt road, Red Pine Drive is very narrow, and East Meadow was built before he started working as Superintendent. In regard to Cutters Ridge, it was built to Town specifications, however there were some conservation issues and by the time those issues were resolved, the developer disappeared and the road matter was left unsettled. Gary said Cutters Ridge could be resolved.

Mr. Williams said we should address this issue in the summer. The Board agreed that they should hold off until June or July to make any decisions on this.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to continue plowing these roads for the balance of this year and re-visit this issue, and request a release from the residents from Berry Corner Lane because it is an un-paved road.

### **Preliminary FY13 DPW Budget**

DPW Superintendent Gary Davis was present to discuss his Operating Budget, which includes Public Works and Trees. Gary said there are two employees who will receive step increases. Mr. Scavongelli asked about the budget for snow and ice since the weather has been basically unseasonal. Gary said he uses up part of

Board of Selectmen

January 10, 2012

2

Approved: 2/14/12

That budget on sanding. In response to Mr. Goddard, Gary said he has not met with the Long Term Capital Requirements Committee yet. He added that as a part of his five year plan he will be requesting a \$95,000.00 truck to replace a 24 year old truck and there maybe a request for the pathways, but he was not sure what that amount would be.

In reply to Mr. Stevenson, Gary said the Energy Task Force has been in contact with him regarding the lighting at the Transfer Station.

### **Investment Advisory Committee-Proposed Investment Policy**

Mr. Stevenson said at our last meeting the Board reviewed a draft of the Investment Policy. Mr. Williams said the last time we voted to approve combining the funds. He said tonight we want to approve the Investment Policy Statement and make the IAC a permanent committee.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to adopt the Investment Policy Statement as presented and revised on January 10, 2012.

On a motion made by Mr. Williams and seconded by Mr. Gorecki it was unanimously **VOTED** to establish the Investment Advisory Committee as presently constituted as a permanent Committee of the Town of Carlisle for three year terms, staggered in a manner to be determined.

### **Insurance Advisory Committee**

Mr. Goddard said since the Board's last meeting the Insurance Advisory Committee (IAC) has met, organized and selected him as the Chairman of the Committee. He said Larry Barton is the resource advisor for the IAC. Mr. Goddard said they have met twice and discussed various options of the proposed plan design changes that the Minuteman Nashoba Consortium is offering to its members. He said we have two choices: follow along with the group or go our own way. Mr. Goddard said the Committee obtained pricing from another vendor however after reviewing the figures the group decided it was more prudent to stay with Minuteman Nashoba than to move outside the group.

Mr. Goddard said the marketplace is changing and there will be increases in co-payments and deductibles.

Mr. Goddard said the next meeting will be the time to consider a recommendation to the Selectmen, but he felt it was important to share with the Board tonight where the Committee was at the moment. He said the committee is hopeful that the Board will take action on January 24<sup>th</sup>. Mr. Goddard said Larry will discuss some of the recommendation tonight.

Larry said the estimated cost savings in the plan design that has been selected /recommended by the IAC is \$109,788.00. Larry said the requirement is to put 25% of that number into a mitigation plan. He said the mitigation plan needs to be designed to take care of retirees, low-income employees and employees with high healthcare costs and cannot be used for premium reductions.

In reply to Mr. Stevenson, Larry said in regard to the mitigation fund, the requirement is 25% for the first year however the Town could put in more. It is not required next year, but that is up to the Town.

Larry said there 89 employees who will use the insurance. Larry said the deductibles will go up to \$250.00 for individuals and \$750.00 per family. He said co-payments will double and the most significant areas that will be increasing are the costs for emergency room visits and out-patient and high-tech imaging.

Larry said the IAC is looking for some guidance. He said if we were trying to maximize savings to the community, then it would be best to only fund the mitigation fund for one year at the minimum of 25%.

Mr. Hult was concerned that 25% would not be enough money. Larry said he discussed this matter with the alternative vendor and he did not think there would be \$27,000 worth of claims against the mitigation account in the first year. Larry said we will have employees who need healthcare, but there are also employees who only go to the doctor once a year.

In response to Mr. Hult, Larry said we need to decide about the amount of money going into the mitigation account no later than the first or second week in February.

### **Personnel Policies**

Mr. Stevenson said Mr. Goddard has prepared a few proposed amendments to the Personnel Policy. Tonight the Board will review them but no action will be taken. Mr. Goddard said both amendments have been

Board of Selectmen

January 10, 2012

3

Approved: 2/14/12

reviewed by the Personnel Board and they have voted to recommend same for approval. The first one is an amendment to 24.0 Sick Leave. The proposed change is paragraph 24-8 Family Sick Days. This provision allows the employees to be able to use up to five (5) days of their accrued sick leave to care for a member of their immediate family. Mr. Goddard said this is the exact language we used for the Communications Department Contract.

The Board decided to bring this back for a vote at the next meeting.

Mr. Goddard said the second amendment was relative to retirement. He said Larry Barton brought this to the Personnel Board's attention. Mr. Goddard said it states that an employee who retires from the Town can maintain health or life insurance plans offered by the Town as long as he/she was enrolled in a plan on the date of retirement. Also, if they withdraw from the plan they cannot rejoin at a later date.

Mr. Hult asked if the payment for the insurance remains the same as before, that is 50/50. Mr. Goddard said yes.

### **Selectmen's FY12 Goals – Progress Report**

Mr. Stevenson said the Board is about half way through the fiscal year and Mr. Goddard has prepared a few documents regarding how we are doing on our Goals and Objectives. Mr. Goddard went through the Boards goals, attached hereto.

*Financial Management* Mr. Goddard said there has been no measurable progress on the model OPEB liability. The Special Committee for Structural Financial Planning did not make a presentation at the November Special Town Meeting. However, the Finance Director and FinCom have requested 3-year projected budgets from selected Departments.

*Education* Mr. Goddard the Board of Selectmen Chairman represents the Board on the School Building Project and the Carlisle Public Schools project is on schedule with a healthy contingency fund remaining.

In regard to the CCHS building project, Mr. Goddard said it was overwhelmingly approved by both towns. The Board has representation on a very active School Building Committee.

*Effective and Efficient Town Services* In regard to top level reviews, Mr. Goddard said he is reaching out to the Dept. of Revenue and municipal management consultants to gather data. Mr. Goddard said the Technology Working Group is developing a survey of IT resources and challenges and will report to the Board of Selectmen in February.

*Stable and Responsive Utilities* Mr. Goddard said the 10-year renewal of the Comcast Cable Agreement was finalized in October 2011. He noted however that a new agreement with CCTV remains to be negotiated. In regard to the Energy Task Force, Mr. Goddard said the Green Communities Grant was awarded. The Board is assisting the Task Force with management of grant funds.

*Recreation and Community Activities* Mr. Goddard said there has been no measurable progress in regard to working with the RecCom and Council on Aging to understand recreations and community facility needs for the next 3-5 years. The Library Pathway Link was completed in December, 2011. The Board is currently waiting for the Highland Building Stabilization Committee to provide a recommendation for the re-use of the Building.

*Affordable Housing* In regard to the Banta Davis Task Force on the Master Plan, Mr. Goddard said the committee has organized and began working on determining the suitability of the property for affordable housing. The Board of Selectmen continues to support and assist the Benfield Project. Mr. Goddard said no measurable progress has been made on reviewing housing options with the Affordable Housing Trust and the Planning Board in terms of affordability, demographic, energy and regulatory environment.

*Conservation/Open Space* Mr. Goddard said a visions session with the land conservation groups has not started yet. A lease for the Cranberry Bog has not been secured. In regard to the Elliot Preserve, he said a support effort to support this area has not begun. Mr. Hult said a plan is in the works.

*Safety and Security* Mr. Goddard said he and Mr. Stevenson did an exit interview with Chief Wetherbee. The Dispatcher's Contract was ratified last fall by the Union. Mr. Goddard said the LEPC held an emergency preparedness exercise and then actively managed the October Nor'easter emergency response and debriefing. He said it seems that the Board has made measurable progress. Mr. Hult said he mentioned to Sylvia Willard, Conservation Administrator that as a community we need to take a more pro-active roll in fixing the breach

Board of Selectmen

January 10, 2012

4

Approved: 2/14/12

in the Cranberry Bog. He said this is a discussion for another time, but we need to look into ways to work on this matter.

In regard to the CCTV contract renewal, the Board agreed to ask former Selectman Bill Tice to work on this matter. Mr. Gorecki said he would work with Mr. Tice.

Mr. Stevenson said he would like the Board to concentrate on the re-vitalizing the Special Committee for Structural Financial Planning. He said the second one is the Housing Options, keeping seniors here in the community.

Mr. Hult said this was a very good exercise and perhaps we should do this one more time before the end of the year.

Mr. Goddard said one of suggestions the Board made when they did his performance evaluation a few months ago was that he develop some action items. He said he prepared and attached a list of some specific tasks.

### **New Business**

Mr. Gorecki said he has been working with Aaron Barth, who is interested in looking at the Greenough Barn and possibly lease it from the Town for a nominal fee in exchange for upkeep of the property. Mr. Gorecki said right now this is at the preliminary proposal stage. He is scheduled to look at the Barn within a few days and if he is interested he may come before the Board with a formal proposal. He is thinking of two possible uses for the Barn, one is a carpentry shop and the other is organic farming.

Mr. Hult said there has been interest in the house next to Fern's. He said he attended a meeting with a few Boards at Town Hall about this house. He added that it is a complex situation but we are trying to work it out.

### **Liaison Reports**

Mr. Williams spoke about the Financial Management Team meeting that was held earlier in the day. He said the Town Accountant reported that the Schedule A was sent to the State. The Guideline Line Budget will be sent out by the Finance Committee this week. He noted that there will be no increases except for contractual salary increases and the 2% cost of living increases.

Mr. Scavongelli said the Highland Building Stabilization Committee is meeting on Thursday at 7:30 p.m. to prepare a power-point presentation for the Selectmen.

Mr. Stevenson said the School Building Committee is also meeting on Thursday night.

### **Minutes**

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the December 12, 2011 as amended.

### **Executive Session**

At 9:35 p.m. a motion was made by Mr. Gorecki to go into Executive Session pursuant to MGL Ch. 30A, §21(a) (2) and (3) to discuss collective bargaining and litigation strategy as discussing the matter in open session would have a detrimental effect on the Town's negotiating and litigating position and not to return to open session. The motion was seconded by Mr. Williams and the following roll call vote was taken: Stevenson – aye; Scavongelli – aye; Gorecki – aye; Williams – aye; and, Hult – aye.

Respectfully submitted by Margaret Arena