

## BOARD OF SELECTMEN

June 26, 2012

Minutes

The Board of Selectmen met on Tuesday, June 26, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, Timothy Hult and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was not present.

Mr. Scavongelli reminded everyone that this weekend the Town would be celebrating the 100<sup>th</sup> anniversary of Old Home Day. He said the first Old Home Day was celebrated in 1912. He said a list of the festivities could be found in the local newspaper.

Mr. Scavongelli informed everyone that Library Director Angela Mollet will be leaving her position and moving to Oregon with her family. He said the Board would like to thank Angela for her nine years of service and dedication and all of the wonderful things she has done for the Carlisle community. Mr. Scavongelli said an Open House in her honor is scheduled at the Library on July 12<sup>th</sup> from 4 p.m. to 7 p.m.

### Town Administrator Report

Mr. Scavongelli read Mr. Goddard's report.

1 At their last meeting, the Carlisle Housing Authority approved obtaining legal counsel in connection with the development of senior affordable housing on the Benfield property. Mr. Scavongelli said he wanted to continue this discussion until later in the meeting when the Benfield matter was discussed.

2 Police Chief John Fisher prepared correspondence to the District 4 Mass Highway Department requesting to amend approved speed limits on Lowell Street. Mr. Scavongelli said Chief Fisher is on vacation this week and he would prefer to have the Chief present for this discussion.

3 A Proclamation was prepared for Old Home Day and the Board was asked to approve and sign same. On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve and sign the attached proclamation regarding the 100<sup>th</sup> annual celebration of Old Home Day in the Town of Carlisle.

4 Town Clerk Charlene Hinton asked the Board to remind all elected and appointed members of Town Boards and committees that they need to be sworn in by the Town Clerk before they are an official voting member of their respective boards.

### Liaison Reports

Mr. Williams said on Friday, June 29<sup>th</sup> the Affordable Housing Trust will be meeting in Town Hall at 5:30 p.m.

Mr. Hult spoke about the CCHS Building Committee. He said a considerable amount of work has been done to keep what was almost a slight overage in the construction cost. The cost, he said, is now down to the original \$75million. Mr. Hult said there was a meeting with the MSBA this past week to talk about a number of things. They discussed the second gym (smaller gym). Mr. Hult said the School will be ready for the 2015 school year.

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Approved: 7/24/12

Mr. Gorecki said Larry Barton will discuss what occurred at the Financial Management Team Meeting. Mr. Stevenson said in regard to the Carlisle School Building Committee, the demolition of the Spalding Building is complete. He said Larry Barton will have another Change Order for the Board to review, approve and sign.

### **Finance Committee Appointments**

Mr. Scavongelli said there are two openings on the Finance Committee and there are three applicants. The FinCom recommended Peter Karle and Jason Walsh for the vacant positions. Mr. Scavongelli said they did not take into account the Selectmen's obligation to consider the demographic composition of the Town. Mr. Scavongelli said under the Town's By-laws, the Selectmen have an obligation to nominate and appoint a woman to the Finance Committee.

Mr. Stevenson said it is important to have a balance of gender representation on the Finance Committee. Mr. Williams agreed with Mr. Stevenson. Mr. Hult said it is important to have more women involved with our Boards.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to appoint Peter Karle and Karen Huntress to the Finance Committee for a three year term(s) that will expire at the end of the 2015 Annual Town Meeting.

Mr. Hult asked if Long Term Caps was looking for members and if so, perhaps we might suggest that to Jason Walsh. Mr. Stevenson said there is a need for people on that committee.

Mr. Scavongelli said the *Annual Appointments* are divided into three different categories. The first category was the Board of Selectmen 2012/2013 Annual Appointments. On a motion made by Mr. Stevenson and seconded by Mr. Gorecki it was unanimously **VOTED** to make the Annual Appointments for fiscal year 2012/2013 as indicated on the two sheets distributed this evening. [List attached hereto]

On a motion made by Mr. Gorecki and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the three-year re-appointments expiring 2015; the two-year re-appointment expiring 2014; and the one-year re-appointments expiring 2013, and the one-year appointment for one year. [List attached hereto]

Mr. Scavongelli said the final category is the Special Municipal Employee status.

On a motion made by Mr. Gorecki and seconded by Mr. Stevenson, it was unanimously **VOTED** to designate the positions listed in today's handout as Special Municipal Employee Status. [List attached hereto]

Mr. Scavongelli said the Housing Authority has informed the Board that James Bohn, Housing Authority member and Carlisle Affordable Housing Trustee has announced that he has decided not to serve another term on the *Trust*. At their meeting on June 14, 2012, the Housing Authority vote 5-0 to nominate Carolyn Ing as the Housing Authority's Board member to serve on the Carlisle Affordable Housing Trust.

It was noted that Carolyn Ing was on the list of appointments for one-year appointments to the Carlisle Affordable Housing Trust.

### **U.S. Luge Team – Slider Sear Request**

Erin Warren, a Carlisle resident and a former athlete on the Women's Olympic Luge Team was present to talk to the Board about the Slider Search Program. She said she was recruited and went through the recruitment course which was called the U.S. Luge Slider Search when she was 15 years old. Erin explained how the search team goes looking for youngsters from 9-13 all across the USA. She said they have been conducting the Slider Search Program for 25 years in dozens of cities and they have successfully produced many athletes who have proceeded to the Olympics.

Erin identified Church Street between School and Bedford Road as the most possible site for their event on September 22<sup>nd</sup> and 23<sup>rd</sup> from 7:00 a.m. to 5:00 p.m.

In response to Mr. Hult, Erin said it would be a very successful weekend if about '100' kids tried out for this event.

Mr. Stevenson said the whole concept was great, but on Sunday morning there are Church services going on; how will that be handled. Mr. Hult said he felt the Church would be cooperative with this event.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that the U.S. Luge Association be permitted to use Church Street between Bedford Road and School Street on September 22-23, 2012 to conduct their 'Slider Search' program in order to identify potential athletes for the U.S. Luge National Team, provided that they coordinate their activities with the Carlisle Police and Fire Department, the DPW, and the First Religious Society.

### **Council on Aging – Recommendation for New Director**

Verna Gilbert, Chair of the search committee for Council on Aging Director Position spoke about the committee and the process they went through. She said the committee consisted of the following members: Elizabeth Acquaviva, Liz Bishop, Tom Dunkers, Angela Mollet, Holly Salemy, Abha Singhal and herself. Verna said they reviewed 16 resumes and narrowed down their selection to one candidate. She said the Council on Aging Board has approved and recommends David Klein as the Council on Aging Director.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to concur with the recommendation of the Council on Aging and offer the position of the Council on Aging Director to David Klein of Abington, Mass, subject to a pre-employment physical and successful salary negotiation.

On a motion made by Mr. Stevenson and seconded by Mr. Williams it was unanimously to **VOTED** to authorize the chair of the Board of Selectmen or the liaison to the Council on Aging to finalize the agreement offer with the David Klein as the COA Director for the Council on Aging.

### **Finance Director**

Finance Director Larry Barton was present to give the Board of Selectmen an update on how the FY2012 has materialized. Larry said the Departments have done a good job working within their budgets. He said local receipts have exceeded our projections. Larry said the following is the list of areas that will need Reserve Fund Transfers: Town Clerk- \$2,600, Fire Department- \$14,000, Memorial Day Fund-\$500, and the Mitigation Account-\$1,900. [These items total approximately \$19,000.00]

Larry said the Police Department may request a Reserve fund transfer for the server that went down last year. He said there may also be a request from the Communications Department due to payroll issues. Larry said the final 'maybe' request may come from the State Accounting Charges/Assessments. He said we would know more about these last three items by July 10<sup>th</sup>.

Larry spoke about two 53E½ Accounts that are revolving funds. He said the two that are almost over expended are the Hazardous Waste Account and the Building Department. Larry said the Hazardous Waste Account has a \$40,000 spending limit and he is asking the Board of Selectmen to increase that to \$45,000. The Building Department is currently at \$85,000.00 and they are asking for an increase to \$90,000.00. Larry explained that the Building Inspector has had increased inspections at the School for the School project and Larry noted the Benfield Project will be coming up soon.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that subject to an affirmative recommendation of the Finance Committee, the fiscal year 2012 spending limits of following 53E½ revolving funds be increased as follows: Hazardous Waste: from \$40,000 to \$45,000, and Building Inspector: from \$85,000 to \$90,000.

Larry presented a list of computer equipment from the Carlisle Public School that they wish to dispose of.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to declare the *attached* list of computer equipment from the Carlisle Public Schools, dated June 21, 2012, as surplus, to be disposed of as the Carlisle Public School sees fit.

Larry presented a Change Order to the Board from the Carlisle School Building Project for their approval and signatures. The Change Order #C014, in the amount of \$31,503.00 was for eight items. Mr. Stevenson said included in these eight items were the temporary sidewalks, signage, and disposal of furniture. It was

noted the School Building Committee has been very careful with the contingency funds. The remaining contingency funds are (approx.) \$450,000.00.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve Change Order #14 for the Carlisle School Building Project in the amount of \$31,503.00.

### **Conservation Commission – Elliot Preserve Land Grant Application**

Steve Tobin, president of the Carlisle Conservation Foundation was present to talk about the Conservation Restriction on the Elliot property. He said at the April 30, 2012 Town Meeting, the voters approved the purchase of the Conservation Restriction for \$560,000.00. He said that included \$150,000.00 that would come from CPA funds and \$410,000.00 from other sources. The other sources, he said, are private donations and a \$290,000.00 grant that the Town is applying for which is due July 12<sup>th</sup>. Steve said it is necessary to have the signature of the Board of Selectmen on the state grant application. In response to Mr. Scavongelli, Steve said the timing as to whether they will know if they received the grant is about four months.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to submit and support a Land Grant application for \$290,000.00 to the Massachusetts Office of Energy and Environmental Affairs to assist the Town of Carlisle in acquiring a conservation restriction on the Elliot Preserve and to authorize the Chairman to execute said application on behalf of the Board.

### **FY13 Wage/Salary Approval**

Mr. Stevenson recused himself from this discussion.

Larry Barton said the salaries for FY2013 have been approved by the Personnel Board. On a motion made by Mr. Williams and seconded by Mr. Gorecki it was **VOTED 4-0** to approve the FY13 Wage and Salary rates as presented and recommended by the Personnel Board and the Town Administrator.

### **NOAH – Presentation re: Benfield Farms**

Phil Giffie and Toby Kramer from NOAH were present for this discussion. Toby said she has been working with a specific group consisting of Elizabeth Barnett, Greg Peterson, Alan Lehotsky and John Williams and sharing information. She said Attorney Kathleen O'Donnell has been selected to work on the Benfield legal matters for the Carlisle Housing Authority and the Town. Toby spoke about the work that Attorney O'Donnell will be addressing which included drafting a license agreement.

Alan Lehotsky said they are asking the Board of Selectmen to accept Kathleen O'Donnell as attorney for the Housing Trust.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to enter into a contract with Attorney Kathleen O'Donnell for the provision of legal services in connection with the development of Senior and Affordable Housing on the Benfield property in the amount not to exceed \$5,000.00.

Greg Peterson referred to the Benfield project timeline Toby presented and he said they need to get a lot done before Labor Day. Greg said the most critical document needed is the License Agreement which will allow NOAH and its contractors and agent's access to the site. He said a draft License Agreement has been prepared and reviewed by NOAH's counsel and himself. Greg said it will be going out to the Board of Selectmen and Conservation Commission and Housing Authority for formal review and execution by the second week of July.

A lot of work has to be done and Greg asked if the Town Administrator could urge the other Boards and Commissions to give maximum cooperation and understanding, because it would be very helpful.

### **Discussion of Highland Committee II Charge**

Mr. Scavongelli said a few meeting back the Board discussed preparing a Charter for a new Highland Building Committee so they would have a clear understanding of what their goals and objectives were. He said the Highland Building that recently disbanded had some thoughts about what that charter should consist of. He said some of the former members are present tonight to provide ideas.

John Ballantine from Fiske Street spoke about his experiences on the last two Highland Building Committees. He said there are two constraints when dealing with the Highland Building. First, he said it is on and near the School. The School has some very strong concerns about what can be compatible. The second constraint is the financial. John said the operating expenses would be about \$30,000.00. He said the capital improvement costs would be about \$1.5million. John felt that the building had a potential use as a community-educational center.

Bill Fink from Daniels Lane said the School Committee has talked extensively about the Highland Building for many years. The School Committee did express concern about using the building for housing.

Mr. Scavongelli said when the Highland Building Committee was in session it was important to them to find a solution that was compatible with the School but it was also important to find financial solutions with that venture. Mr. Scavongelli when we organize the next Highland Committee the issue is whether the charter specifically requires that the next Committee take into consideration some type of financial solution with its recommendation. John Ballantine said this is a community asset and a community property. He said we have taken the first step in stabilizing it.

Jonathan Stevens from Maple Street said he was present on behalf of his wife, Priscilla [who was ill] and he wanted to say that Priscilla is supportive of the Highland Building. She sees it as a community asset and has some thoughts about raising funds for the future of the building.

Mr. Scavongelli said there is some momentum behind the Highland Committee and he would like to keep it moving. He said he has drafted a charter for the next Highland Committee and he will bring it to the next meeting.

Ann Chase from Fiske Street suggested the Highland Building become a fitness center/community center. She added that the Town should decide how the building should be used.

Mr. Hult said there are many issues related to a community center, such as parking and access.

Steve Golson from Stearns Street said one of the chief criteria we should be looking at is how this **use** will benefit the community, then the cost. Mr. Hult said we have to be careful because we just borrowed \$30million.

### **Execution of Historic Preservation Restriction Agreement**

Mr. Scavongelli gave a brief summary about the preservation restriction agreement. He explained that the Steeple at the First Religious Society Church (FRS) is in great need of repair. The Steeple houses the Town Clock. At the 2012 Annual Town Meeting, the Town voted to appropriate approximately \$46,000.00 from Community Preservation Funds to repair the Steeple. Mr. Scavongelli said our Town Counsel has pointed out that there seems to be a little issue for the First Religious Society to produce documentation that they are the rightful owner of the steeple. He said Town Counsel feels that they would be committing legal malpractice if they recommended entering into a contract with the FRS given we are aware of this situation.

Mr. Scavongelli said that this is a reasonable risk, taking into consideration the FRS has been there for over 200 years. Mr. Stevenson said he has met with the representatives from Church on this matter several times and this is as close to a document that all parties can agree on. He said the spirit of the Town Meeting vote was to get the money to repair the steeple in the most efficient manner.

Mr. Hult said he will recuse himself from this motion because of his connections with the Church.

On a motion made by Mr. Gorecki and seconded by Mr. Stevenson, it was **VOTED** to authorize the expenditure of the amount appropriated at Town Meeting to the First Religious Society for the preservation of the steeple with the understanding that the Board will work with the FRS to obtain the necessary documentation and to complete acquisition of the Preservation Restriction and finalize the agreement with the FRS.

### **Executive Session**

At 9:55 p.m. a motion was made by Mr. Williams to enter Executive Session pursuant MGL Ch.30A, §21(a), paragraph (2), to discuss strategy with respect to bargaining and contract negotiations with non-union

personnel. The motion was seconded by Mr. Gorecki and the following roll call vote was taken: Scavongelli – aye; Gorecki – aye; Williams – aye; Hult – aye; and, Stevenson – aye.

Respectfully submitted by Margaret Arena