

## **BOARD OF SELECTMEN**

June 24, 2013

Minutes

The Board of Selectmen met on Monday June 24, 2013 at 6:00 p.m. in the Town Hall Heald Room. Those present were Selectmen Timothy F. Hult, John Gorecki, Peter Scavongelli, John D. Williams, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present.

Also in attendance were: Finance Director Larry Barton, Town Accountant Priscilla Dumka, Community Preservation Committee member Luke Ascolillo, Town Clerk Charlene Hinton and Town Moderator Wayne Davis.

### **Community Input**

There was no community input this evening.

### **FY14 Payroll Changes**

Mr. Goddard presented the FY14 payroll changes that will go into effect on July 1<sup>st</sup>. He said this document [attached hereto] shows the pay rates for FY13 and FY14 with the 2.25% cost of living increase and in some cases union, contractual and anniversary increases.

In response to Mr. Gorecki, Larry said the Carlisle School Department rates are kept within the purview of the School Committee.

On a motion made by Mr. Williams and seconded by Mr. Gorecki it was unanimously **VOTED** to approve the FY 2014 payroll changes that are presented on the chart dated 6/17/2013.

### **Town Meeting Recap with Town Moderator and Clerk**

Mr. Hult said a few meetings ago the Board briefly discussed some of the issues they felt could be changed or adjusted in future Town Meetings. They were the consent agenda, preamble, quorum issues and Community Preservation Act articles. In regard to the preamble, Mr. Hult said it seems that it takes a long time and it prevents the actual Town Meeting from getting started.

Wayne said he could lighten up the preamble or present it in a hand-out form. He said it might be good to have it published in the Warrant Book.

In regard to the quorum issues, Wayne said this topic has been debated among Massachusetts Town Moderators and one of the recommended routes is to bring the quorum number down to zero. He said this way people will definitely come to Town Meeting. Wayne admitted that he did not know what the best answer is for Carlisle. Mr. Hult said his observation is that when there are significant issues on the Town Meeting agenda, the auditorium is filled, however when there isn't, that is when we have trouble obtaining a quorum. After discussing various quorum options, the Board decided that no change was required.

Mr. Hult said in regard to the Community Preservation Articles, he was concerned about amending the motions at Town Meeting. Wayne said the CPA agenda was very long this year. Mr. Hult suggested putting as much information into the Warrant Book as possible.

Mr. Hult said the CPC should have a meeting with Board of Selectmen before Town Meeting. He also suggested that he and the Town Administrator and the Finance Committee chairman meet regarding the Community Preservation Act motions before Town Meeting.

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The consent agenda was discussed and several suggestions were made. Wayne said it could be shortened. Mr. Hult suggested publishing it and then asking [at Town Meeting] if anyone had any problem with any of the Articles. Charlene said in regard to the Consent Agenda, residents have told her that they feel uncomfortable raising their hand and saying they want to 'hold' something. Wayne said a consent agenda does make sense, even though it has its disadvantages for the shy, that is, those who will not raise their hand. Mr. Scavongelli said that it does not seem to save much time and he would be fine if we dispensed with it. Mr. Williams said he supports the Consent Agenda. Mr. Hult said it seems the consensus of the Board is to keep the Consent Agenda. Wayne said in regard to saving time at Town Meeting, the focus of the Consent Agenda is not to speed things up but rather to deal with the things that can be done efficiently.

Wayne spoke about the appointment of Carlisle's representative to the Minuteman School Committee. He informed everyone that Don Rober, who is the present Carlisle representative on this committee, has decided to resign. Wayne said it is very important that we find the right person for this committee because of the issues at the school.

#### FY13 Year-end issues (continued)

Larry spoke about the revenues first. He said we still have two weeks left to pay for FY13. He noted that through the end of May on the revenue side, we exceeded our targeted local receipts by \$108,000 and with June remaining, that amount may increase to \$150,000.

On the spending side, Larry said there are about seven or eight budgets that have exceeded their limits. He said Town Hall is one of them due to contracts, elevator repairs and the heating system. Larry said the Fire Department experienced a failed IT System (\$20,000) and the DPW budget for snow and ice is over by about \$35,000. He said the Veteran's Agent budget is over by \$3,700. Larry said there was an increase in State and County charges by \$7,000 this year. Larry said these amounts total approximately \$82,000. He said they are unexpected and unanticipated and therefore will require a transfer from the Reserve Fund. He noted that the current balance in the Reserve Fund is \$145,500.

In response to Mr. Williams, Larry said the balance in the Stabilization fund is approximately \$1.1million. There was no action required tonight. The Finance Committee will meet on July 11<sup>th</sup> and vote on these items. Mr. Hult commented that we should be thinking about positive steps toward OPED benefits.

*Mr. Stevenson arrived*

#### **Appointments**

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to re-appoint the following members to the Celebrations Committee for a one year term that will expire on June 30, 2014: Scott Evans, Doug Stevenson, Dale Ryder, Barbara Culkins, Alan Cameron, and Fr. Thomas P. Donohoe.

On a motion made by Mr. Gorecki and seconded by Mr. Stevenson, it was unanimously **VOTED** to appoint Nathan Brown as the Planning Board's representative on the Medical Marijuana Study Committee.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to appoint Donna Margolies from the Board of Health, Lisa Davis Lewis from the Zoning Board of Appeals and Police Chief John Fisher to the Medical Marijuana Study Committee.

#### **New Business**

John Ballantine, Matt Hamor, Priscilla Stevens, and Kerry Kissinger were present for the discussion on the Highland Building.

Mr. Hult at our last meeting we discussed the potential of using Community Preservation Committee money for a study that would allow the Highland Committee to better represent the alternative they are suggesting for use of the Highland Building. He said in the course of that discussion we are anticipating a report in

September. He said Tim Goddard and Larry have found \$5,000 from general expenses for the study to better present the alternative to this Board.

Mr. Ballantine said as a committee and with the architect they want to confirm some important points before they present their report to the Board. One of the points is relative to the egress and flow in terms of the design of the building. Conceptually, he said, we have an inside elevator that allows the handicapped to enter the building and the egress is in the back of the building. He said there are concerns whether this will work for the Fire Chief and the School. He said those are safety issues. Mr. Ballantine spoke about a few structural design questions they had regarding program rooms and some classrooms on the second floor and whether this would be structurally safe. He said he spoke with architect Lynn Spencer who said she could do all of the above work for less than \$5,000 [which is approximately 40 hours]. He said this work is clearly tied to future uses.

Mr. Gorecki said it will be valuable to have this information. Mr. Williams said he is also in favor of this study. Mr. Scavongelli said he was in favor of the study. Mr. Stevenson said we should know what the concept is first before we provide this money. Mr. Hult said he would like to hear what they have been working on.

Kerry Kissinger from Elizabeth Ridge Road said it does not matter where the money is coming from, he does not think any more money should be spent on the Highland Building.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was **VOTED 4yes 1no** to allow the Town Administrator to work with the Highland Committee to allocate \$5,000.00 out of the General Expenses budget for the purposes of providing structural and architectural analysis.

Mr. Ballantine on September 24<sup>th</sup> the Highland Building Committee will have a report for the Board of Selectmen. He said at that time they will list all the options available for the Highland Building.

Mr. Scavongelli said there were two issues the committee would like to bring to the Board's attention. He asked if the Committee should consider tearing it down; and, is relocating the building to another property a possibility the Board would consider. Mr. Stevenson said twice Town Meeting voted not to tear down the Highland Building.

Mr. Hult said it is hard to answer that question because a lot of people like what has been done to the building now. Mr. Hult said moving the building would be very costly.

### **Town Administrator Report**

1 Mr. Goddard said he prepared a preliminary draft of the 2014 Annual Town Meeting timeline for the Board's review and has forwarded same to the Town Moderator, Town Clerk and the FinCom Chair for their comments. He noted that he moved the first coordination meeting with the Finance Committee to October so that the Board would have the opportunity to discuss the FY15 Budget Guideline with FinCom before they send it out to Department Heads.

Mr. Hult was agreeable with the April 28<sup>th</sup> date for the Annual Town Meeting. Mr. Gorecki asked if the Board wanted to have four coordination meetings with the Finance Committee. Mr. Hult said he would like to have two meetings with Finance Committee and one Community Preservation Committee. The Board made a few changes to the coordination meetings with the Finance Committee. The timeline will be reviewed again at a future meeting.

2 Mr. Goddard said the Town of Carlisle received Solar Renewable Energy Credits (SREC) by installing the solar array at the Corey building. He said the Energy Task Force met on June 10<sup>th</sup> and voted to recommend the Town of Carlisle enter into an agreement with the Hampshire Council of Governments (HCOG) to sell any SREC's generated by the Carlisle School PV system. Mr. Goddard said they will act as a broker for the sale of any credits. They charge a 4% fee. The estimated revenue annually is between \$2,500 and \$3000. Mr. Goddard noted that the contract with HCOG can be cancelled with a 30 day notice if the Town is dissatisfied for any reason. Mr. Goddard said that HCOG has a good reputation and Counsel has reviewed the agreement. Mr. Hult was fine with this agreement.

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On a motion made by Mr. Scavongelli and seconded by Mr. Williams, it was unanimously **VOTED** to instruct the Energy Task Force to move forward with an agreement with the Hampshire Council of Governments to broker an agreement for any credits that may result from our solar array at the school.

#### **Liaison Reports**

Mr. Scavongelli said the Highland Committee has been discussing using the building for a Community Cultural Center. He said Mary Storrs has also put out for consideration the idea of an education center.

Mr. Williams said the Insurance Advisory Committee met recently and they are looking at the percentage of employees that go through their family maximum on an annual basis. He said their next meeting they will review various data.

Mr. Hult said he has been meeting with everyone regarding the Board's Goals and he has had some very good discussions.

In regard to the CCHS School Building Project, Mr. Hult said there have been some issues with the bids. The prices and the bids were alarming as well as the availability. A solution will be presented tomorrow night.

Mr. Hult said he will provide more details about this matter at the Board's next meeting.

#### **Minutes**

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the June 11, 2013 Board of Selectmen meeting.

#### **Executive Session**

At 6:52 a motion was made by Mr. Gorecki to go into Executive Session pursuant to MGL Ch. 30A, § 21 (a) (3) for the purpose of discussing strategy with respect to litigation and not to return to open session.

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

Respectfully submitted by Margaret Arena