

BOARD OF SELECTMEN

May 12, 2015

Minutes

The Board of Selectmen met on Tuesday, May 12, 2015 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen John Gorecki, Vanessa Hunnibell Moroney Peter Scavongelli, Nathan Brown, and Lyn Lemaire. Town Administrator Timothy D. Goddard was also present.

Also in attendance:

Chantel Nouvellon

John Bakewell

Mr. Gorecki welcomed Lyn Lemaire to the Board of Selectmen. He also congratulated Peter Scavongelli on being elected for another three year term on the Board of Selectman.

Community Input

Dr. Chantel Nouvellon was present with a letter of appeal to the Board. She felt the Carlisle Building Department has been uncooperative with her in her process to build a house on Hanover Street. In her frustration about this entire matter, she reached out to State Senator Barret and Massachusetts State Inspector Robert Anderson. They informed her that the Selectmen have the right to help her in this matter. Dr. Nouvellon appealed to the Board for assistance in seeing her through the completion of building her house on Hanover Road.

Town Meeting Re-Cap Discussion

Mr. Gorecki said this discussion was relative to the recent Town Meeting and how the Board felt about the presentation of all of the articles. Mr. Scavongelli said the Town Meeting went well. He added that he does not support the use of the Consent Agenda and feels that the Articles within the Consent Agenda should each be read aloud with the opportunity to discuss any issues the voters may have.

Mrs. Moroney said former Selectman John Ballantine felt that the School Committee should have time during Town Meeting to present the School Budget. Mr. Gorecki suggested that those who were interested in the School budget in greater detail should attend the Finance Committee meetings to discuss their concerns.

There was a brief discussion over Article 7, which refers to Real Estate Tax Exemptions. Mr. Gorecki said this article should be made clearer.

Mr. Brown said he thought the turn-out was light. He complemented the Town Moderator on his ability to keep the meeting moving along and the way he listened to what people had to say. Mr. Brown said the presenters did a very good job.

Ms. Lemaire felt that some steps should be taken this year to increase interest and participation in the next Town Meeting such as having Town Meeting before April break.

Mr. Scavongelli expressed concern about maintaining a quorum during the entire meeting.

The Board discussed holding Town Meeting on a Saturday or Sunday afternoon.

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Mr. Goddard said if the Board is considering a weekend Town Meeting; it should be done in late March or early April because many residents are busy on the weekends with sports events.

Re-organization of the Board of Selectmen

Mr. Gorecki said during this process, the Board re-elects a Chairman, Vice-Chair and a Clerk.

Mr. Gorecki said he would like to continue as chairman of the Board of Selectmen for another year.

Mrs. Moroney supported John Gorecki as chairman of the Board for another year. Mr. Brown agreed with Mrs. Moroney.

A motion was made by Mr. Scavongelli to nominate and elect John Gorecki as Chairman of the Board of Selectmen for FY 2015 and 2016. The motion was seconded by Mr. Brown and the Board voted affirmatively.

Mr. Brown moved to appoint Vanessa H. Moroney as Vice-Chair of the Board of Selectmen for FY 2015 and 2016. The motion was seconded by Mr. Scavongelli and the Board voted affirmatively.

Mr. Scavongelli moved to appoint Nathan Brown as the Clerk of the Board of Selectmen for FY 2015 and 2016. The motion was seconded by Mrs. Moroney and the Board voted affirmatively.

Town Administrator Report

1 FY 15 Audit Engagement letter Mr. Goddard presented an engagement letter with CliftonLarsonAllen, the Town's independent auditors for the FY2015 audit. He said this is the third year of the Town's agreement with CLA and there is an option to retain them for an additional two years. Mr. Goddard asked the Board to execute the engagement letter.

On a motion made by Mr. Brown and seconded by Mr. Scavongelli, it was unanimously **VOTED** to accept the CliftonLarsonAllen engagement letter dated April 23, 2015.

2 FEMA Reimbursement for Jan. 26th-28th Snowstorm Mr. Goddard said on May 5th he attended a meeting at MEMA headquarters in Framingham relative to the reimbursement process for the snowstorm that occurred in late January 2015. He learned that FEMA will reimburse the Town for snow plowing/ removal costs for any 48 hour period that can be tied to the January 26th – 28th storm event. Mr. Goddard said FEMA staff members are planning a Kickoff meeting which will be held in Town Hall within a few weeks. He said the Fire Department, Police Department and DPW are requested to submit all cost related documentation prior to this meeting. He will keep the Board updated on this matter.

3 MIIA FY15 Participation Credits Mr. Goddard said MIIA, the Town's insurance carrier, is giving the Town \$11,566 in credits, which will reduce our insurance premiums. He said these credits are the result of the trainings/seminars that our staff attends during the year.

4 Miracle League of MA – August 30th Motorcycle Ride Fundraiser Mr. Goddard said the Miracle League of Massachusetts has made a request to have a portion of the August 30th fundraising motorcycle ride over the streets of Carlisle. He explained that this 501(c) 3 non-profit organization promotes a baseball league for children with disabilities.

On a motion made by Mr. Brown and seconded by Mrs. Moroney, it was unanimously **VOTED** to approve the Miracle League of Massachusetts's request to conduct a portion of its' Sunday, August 30, 2015 motorcycle ride in the Town of Carlisle with the understanding that they shall consult with the Police Department regarding traffic and roadway safety issues.

5 Mr. Goddard reported that the Town received a letter from the Department of Environmental Protection accepting our explanation and further actions that will be taken relative to the non-compliance incident that occurred in late December 2014.

6 Mr. Goddard said for the past three years the Selectmen have sponsored an Employee Recognition Day cookout for the Town Hall Employees. He asked if the Board would sponsor this event again. Mr. Goddard said this event would be held later in the month of June.

7 Mr. Goddard said Fox 25 News has requested permission to film their morning newscast in the Town of Carlisle on June 19th. He said the Town has to provide a location. Mr. Gorecki said he could not find any reason for not allowing this event to occur. It was noted that Fox25 needed an area the size of half of a football field for this broadcast.

Board of Selectmen review 2015 Goals and Objectives

Mr. Gorecki said he would like to follow the process that he prepared last year for the formation of the Boards goals and objectives, beginning with scheduling short meetings with each of the Selectmen, Town Administrator, Finance Director, Planning Board Chair, Finance Committee Chair, the Housing Trust Chair, School Committee Chair, Police Chief and Fire Chief. He said these meetings are just for the purpose of collecting information and they will last about forty-five minutes. Mr. Gorecki said he will then integrate all this information and prepare a draft of goals for the Board of Selectmen. He said this process may take until July. Mr. Gorecki said he would like to complete this entire process by the Board's first meeting in August.

Mr. Gorecki said he would like to review the Goals from last year.

- Manage town's operational budget to a sustainable rate: Mr. Gorecki felt the Board needed to work on this Goal again in greater detail.
- Develop a long term debt policy and 5-10 year capital plan: Mr. Gorecki said we worked on this goal, but not the long term capital plan.
- Carefully monitor CCHS project: Mr. Gorecki said this project is doing quite well and on budget.
- Carefully monitor the Minuteman facilities project and district restructuring with regard to Carlisle's best interests. Mr. Gorecki said the question that we are dealing with this whether the Town will stay in the Minuteman District. He noted that there is a lot going on with Minuteman.
- Work with the Fire Department to determine the adequacy of existing on-call department and necessary modifications, if any. Mr. Gorecki mentioned that the Town voted at Town Meeting to fund a study to look at the Fire Department and the continuation of an on-call department.
- Develop a plan to ensure safe access to water supply for fire suppression through-out the Town. This goal is relative to building additional cisterns. He added that a new Tanker Truck was approved at Town Meeting.
- Continue to support the Technology Committee and produce a long term technology plan for the Town. Mr. Gorecki said in their report, the Town Auditors have commented that more work needs to be done particularly in the Technology area
- Initiate a master planning process, including a long term plan for development of 40B housing, a community center, recreational needs, and disposition of the Highland Building.
- Reinvigorate pathways committee to develop small sections of paths using existing funding and develop a plan for phase 2 of the pathways project. Mr. Gorecki said a new pathways committee has been established.
- Develop a land acquisition strategy/policy. Mr. Gorecki said no progress has been made on this goal.
- Work with the Conservation Commission and Land Stewardship Committee to develop a recommendation for the ongoing funding process for the maintenance of conservation and town land. Mr. Gorecki said no progress was made on this goal.

Goals for Focus Areas

Financial

- Work with appropriate committees and departments to establish long term (5-10 years) capital plan. Add building maintenance issues into long term capital plan. Mr. Gorecki said a study was funded at the recent Town Meeting for a maintenance assessment.
- Continue to focus on maintaining sustainable operating costs for the Town. Mr. Gorecki said we are working on the goal.
- Review coordination among the Board of Selectmen, FinCom and CPC regarding financial preparation for Town Meeting. Mr. Gorecki felt that having four (4) coordination meetings with the FinCom and CPC was very helpful.
- Review Town Hall budget and create new categories as appropriate to add clarity to Town Hall expenditures. This goal has not been addressed.

Education

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- CCHS – Provide support for CCHS Building project and monitor cost and schedule. Mr. Gorecki said good progress was made on this goal.
- MMHS – work with the District to develop a strategy to refine the District Agreement and/or to resolve the ongoing issues relative to out of district students. Mr. Gorecki suggested that this goal remain on the list for another year.
- Develop a strategy and plans for repairing parking lot at Carlisle Public School. No work was done on this goal.
- Support School Committee during Carlisle Public School Teachers Union contract negotiation process. Mr. Gorecki said this goal was accomplished

Community Services

- Work with the RecCom to review the facilities survey and create a long term recreation plan. The Board has not seen the Study relative to playing fields in Town. It was decided that a representative from the Recreation Commission would attend a future Selectmen’s meeting to discuss the results of this study.
- Working with the Pathways Committee to determine what small sections of paths could be developed using existing funding and evaluate a phase 2 of pathways project and the possibility of plowing pathways. Mr. Brown said it was his understanding that this is a part of the Pathways Committee charge.
- Continue to work with COA on a potential long term facility (community center) and transportation needs. Mr. Gorecki said this is a part of bigger planning.
- Ongoing and continued support for Carlisle’s Intergenerational Activities and Collaborations. Mr. Brown said great work was done by many people on this Goal.
- Determine what, if any, steps need to be taken with the Highland Building. No progress was made on this Goal.
- Study the possibility of a Veterans Day event honoring those from Carlisle who have served. Mrs. Moroney said the establishment of a Veterans Committee is a good start for this Goal.
- Evaluate need for noise/nuisance animal regulations. The formation of the Noise Control Working Group has been accomplished.

Utilities

- Finalize new contract with cable access provider CCTV. Mr. Brown said the Town has entered into a contract extension while a new contract is being discussed.
- Evaluate Town Hall’s telephone service. Mr. Brown said the Technology Committee has evaluated the telephone service in Town Hall and they have identified some areas of savings. He said a medium level of progress has been made on this Goal.
- Review Comcast contract and ensure the Town is getting everything provided in same. Mr. Brown said he has reviewed this contract and feels the Town is receiving what has been expected.
- Plan the implementation of CCTV in the Corey Auditorium. Mr. Brown said no progress has been made on the Goal.
- Evaluate expanded use of the newly installed fiber optic cable network. Mr. Brown said they are still in the designing process.

Public Safety

- Fire Department – assist Chief in completing a three year compensation plan. Assist Chief in the effort to maintain a call Fire Department – explore recruitment and retention options. Mr. Scavongelli said the Chief has assumed this Goal and funds for a Study for this matter were approved at Town Meeting. He said this seemed to be a matter of supporting the Chief.
- Support Fire Department in connection with telecommunications Tower Project.
- Police Department – Support Chief in maintaining stability at the Carlisle Police Dept. with regard to staffing and equipment. The Board is supporting the Police Chief.
- Communications – maintain current stability and performance. This Goal was accomplished.
- LEPC continue to monitor the effectiveness of our Local Emergency Planning Committee especially in light of a possible trend toward more severe weather events. Work with Board of Health to create an Emergency Shelter. This Goal will remain on the list.
- Review how our public safety departments may need to adapt to changing demographics in Carlisle. Mr. Scavongelli said this is an ongoing issue.

- Discuss with public safety departments appropriate recognition of personnel. This Goal was taken off the list.

Housing and Development

- Support Housing Authority in connection with removal of existing house and development of DDS Housing on Goff. Mrs. Moroney said work is being done on this Goal.
- Hold discussions with other Boards (PB, ConsCom, BOH, etc.) regarding possible zoning options that would encourage and promote more diversified housing in Carlisle. Brief discussions have occurred on this item.
- Review overall strategy relative to Town's response to the potential of unplanned 40B impacts and consider enacting LIP regulations. Mrs. Moroney said no progress has been made on LIP regulations.
- Support the ZBA in connection with 40B on Long Ridge Road. Mrs. Moroney said this item is ongoing.
- Update Housing Production Plan. Mrs. Moroney said progress is being made on this Goal.

Conservation

- Develop a strategy to address the issues with the Greenough Barn. Mr. Gorecki said progress has been made on this Goal.
- Establish a Town buildings committee to develop a plan for addressing the ongoing financial and maintenance needs of the land and buildings the Town owns. This item will stay on the list.
- Work with Conservation Commission regarding the extension of the Cranberry bog/bog house lease. This item is being negotiated and will be complete soon.
- Work with Conservation Commission regarding the restoration of Towle Field. This Goal will remain on the list.

Town Hall Services

- Work with the Town Administrator to continue to focus on adherence to regular Town Hall Department hours. Mr. Goddard said this item needs more work.
- Support the Technology Committee's development of a long term technology strategy.
- Establish a policy for GIS map updates, data access, and types of data that is included on GIS maps. Mr. Gorecki said no work has been done on this Goal. This will be a part of the Technology work.
- Continue to reinforce the administrative scope of the Town Administrator.
- Reinvigorate the Personnel Board and implement the Wage and Classification Study. This Goal will stay on the list.
- Investigate possibility of consolidating maintenance functions across Town departments. Funding has been provided for this investigation.
- Review all permitting processes to develop a more understandable and streamlined permitting system. No work has been done on this Goal.
- Evaluate improvement to the Town's website. This is a Technology Committee item.
- Evaluate adequacy and organization of space for departments at Town Hall. Mr. Goddard said the Study of Town buildings (facilities Study) would address this item.
- Create a social media policy for Town Hall. This item was not addressed.

New Business

John Bakewell was present to discuss the Goff property and Fox Hill West. Mr. Bakewell said he and Kevin Brown have been leasing Fox Hill West for farming. He said this is a very good area to grow vegetables. He said without water they cannot plant their garden. Mr. Bakewell said they have used trucked-water at times but using water from a house spigot is much better. Mr. Bakewell asked the Board's permission to run a hose from the spigot located on the corner of the house on the Goff property for a water supply on a short term basis. He said in the future they would bury the hose.

Mr. Gorecki said the Carlisle Affordable Housing Trust owns this property.

In reply to Mrs. Moroney, Mr. Bakewell said the person living in that house would not be affected in a detrimental way while they used the spigot, however the resident was concerned with their accessing this water.

Mr. Scavongelli said he supports Mr. Bakewell's request. He was however was interested in finding out what concerns the resident had with this proposal.

Mr. Gorecki said that it would be in the Town's best interest to allow Mr. Bakewell to farm here. He said the Housing Trust needs to vote on this matter. Mr. Gorecki said there is a sense of general support from the Board for John Bakewell's request. It was noted that the Housing Trust is meeting on June 2nd where this matter will be discussed.

Cemetery Deeds

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

On a motion made by Mr. Brown and seconded by Mrs. Moroney, it was unanimously **VOTED** to transfer to Paul Bergeron and Cynthia Jaquith of Carlisle, Massachusetts Deed No. 678 for Cemetery Lot D138 Graves 3 and 4 in the Town of Carlisle, Green Cemetery.

On a motion made by Mr. Brown and seconded by Lyn Lemaire, it was unanimously **VOTED** to transfer to Deborah Thomson of Brooksville Maine, Deed No. 679 for Cemetery Lot D 241, Graves 1 and 2 in the Town of Carlisle, Green Cemetery.

On a motion made by Mr. Brown and seconded by Lyn Lemaire, it was unanimously **VOTED** to transfer to Marian Goodale of Carlisle, Massachusetts Deed No. 680 for Cemetery Lot D80B, Grave 1 in the Town of Carlisle, Green Cemetery.

Appointments

On a motion made by Mr. Scavongelli and seconded by Lyn Lemaire, it was unanimously **VOTED** to appoint Michael Bishop and Karen Huntress as members of the Carlisle Finance Committee for a three year term that will expire at the dissolution of the 2018 Annual Town Meeting.

Liaison Reports

Mr. Gorecki said the Financial Management Team met this morning and the Assessor reported that she has started to work on 'new growth'. Approximately \$5million of new growth has been identified so far.

The Town Accountant prepared a printout of Local Receipts and the figures on same showed that the amounts collected were down slightly from last year. The following account with deficits are: snow and ice - \$64,000, legal bills - approximately \$10, 000.00, Veterans Benefits fund - \$5,000.00, and between \$25,000 and \$45,000 for the Board of Appeals. Transfers from the Reserve Fund will occur before the second week in July.

The Tax Collector reported that approximately 140 demand bills were sent out last week for unpaid Real Estate tax bills.

Mr. Gorecki said the Auditors were in Town Hall recently doing field work. The Audit Committee has since met and they have chosen the Town Clerk's office, Building Department and the School Lunch program as the three targeted areas this year.

Mrs. Moroney said the Housing Production Plan Committee is scheduled to meet on Thursday, May 14th.

Mr. Brown reported that the Technology Committee has met a few times. A letter of interest has been submitted and the Committee will review same at their next meeting. He said the committee is working on preparing a plan to submit to the Selectmen so they can begin their work.

The meeting adjourned at 9:00 p.m.

Respectfully submitted by Margaret Arena