

BOARD OF SELECTMEN

July 22, 2014

Minutes

The Board of Selectmen met on Tuesday, July 22, 2014 at 7:00 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.

Also in attendance:

Scott Triola, Hart Farm Road

Larry Barton, Finance Director

Priscilla Dumka, Town Accountant

Jonathan White, Deputy Fire Chief

Sylvia Willard, Conservation Commission Administrator

Luke Ascolillo, Conservation Commission Chair

Ken Harte, Conservation Restriction Advisory Committee member

Finance Committee Appointment

Scott Triola of Hart Farm Road spoke to the Board about his interest in joining the Finance Committee. He presented his resume and talked briefly about his background in his family business. Mr. Goddard said the Finance Committee voted unanimously to recommend Scott for the vacant position on the FinCom.

On a motion made by Mr. Brown and seconded by Mr. Scavongelli, it was unanimously **VOTED** to appoint Scott Triola of 109 Hart Farm Road to the Finance Committee for a three year term that will end at the 2017 Annual Town Meeting.

Discussion with Finance Director

Finance Director Larry Barton and Town Accountant Priscilla Dumka were present for this discussion. Larry began the discussion with the OPEB Actuarial Analysis. He said this analysis is done every two years. Larry brought the Board's attention to the Executive Summary in the document. He said as of June 30, 2014 the Actuarial Accrued Liability (AAL) for OPEB is \$9,115,689.00. He said this amount is up a little from last year but that is mainly due to more participants in the program and continued increases in premium costs. He said these valuations are a snapshot in time. It does not assume any new hires or any retirees. Larry said this analysis will be included in the annual audit report.

Larry shared a copy of a summary of the Local Receipts prepared by Priscilla. He said the Town's revenue comes from three sources; taxes, state aid and local receipts. Larry noted that the largest contributor in the local receipts is the motor vehicle excise tax. He said each year we are required to provide an estimate of what the local receipts will be. Larry noted that so far we have exceeded our objective. He said our estimated local receipts were \$1,170,500.00 and we have collected \$1,258,014.00 (over \$87,514). He said this report does not include the proceeds from the sale of the Blue Jay recording studio.

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Approved: 8/26/14

Larry forwarded a report he and Priscilla worked on together. It was a posting of transactions entitled Budgets, Expenditure Surpluses and Deficits, and Proposed Transfers. He pointed out that on this document you could see that a series of transfers were made at Town Meeting. These were for FY14. Larry said encumbrances are items that we have not yet posted. There were four accounts that had budgetary deficits that were taken to the Finance Committee on July 14th for Reserve Fund Transfers. He said the first one was Town Hall for \$18,598.29, the second was for the Dog Officer/Animal Control for \$24.64, the third was for Snow and Ice removal for \$56,909.17 and the fourth was for the Veteran's Agent for \$1,050.60.

Mr. Stevenson asked for an explanation on the Town Hall budget. Mr. Goddard said we are budgeting about \$180,000 for Town Hall which consists of Town Hall and portions of the Library budget, the Highland Building and the Cranberry Bog, and we seem to be adding facilities. He said we are spending about \$200,000 per year. He said we have been running a deficit for a few years.

Mr. Goddard said the Finance Committee agreed with Larry and himself that we have been under budgeting Town Hall and they decided to increase the Town Hall budget to \$205,000. He said Town Hall will fall into General expenses because of all the contracts. Mr. Stevenson asked if we should be using Town Hall for all of these expenses. Larry said the Town Administrator is involved in all of these items therefore it falls under his purview.

Mr. Stevenson was concerned that perhaps the finance department was expanding on some departmental budgets in order to have a large amount of free cash at the end of the year.

MSBA Audit Report

Larry said the Town received the first report from MSBA. He said in this report MSBA was offering as a result of their audit, a remaining grant to be paid of \$248,192. In the report, Larry said there is a long list of items which MSBA considered to be ineligible for reimbursement. He said he asked the School Building Committee to convene and advise him as to how to proceed with this report. He said we had 10 days from the date of the original report to accept or reject their findings. Larry has requested MSBA to extend our response time to July 25th to respond because he had to meet with the Board and School Building Committee.

Larry said while meeting with the OPM and Lee Storrs, an error was found and reported to MSBA. He said on July 15th MSBA issued a revised report in which they had increased the remaining grant to be paid to the Town in the amount of \$263,157. Larry said it was the general consensus of the committee to accept \$263,157 as the final amount. He said if we do accept this amount, it will go before the MSBA Board in September and we should receive our final reimbursement sometime in October. Larry said the acceptance of the report requires the signature of the chairman of the Board of Selectmen.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to authorize the chairman of the Board of Selectmen to sign the Massachusetts School Building Authority Draft Audit Report for the Carlisle School Project Number: 200800510025, dated July 23, 2014.

Submission of Site Plan Review application for Telecommunication Tower

Deputy Fire Chief Jonathan White was present for this discussion. Mr. Gorecki said it was his understanding that the site plan review application is not complete however the Planning Board has asked the Board of Selectmen to accept the application from the Fire Department with the understanding that it is not complete and that additional materials will be collected over the next few weeks. Mr. Gorecki said the School Committee will also have to review the application but they are not meeting for another five or six weeks. Mr. Gorecki said when the Selectmen accept an application; the Planning Board has 45 days to get back to the Selectmen with a recommendation. He said in this case it would make sense to extend that time to 90 days because of the School Committee's meeting schedule.

Jonathan spoke to the Board about some of the items that he would be asking to have waived. These items were a propagation study and an RF interference study. He said he is looking for the support of the Board of Selectmen.

Mr. Scavongelli asked to see the list of Planning Board's requirements that Jonathan said he is trying to complete. Mr. Goddard said one of the things the Planning Board is asking for is the list of waivers. Jonathan said he has not been able to get to the 'hearing' point with the Planning Board. Mr. Goddard said we have to update the list of waivers. He said he would work with the Planning Board and Jonathan on this application.

In response to Mrs. Moroney, Mr. Gorecki said tonight the Boards' action would be to accept the application to start the Site Plan Review process and the Planning Board will then work out all the various details.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to accept and submit the Site Plan Review application for the Carlisle Fire Department Monopole at 133 School Street, Carlisle, Massachusetts, pending the final list of waiver requests, dated July 21, 2014.

Town Administrator's Report

Mr. Goddard said the Conservation Commission has requested that the Board approve an increase in hours for their Administrative Assistant Mary Hopkins. Sylvia Willard, Luke Ascolillo and Ken Harte were present for this discussion. Mr. Goddard said presently Mary works 19 hours and the Conservation Commission is seeking to add to these hours because over the past several years there has been an increase in the amount of work required of both the Conservation Administrator and the Administrative Assistant. The cost for the additional six hours per week for FY15 is approximately \$7,313.22 and ConsCom has proposed that this expense come from the Conservation Commission's Intents Account for FY2015. Sylvia said the amount of filings has increased by 180%. In response to Mr. Brown, Sylvia said the increase in filings is due mostly to tree removals and installation of solar panels. In response to Mr. Gorecki, Luke said next year they will most likely ask for a budget increase to support Mary's hours.

Mr. Stevenson said if we do approve this, there is absolutely no expectation that this money will exist next year and between now and next year hopefully the Personnel Board will meet and review this request.

On a motion made by Mr. Stevenson and seconded by Mrs. Moroney, it was unanimously **VOTED** to authorize \$7,313.22 to be spent from the Intents Account for the purpose of increasing the Conservation Commission's Administrative Assistant hours from 19 hours per week to 25 hours for FY 2015.

1) Long Term Capital Requirements Committee. Mr. Goddard said the Finance Committee has asked some questions about the composition of the Long Term Capital Requirement Committee. Mr. Goddard reminded the Board that the Long Term Caps bylaw was amended at the 2013 Annual Town Meeting and several new appointments were made. He said in order to maintain staggered terms there are three appointments that need to be made to the LTCRC, only one of which includes the Selectmen. Mr. Gorecki was the Board's appointment last year for one year and it is now time to make a three year appointment to the committee. Mrs. Moroney was willing to join this committee.

On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was unanimously **VOTED** to appoint Vanessa Moroney to the Long Term Capital Requirement Committee for a three year term that will end on June 30, 2017.

2) Mr. Goddard said the Town is the recipient of a Green Communities Energy Grant in the amount of \$72,389. He said many thanks go to the Energy Task Force for their consistent pursuit in the Green Community process.

3) Mr. Goddard said the Wounded Warrior Project has again requested permission to conduct a portion of their Saturday, September 27, 2014 fundraising bicycle race over the streets of Carlisle.

He said they will coordinate with the Police Department regarding the proposed bike route. On a motion made by Mrs. Moroney and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the Wounded Warrior Project's request to conduct a portion of their September 27, 2014 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.

Mr. Goddard said we have received the annual request from the Carlisle Kid's House to hold their 'Movie on the Common' event on Friday, September 26, 2014 from 7:00 p.m. to 9:00 p.m. (rain date-Friday Oct. 3rd).

On a motion made by Mr. Brown and seconded by Mr. Stevenson it was unanimously **VOTED** to approve the request of the Carlisle Kid's House to host their 5th annual "Movie on the Common" event on Friday, September 26, 2014 from 7 p.m. to 9 p.m. with a rain date of October 3rd at the same time.

Mr. Gorecki said Mr. Jeff Brem has submitted his 40B –Application for Comprehensive Permit for 100 Long Ridge Road. He said as the Board of Selectmen, we can assemble a Town Hall advisory group. Mr. Gorecki said the Town Hall Advisory group consists of one member of each Board. He said each board makes an appointment to this committee. He said a ZBA Hearing on this matter is scheduled for July 28th.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to establish a Town Hall Advisory Group relative to the Ch. 40B project submitted by Lifetime Green Homes, LLC at 100 Long Ridge Road and request that the various Boards make the appropriate appointments to said group.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to appoint John Gorecki to the Town Hall Advisory Group relative to the Ch. 40B project at 100 Long Ridge Road in Carlisle.

Mr. Gorecki said an Affordable Housing Trust meeting will be scheduled on August 28th.

Cemetery Deeds

The Board of Selectmen, as Cemetery Commissioners, made the following deed transfer.

On a motion made by Mr. Scavongelli and seconded by Mr. Stevenson, it was unanimously **VOTED** to transfer to Qinglan Gao and Yung Yueh Hsu of Carlisle, Massachusetts the following: Deed No. 671 for Cemetery Lot D 67 Graves 1, 2, 3, and 4 in the Town of Carlisle, Green Cemetery.

Board of Selectmen FY15 Goal – cont'd

Mr. Gorecki said at our last meeting we went through a set of goals which he has tentatively put together. Mr. Gorecki suggested that the Selectmen meet with the Chairs of the Boards that you are liaison for and through discussions; craft action items and goals and we will reconvene our discussion on Goals at our next meeting on August 26th.

Liaison Reports

Mr. Gorecki said at our Financial Management Team meeting this morning we discussed everything that we discussed here tonight.

The meeting adjourned at 10:15 p.m.

Respectfully submitted by Margaret Arena