

BOARD OF SELECTMEN

July 23, 2013

Minutes

The Board of Selectmen met on Tuesday July 23, 2013 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, Peter Scavongelli, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present. Selectmen John Gorecki and John Williams were not present.

Also in attendance:

Rob Peary

Launa Zimmaro

Gary Davis

Michael Bishop

Marc Lamere

Wayne Davis

Judith Taylor

Solid Waste Master Planning Grant Discussion

Launa Zimmaro and Rob Peary, members of the Household Recycling Committee were present to ask the Board to approve a MassDep grant application for In-Kind Technical Assistance. Launa said the In-Kind technical assistance grants are for time only; funding for recommendations and new programs is not provided through this program. She explained that MassDep released a new *Solid Waste Master Plan for 2010-2020/Pathway to Zero Waste* in April 2013. Launa said technical assistance is being requested so that the local implication of the new SWMP will be understood and considered in the design and implementation of Carlisle's MSW program.

Launa presented to the Board a document provided by MassDep that showed 60% of the municipalities in the Commonwealth and the percentage of household trash tonnage these Towns reported in 2012.

In reply to Mr. Stevenson, Launa said Carlisle's trash tonnage is higher than other communities because we could recycle more items than we are presently discarding. She said we are throwing away more than other Towns.

In reply to Mr. Scavongelli, Launa said when no one takes the items in the swap shed; they are sorted into metal and electronics and then thrown away.

Mr. Stevenson asked Launa to give examples of other items the Town could be recycling. Launa said she would like to look into recycling textiles. With the help of the coordinator, Launa said we could see some expanded results by next spring.

Liaison Reports

Mr. Scavongelli said the Highland Committee met prior to the Selectmen's meeting tonight. He said so far they have been discussing a Carlisle community cultural center however tonight they discussed the possibility of an Education Center which would involve some school programs for music or dance and other enrichment programs. He said the committee is still focused on a Community/Recreation Center. Mr.

Board of Selectmen

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1

Approved: 9/10/13

Scavongelli said they would like to have the Recreation Commission involved in these discussions. He added that the committee would like to ask Alan Carpenito to become a member because they are down one member and Alan would be a good addition to the committee.

Mr. Hult said at a recent CCHS Building Committee meeting, they reached the price in which the builder will build the building. He said the focus was on the construction cost, which is \$75million and the total cost is \$92.5million. He said it will be a few weeks before these numbers are certified by MSBA. In terms of a schedule, Mr. Hult said the school should be completed in April 2015. He added that there is \$4.5million in the contingency fund.

Mr. Stevenson asked about the hazardous waste issue at the High School. Mr. Hult said it is being handled by the Regional School Committee. He said the entire affected area can be capped off at a cost of approximately \$1million.

Mr. Hult said at the FinTeam meeting this morning it was reported that the total amount of Transfers from the Reserve Fund was \$96,000.00. He said the Assessor reported that she has identified \$14million in new growth for a target of \$15million. He said the Town Accountant reported that the local receipts were \$190,000 over the estimated amount.

Mr. Hult said he had a meeting with Mr. Goddard, Larry Barton, Michael Bishop and Luke Ascolillo to review the Town Meeting timeline. He said it was a very good discussion.

Chapter 90 Roadway Program – Presentation

Mr. Goddard said the Town expected to receive a significant amount of Chapter 90 money this year; however the Governor has decided to release only half of that amount. DPW Superintendent Gary Davis was present to explain how he has used the Chapter 90 funds in the past two years. He also presented a list that showed which projects were completed in 2011 and 2012, and the projects he is working on this year and the proposed use for Ch. 90 funds for 2014 (list attached hereto). Gary said the money that is allocated to the Town each year does not have to be used in that year. He said he has carried over about \$200,000 each year. Gary said only certain equipment can be purchased with Ch. 90 funds. He noted that snow removal equipment cannot be purchased with these funds.

There was a discussion on the bicycle traffic on Lowell Street. Gary agreed with the Boards concerns for bicycle safety. He said last year, one-half mile of paving was done on Lowell Street and they will do another half mile this year.

Finance Committee

Finance Committee Chair Michael Bishop was present to discuss the process the Finance Committee followed in order to appoint a new member to their committee. He said they met with a few interesting candidates. Michael said the Finance Committee considered two individuals who had financial backgrounds and were both very committed to the Town. They chose James Darr, who is retired, has worked with public pensions and has done a lot of volunteering.

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to appoint James Darr of Hobblebush Lane to the Finance Committee for a three year term that will expire at the end of the 2016 Annual Town Meeting.

Town Administrator Report

1) Mr. Goddard said attached to his report was a request from the Wounded Warrior Project to conduct a portion of their September 21, 2013 fundraising bicycle race through the streets of Carlisle. He said the proposed bike route is attached to this report. He noted that this group will coordinate with the Police Department before the event.

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to approve the Wounded Warrior Project request to conduct a portion of their September 21, 2013 bicycle race in the Town of Carlisle with the understanding that they shall consult with the Police Department regarding

traffic and roadway safety issues and will comply with the Town's policy regarding the marking of bicycle routes.

2) Mr. Goddard spoke about the meeting he attended with Michael Bishop, Luke Ascolillo, Mr. Hult and Larry Barton relative to the 2014 Annual Town Meeting Timeline (attached hereto). He said we are starting the process a little earlier than we have in the past. He said the first meeting between the Selectmen, FinCom, CPC and LTCs has been scheduled on October 22nd. Mr. Goddard noted that the Personnel Board will also meet with the Selectmen on October 22nd to make a recommendation regarding the COLA increase. The Board discussed other changes to the timeline, including additional coordination meetings with the FinCom and Community Preservation Committee.

3) Mr. Goddard said at our last meeting we had a presentation on the changes to our flood insurance maps prepared by FEMA. He said he met again with George Mansfield and Sylvia Willard and was informed that the maps/information is available on the Town website for residents to review. Mr. Goddard suggested that the Board set Friday, August 23rd as the deadline for residents to submit their appeals to the Selectmen so that there is adequate time to forward the appeals to FEMA by September 12th, at the end of the 90 day comment period. Mr. Goddard noted that we have not received any appeals so far.

4) Mr. Goddard said Fire Chief David Flannery is requesting the Board's approval of his purchase of a fire alarm system controller. Mr. Goddard noted this item is replacing one that is 35 years old. The alarm system controller is located in the communication center. Mr. Goddard explained that the funds to purchase the replacement system were approved at the 2014 Annual Town Meeting for \$27,000.

Mr. Stevenson explained that an alarm system controller controls all of the fire alarm boxes.

On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was unanimously **VOTED** to award the contract for the Municipal Fire Alarm System Controller to L.W. Bills Company in the amount of \$27,000.

5) Mr. Goddard gave an update on the property located at 669 Bedford Road. He said Town Counsel went to Concord District Court last Friday (7/19) representing the Town. He said the Court issued a default judgment in the Town's favor, thereby granting the Town full control of the property and the ability to proceed with the eviction. He said there is a ten day appeal period. Mr. Goddard noted, after that period the Board would need to have a Constable secure the building and change the locks. All of the items inside will have to be removed and stored.

FY14 BoS Goals – Review/revise annual objectives

Mr. Hult said at our last meeting the Board looked at Core Objectives and responsibilities. He said tonight he would like to go over them and make a few changes and additions as we discuss each area.

Starting with financial, Mr. Hult said there are four items: work with committees and departments to establish a long term capital plan, focus on maintaining sustainable operating costs for the Town, review coordination among the Board of Selectmen, FinCom and CPC regarding financial preparation for Town Meeting, and begin the process of responding to the unfunded OPED by reviewing & understanding potential options.

In regard to education, Mr. Hult said the five items are: close-out the Carlisle Public School building project, support the new Superintendent, provide support to the CCHS building project and monitor the cost and schedule, support the CCHS School Committee and Superintendent as they respond to structural & financial challenges, work with the District to develop a strategy to refine the MMHS District Agreement and resolve the ongoing issues relative to out of district students, and develop a strategy /plan for repairing the parking lot at the Carlisle Public School.

Under Community Services, Mr. Hult listed: forward the Highland Committee's best solution(s) for future use of the building for Town Meeting consideration, work with the RecCom to identify and document a long

term plan for a recreation facility, develop a strategy for supporting the transportation needs of disabled citizens, work to develop a plan for the next phase of pathways, and continue to work with the COA on potential long term facility needs.

In regard to Utilities, Mr. Hult listed the following three items: finalize the new contract with our cable access providers, investigate an alternate strategy for electricity distribution (Concord Municipal Lighting), and work with the energy committee to support initiatives and monitor effectiveness.

Under Public Safety, Mr. Hult listed several items: 1) Fire Department – assist the Chief in completing the three year compensation plan, maintain the call Fire Department and explore recruitment and retention options; 2) Police Department – support the Chief in maintaining stability at the Police Dept. in regard to staffing and equipment; 3) Communications – maintain current stability and performance; 4) Local Emergency Planning Committee- continue to monitor the effectiveness of the committee; 5) reinstate the Pathways committee, specifically in regard to bicycle safety; 6) organize the Medicinal Marijuana Committee to ensure proper compliance and enforcement.

Mr. Hult listed the following items under Housing: preside over an inclusive town wide discussion regarding options on the Banta Davis property, assist the Carlisle Affordable Housing Trust (CAHT) and Carlisle Housing Authority (CHA) with monitoring and overseeing the construction process at Benfield Farms, Support CAHT in an RFP for the Goff property and help ensure the most effective use of that property, have discussions with the Planning Board, ConsCom and Board of Health regarding possible zoning options that would encourage and promote more diversified housing in Carlisle, and review the Town's strategy relative to the 40B challenge.

In regard to Conservation, Mr. Hult formed the following list: work with the Conservation Commission to monitor the situation at the Cranberry Bog and protect Carlisle's water rights, develop a strategy that will address the issues with the Greenough Barn, work with the appropriate committees to develop a plan for addressing the ongoing financial and maintenance needs of the land and buildings that the Town owns, work with ConsCom regarding the extension of the Cranberry Bog/Bog House lease, and work with ConsCom regarding the restoration of Towle Field.

The last item on the list was Town Hall Services. Mr. Hult listed the following three items: work with the Town Administrator to continue to focus on adherence to regular Town Hall Department hours, establish a technology committee to focus on a long term technology strategy, and establish a more comprehensive program to acknowledge and support employee loyalty and performance.

Mr. Hult spoke about adding a Veteran's day celebration as suggested by Mr. Stevenson. Mr. Stevenson said several communities have different events, but he felt Carlisle should establish an event of our own. Mr. Stevenson suggested forming another committee or perhaps enlarging the Celebrations Committee.

Mr. Hult asked if the above list was too large, or were there too many things to do.

Mr. Stevenson said it was a good set of Goals. Mr. Scavongelli said it would be useful to check-in at a Selectmen's meeting periodically to see how we are progressing. He said that would be an indication if we had over-extended ourselves.

Marc Lamere, chair of the Planning Board suggested sending a copy of the goals to the Boards and Committees.

Minutes

On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of July 9, 2013 as presented.

Executive Session

At 9:00 a motion was made by Mr. Stevenson to into Executive Session [with the intent to return to open session] pursuant to MGL Ch. 30A, §21 (a) paragraphs (2) and (3) to discuss strategy with respect to

bargaining with a non-union employee, as an open session may have a detrimental effect on the Town's bargaining position. The motion was seconded by Mr. Scavongelli and the following roll call vote was taken: Hult – aye; Scavongelli – aye; and, Stevenson – aye.

Open Session

At 9:15 the Board of Selectmen returned to open session.

Town Moderator Wayne Davis was present with Judith Taylor of Rutland Street to discuss the Minuteman School Committee representative appointment.

Wayne said Judy, who is presently semi-retired, has an extensive background in vocational education. He added that she has done some consulting work for the Minuteman High School.

Judy spoke to the Board about her ideas relative to the agreement between Minuteman and the member Towns and the out of district Towns. She said that the agreement that was put together in 1968 does not make sense now. The Towns that send fewer children are paying disproportionately.

Mr. Hult said Carlisle is frustrated with the agreement.

Mr. Scavongelli said it would be worthwhile if Judy met with Mariellen Perugini and Nancy Weiss and discussed the issues at Minuteman.

Mr. Stevenson asked Judy if she had any opinions of her own on the conflicts regarding these issues. He said the Board is not interested in supporting a capital project that does not include the support of out of district Towns at some level.

Mr. Hult said we have to work together to resolve these issues. He suggested meeting monthly to discuss the current issues at Minuteman.

The meeting adjourned at 9:45 p.m.

Respectfully submitted by Margaret Arena