

BOARD OF SELECTMEN

November 25, 2014

Minutes

The Board of Selectmen met on Tuesday, November 25, 2014 at 6:30 p.m. in the Town Hall Clark Room. Those present were Selectmen John Gorecki, Douglas A. G. Stevenson, Peter Scavongelli, Nathan Brown and Vanessa Hunnibell Moroney. Town Administrator Timothy D. Goddard was also present.

At 6:30 p.m. a motion was made by Mr. Brown to enter into Executive Session pursuant to MGL Ch. 30A, §21(a) paragraphs (1) and (3) to discuss the reputation, character, physical condition or mental health of an individual and discuss litigation as an open meeting would have a detrimental effect on the Town's litigating position and afterwards the Board will return to open session. The motion was seconded by Mr. Stevenson and the following roll call vote was taken: Gorecki – aye; Stevenson – aye; Scavongelli – aye; Brown – aye; and, Moroney – aye.

At 7:25 p.m. the Board returned to open session.

Also in attendance:

Police Chief John Fisher

Debra Belanger, Audit Committee

Simon Platt, Audit Committee

Larry Barton, Finance Director

Priscilla Dumka, Town Accountant

Drew McMorrow, CC at Play (presentation)

Russell Dion, Architect

Rick Amodei, chair Recreation Commission

David Model, School Committee

David Freedman, chair Planning Board

Jonathan White, Deputy Fire Chief

Sally Quinn, School Street

Lisa Davis-Lewis, chair Zoning Board of Appeals

Bill Risso, chair Board of Health

Steve Davis, Prospect St.

Thornton Ash, Nowell Farm Rd.

Bob McCauley, Log Hill Road

Mr. Gorecki said Police Chief John Fisher was present to request that the Board appoint Officer Debra Saponaro as a full-time Police Officer.

On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was unanimously **VOTED** to appoint Debra Saponaro as a full-time Police Officer to the Town of Carlisle Police force.

Audit Committee – FY14 Audit Report

Board of Selectmen
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Approved: 1/13/15

Audit Committee members Simon Platt and Deb Belanger were present for this discussion. Simon said the Committee is recommending that the Board adopt the Financial Reporting package for FY14. He said there were two items worthy of discussion. The first one was the Financial Statement. He said the audit process went effortlessly because of the preparedness of the team. He discussed briefly the fund balances in the report.

Simon said the second item was the management letter. He said the Audit Committee had three meetings this year. He spoke about the items that were listed in the management letter that referred to information and technology control. The Auditors have pointed out in this letter that as a Town we need to make sure we are thinking about risks associated with Technology systems.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to adopt the fiscal year 2014 Town of Carlisle Basic Financial Statements and Management Letter.

Simon informed the Board that Audit Committee member Bonnie Brown has moved out of Town and therefore will resign from the Committee. He said they would like to acknowledge her and thank her for her work while serving on the committee. It was noted that Tim Hult is interested in joining the Committee.

CC at Play – Athletic Fields Presentation [Update on athletic fields at CCHS]

Russell Dion and Drew McMorrow were present for this discussion and presentation. Drew said a group of people came together in 2012 and began talking to coaches and members of the administration at CCHS recognizing that the playing fields were in terrible condition and at times dangerous to use. He pointed out that they are not ADA accessible and there are no bathrooms. Drew said at when the CCHS project started it took out one of the tennis courts and a playing field. Drew said as a group they came together to see what could be done about the athletic campus. He said with the permission of the School Committee they formed a non-profit group, CC At Play, and with private money explored designs to renovate a new athletic field project. Drew said although they raised \$1million through significant fund-raising, that was not enough. He said the scope of what they need to do will cost about \$5million and what they need is a public/private partnership. Drew said they engaged both communities in the process; which included a mailing to every household in Carlisle and Concord informing them of three (3) public meetings and two (2) public site visits. Drew spoke about their goals for the renovations which are to restore what was lost in the high school building project; renovate what was there and add an amphitheater, and keep CCHS as a vibrant part of our community.

Drew said in the spring of 2014 the Town of Concord voted to approve \$433,000 of Community Preservation Act funding for this project [this was the first installment]. This is a three phase project so they are approaching Concord for \$670,000 and they are approaching Carlisle now for a sum of money too. Drew said it has been a broad-based fundraising effort. So far they have raised \$2million in private commitments, \$433,000 in Concord CPC funds and they are asking Carlisle for 25% of the total public funds in the amount of \$400,000. Drew said the \$400,000 would be one full payment.

Mr. Gorecki said this is exactly the type of project we should support.

Rick Amodei was present from the Recreation Commission. In response to Mr. Gorecki's inquiry about the field study being done by *Gale Associates*, Rick said he met with Gale Associates about three weeks ago and they went over some preliminary numbers. He said they expect to see a draft of the study within a few weeks. Rick said as a committee they took a vote and they unanimously support the CC at Play project.

In response to Mr. Stevenson, Rick said the Recreation Commission does not have a request going to the CPC this year.

Mrs. Moroney was impressed with the great job they did with this presentation. Her concern was with the undesignated CPA fund balance and whether there would be money available for purchasing property for affordable housing, or consideration for our fields and pathways in Carlisle. Mr. Brown asked what the balance is in the Community Preservation Fund. Finance Director Larry Barton

explained how the money that we receive every year from the Community Preservation Act funds was determined and how it is distributed into various pockets. He said the CPA surcharge runs about \$380,000 per year. He said this year we received \$127,726.00 as a State match. He said with those two amounts combined, we have an annual income resource of about a half a million dollars. Larry said each year we appropriate 10% of those expected revenues to the open space and recreation reserve and the historic reserve and the community housing reserve. At the end of the year the balance goes to the undesignated fund balance. The \$763,000 that is in the undesignated fund balance today will increase by \$328,000.00 by the end of this year. He said we are bringing in about a half million dollars each year. Larry added that the CPC does have the ability to borrow money. Mr. Brown said he would like to see this project go forward and have CPC fund it.

Telecommunications Tower – Site Plan Review (cont'd)

Mr. Gorecki said there will be two aspects to this discussion; first there will be the public hearing portion of the Site Plan Review, where we will take public input and then we will close and continue the public hearing until January 13, 2015. Mr. Gorecki the second item will be a discussion on a possible wireless /engineering study for communications in general for the Town of Carlisle.

Public Input

Sally Quinn Reed, School St. said her concern is the safety of situating the tower seven feet away from the classrooms and approximately 25 feet away from a private pre-school playground. She said from what she understands the safe fall zone is 225 ft. from that. Ms. Reed wondered if this was a good risk to take. She felt another study would provide more details for this project than what was provided at Town Meeting. She added that her hopes were that another study may actually achieve the goal of reaching all areas and (also) mitigate the risks.

On a motion made by Mrs. Moroney and seconded by Mr. Brown, it was unanimously **VOTED** to continue this Public Hearing until Tuesday January 13, 2015 at 7:30 p.m.

Mr. Stevenson asked about the current timeline for the Site Plan review and when the Selectmen should expect to hear recommendations from the Planning Board.

David Freedman, chair of the Planning Board said he did not know if they will be able to give the Selectmen their report on January 27th because it depends on the remainder of this discussion. The Planning Board will not be able to give the Selectmen their report until they receive a response from the School Committee. David said their recommendation is based on information that they do not have yet.

Mr. Stevenson said the Site Plan Review process just does not involve answering a lot of questions. He said we look to the Planning Board to come back with recommendations and conditions after they have had discussions with other Boards and Committees. David Freedman said the site plan review is specifically supposed to address safety and normally when you have conditions, they are conditions related to things that you know will respond to safety concerns.

David said the idea that Site Plan Review should proceed in terms of reviewing the tower when we have no clue whatsoever whether the tower is an essential part of the public communications system doesn't make sense. He therefore recommended putting the site plan review on hold, and extending the timeframe as necessary until we have the answers from the consultant study if indeed the 150 ft. tower is necessary at that location. After that has been established, he said, the Site Plan Review can continue. Mr. Gorecki said he would like to keep the efficacy studies and the studies for the various types of systems separate from the Site Plan Review discussions.

School Committee member David Model said the School's main concern is safety. He did not think the School Committee would want to make a decision on an artificial situation.

There was a discussion over what items would be included in the scope of the RFP for the Study.

Mr. Gorecki said he would like to form a sub-committee to work on this project, that is, request the

funds [up to \$34,000] for a study from the Reserve Fund and work with David and Peter Yell on the scope of the RFP and seek three bids from qualified providers who have experience in telecommunications.

Mr. Brown said he supports this proposal and is interested in being on the sub-committee. Mrs. Moroney said she also supports this proposal.

Mr. Scavongelli said he supports this proposal and the amount for the study not to exceed \$34,000.00.

Mr. Stevenson said he would like to move forward with the study but would like the Site Plan Review to move forward too. He did not want the process to be put on hold.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to authorize a Study and request funds from the Reserve Fund for the Study in an amount (not to exceed) \$34,000.00, and appoint two members from this Board to a sub-committee to handle creation of this Study [and sending it out].

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to appoint Mr. Brown and Mr. Gorecki to the Sub-committee to work on the telecommunications study.

Mr. Gorecki said he supported putting the site plan review process on hold until we have the study completed.

Mr. Scavongelli said he would feel uncomfortable spending money on a telecommunications tower knowing there were so many unanswered questions about the project. He said he supported delaying the site plan review.

Mr. Stevenson supported having the study run parallel with the site plan review process.

Mrs. Moroney said she agrees with Mr. Gorecki and she believes this is a very important project and it has to be done quickly and carefully.

Long Ridge Road 40B – Discussion

Lisa Davis Lewis, chair of the Zoning Board of Appeals (ZBA) was present for this discussion. She said while she will do her best to give the Selectmen an update on the Long Ridge Road 40B Application, she is not able to give some information that may conflict with the public hearing process. Mr. Gorecki said he would like to hear where we are in the process and understand what this Board can do to help the ZBA in the way of additional resources, additional town counsel services, etc. Lisa said in July, 2014 the ZBA received an application from Lifetime Green Homes for an approval under 40B for a comprehensive permit for a twenty (20) home development on a 9.8 acre site. She said the proposal is one lot with twenty homes under a condominium association. Lisa said the ZBA opened the public hearing on July 28th. She said there was some discussion as to whether the application was complete. Lisa said the ZBA had 120 days from July 28th to close the public hearing unless the applicant agreed to extend that timeline. Lisa said because things seemed to be moving very slowly in the beginning, the ZBA asked the applicant for a 90 day extension and he agreed to a 60 day extension. She said at this point the ZBA has until March 23, 2015 at which time we must close the public hearing and we have 40 days after that date to render a decision.

Lisa said during the first few months the Zoning Board, working with Mr. Goddard was able to get a grant from Mass Partnership to hire a consultant, Mike Jacobs who is an affordable housing planning consultant. She said he does a lot of work advising Towns on 40B projects. Lisa said he has been very helpful on the procedural end of the process as well as the planning end and into the whole discussion of waivers and the proforma analysis. Lisa said they also retained Nitsch Engineering as their peer engineer. She said they retained as a sub-consultant Steve Smith who is a hydro-geologist and they also have a traffic engineer on staff.

Lisa said they gave Jeff Brem a list of items that were missing from the application. She said he is requesting about 25 waivers from the zoning regulations. Lisa said at this point the ZBA has gone through an initial round of peer reviews on his plans, traffic studies, and storm water report and they

gave him a list of items that need to be addressed. She said we are waiting for Mr. Brem to submit a revised set of plans.

Lisa said the abutters hired their own hydro-geologist and he provided some feedback. Lisa said one of the outstanding issues has to do with the wells. She said the application that Mr. Brem submitted was for 20 houses on a single lot; but he is still proposing private wells and shared wells. Lisa said the Board of Health quickly weighed-in on this and said that this sounds like it should be a public water supply and not a private water supply. The BOH suggested that the DEP look into this matter. Lisa said there was a meeting with the DEP on this whole issue and the DEP came back and said right now the way the project is designed it might as well be a public water supply but they would not give a final decision until the developer prepares and files all of permits, prepares the condominium documents and records condo documents and then goes back to the DEP and they will decide then.

Lisa said they are waiting to hear from Mr. Brem with revised plans and whether he will continue with the plans or make changes to the plans based on the meeting with DEP.

Concerned citizens:

Lyn Lemaire from West Street said there are a lot of issues here and everyone would feel a lot better if there was another peer review water study performed.

Thornton Ash from Nowell Farme Road said he and the neighbors are very concerned whether this project will get thoroughly vetted. They are nervous about where this process is going.

David Freedman said the abutters are asking the Board of Selectmen to defend our local bylaws.

Steve Davis from Prospect Street said he has a problem with Steve Smith and would rather have Mr. Horseley.

Mr. Gorecki thanked everyone for attending this meeting.

Housing Production Plan Committee – Discussion

Mr. Gorecki asked the Board to review the Housing Production Plan Committee (HPPC) document presented tonight. He said the committee will consist of seven (7) members, two Selectmen, two members from the Planning Board, two members from the Housing Authority and the Housing Coordinator. Mr. Gorecki said we will vote on this matter at our next meeting.

Finalized Pathways Committee Charge

On a motion made by Mr. Stevenson and seconded by Mrs. Moroney, it was unanimously **VOTED** to adopt the Carlisle's Pathway's Committee II as presented and amended at tonight's meeting.

Finalize Town Administrator's Evaluation

Mr. Gorecki said he met with Mr. Goddard this morning and went over his evaluation again and he provided the Board with a letter that basically agrees with most of the evaluation.

On a motion made by Mr. Brown and seconded by Mr. Stevenson it unanimously **VOTED** to finalize the Town Administrator's Evaluation with the comments provided by him.

Appointments/Resignations

On a motion made by Mrs. Moroney and seconded by Mr. Stevenson, it was unanimously **VOTED** to appoint Karina Coombs to the Carlisle Affordable Housing Trust for a term to expire June 30, 2015.

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to accept the resignation of Annmarie A. Tenn from the Conservation Commission with gratitude for her service.

Cemetery Deeds

Board of Selectmen
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Approved: 1/13/15

The Board of Selectmen, as Cemetery Commissioners, made the following deed transfers.
On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to transfer to Diane Stack of Carlisle, Massachusetts the following: Deed No. 674 for Cemetery Lot D 382 Grave 1 in the Town of Carlisle, Green Cemetery.

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 November 10, 2014 as amended.

Town Administrator's Report

Mr. Goddard reported that Governor Patrick has announced that there is a significant deficit in the State's budget in the amount of \$320million. This information was revealed after the November 4th State election. Mr. Goddard suggested that we write letter to our legislatures protesting the cuts to local aid. He said the effect on our community will be slight however other communities that receiver more local aid will be greatly affected. He said the state created a problem and now they are making the towns and communities pay for it. Mrs. Moroney supported the idea of sending a letter supporting the communities that are being hit hard by this deficit. Mrs. Moroney will draft a letter for Mr. Goddard to review and prepare for mailing.

The meeting adjourned at 11:10 p.m.

Respectfully submitted by Margaret Arena