

BOARD OF SELECTMEN

June 28, 2016

Minutes

The Board of Selectmen met on Tuesday, June 28, 2016 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Nathan Brown, William Risso, and Claude von Roesgen. Town Administrator Timothy D. Goddard was also present. Selectman Ascolillo was not present.

Community Input

Energy Task Force Chair Deb Bentley was present to inform the Board that the Energy Task Force received an award of \$202,318 in Green Communities Grants from the Massachusetts Department of Energy Resources plus an additional \$40,000 for utility incentives. Deb said they are very pleased with this award which they intend to use towards the following: DPW - insulated garage doors and programmable thermostats; Carlisle Public School - phase 1 of the LED interior lights in the School, heat pumps at the Waste Water Treatment Plant, external LED lights at the WWTP; Library - LED lights; Police Station – LED lights; Town Hall –LED lights, insulation in the Town Hall attic; and conversion of the street lights to LED lights. The total cost to do these projects is \$242,451. These improvements will save the Town approximately \$25,000 annually.

Deb added that the Street light conversion will save the Town annually (near) \$18,000. She noted that the Town of Carlisle was one of 47 communities that applied for these grants.

Deb spoke about Energy Task Force's need for an administrator. She said we have received this large grant however there is no one to manage these projects. This issue has been a concern for about six months. Deb said that Pam Cady, our current Energy Manager will continue working until October 1, 2016, at which time her contract with the Town of Carlisle expires. She said the Energy Task Force is requesting the Board of Selectmen's support in finding someone to take Ms. Cady's place.

School Street resident Mary Zoll was present to reiterate her request for a leash law in the Town of Carlisle. She said since the last Selectmen's meeting twelve people have contacted her with reports about their encounters with dogs. This included dogs who were not leashed and dog owners who insist that their dogs are harmless and friendly. Mary said Carlisle is one of a few Towns that do not have a leash law. She said, in the interest of public safety and for the dogs, it is necessary for the Town to have a leash law.

Brook Street resident Richard Ketchen said he has been accosted by dogs countless times over the many years he has lived in Carlisle. He believed that it is time for a leash law.

Former Carlisle resident Cindy Jacquith spoke about her frequent encounters with dogs, including attacks by same while living in Carlisle for over twelve years. She supported having a leash law.

Concord Street resident Erin Tavano also supported a leash law for the Town of Carlisle.

Mill Pond Lane resident Susan Provenzano opposed the leash law and believed that this issue is manageable through educating dog owners.

Mr. Brown said the Board would address these concerns at a future meeting.

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Former Selectman and member of the High School Building Committee Tim Hult gave the Board an update on the Concord-Carlisle School Building project. He said they are getting close to the end of the project. The students have been in the new high school for slightly over one year. Tim said the good news tonight was relative to the budget for the building project. He said the original budget for the school was \$92,578,000. Tim said the project will finish at \$400,000 under that amount. He said in terms of re-imburement, MSBA has funded the project in the amount of \$25.8million. A final audit will take place over the summer. Tim said \$65million will be the cost to Concord and Carlisle. Mr. Brown thanked Tim for all of his work with the School Building Committee.

Executive Assistant interview/appointment

Jennifer Gibbons from the Town of Ayer was present for this interview. Mr. Goddard said he received about 25 applications for the Executive Administrative Assistant's position. After interviewing five applicants, he determined that Jennifer had the most qualifications for this position and therefore he was recommending her for this position.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to offer the position of Executive Administrative Assistant to Jennifer Gibbons subject to agreement on terms of employment.

Finance Director interview/appointment

Tyngsborough resident Kerry Colburn-Dion was present for this interview. Mr. Goddard said Kerry is currently the Financial Coordinator/ Treasurer/Collector in the Town of Tyngsborough. He said he and the Search Committee, which included Priscilla Dumka, Tim Hult, Lynne Lipinsky, Melissa Stamp, interviewed several candidates for the Finance Director position in Carlisle and they recommend Kerry for this position. Mr. Goddard added that Kerry had remarkable references. Lynne Lipinsky said Kerry would be a great asset to the Town.

Town Accountant Priscilla Dumka said the Town's Department of Revenue representative knows Kerry and is very pleased with her proposed appointment to Carlisle.

Tim Hult said the Committee reviewed about twenty resumes' and they met with seven or eight candidates. He believed Kerry was best of the candidates.

Kerry said she is looking forward to using the MUNIS system. It was noted that Kerry may have a one month overlap with current Finance Director Larry Barton.

On a motion made by Mr. von Roesgen and seconded by Mr. Risso, it was unanimously **VOTED** to accept the Search Committee's unanimous recommendation to appoint Ms. Kerry Colburn-Dion to the Finance Director's position to start on August 1, 2016 subject to agreement on salary and terms of employment.

Municipal Aggregation Process

Mr. Goddard said about two weeks ago he and Mr. von Roesgen met with consultant Mark Cappadona from Colonial Power. Mr. Cappadona also met with the Energy Task Force. Mr. Goddard presented a draft Municipal Aggregation Plan for the Board to review. He said that the draft plan is a submission requirement with the state to enable you to go out to the marketplace and see what is available in terms of suppliers and rates. Mr. Goddard said the rates do not vary significantly from Town to Town. He said there were a few items the Energy Task Force talked about; one was to add on to the utility rate an amount to fund the Energy Manager.

Mr. Goddard did not believe this was the right way to fund this position.

Mr. Risso commented on this issue. He believed that the cost for an energy manager/coordinator should not be buried in the utility rate. He said the salary for the energy manager should be determined by the Townspeople and therefore open and transparent. Mr. Risso said regard to the

municipal aggregation; some residents are looking at the costs, while others are looking at the energy and conservation of same. Mr. Risso said that on page 11 of the document presented [attached hereto] there is a reference to include the energy manager and he believed that it should be removed. Mr. von Roesgen suggested keeping this line in the document and mark it as 'subject to a Town Meeting vote'.

Mr. Risso re-iterated that the energy manager should not be paid through this contract and it should go through the proper channels.

Mr. Brown agreed that the purpose for the municipal aggregation is to reduce energy costs for the residents; not to fund this position.

It was noted that should the Board later choose to add the cost for the energy manager to the Aggregation agreement, it would have to be re-submitted and it would take approximately three to four months to process the new agreement.

Mr. von Roesgen said the consultant explained that this item is included in the boilerplate agreement and the Selectmen have the choice/power to remove it.

Mr. Risso said we need further discussion on the Energy Manager's position. It needs to go through the process, including recommendations from the Personnel Board.

Mr. Goddard proceeded with explaining the next steps. He said the draft aggregation plan should be made available to the residents and a public information session should be held at the Selectmen's July 26th meeting with the consultant present to answer questions. He noted that this plan will not get filed unless the Board of Selectmen signs off on it.

Appointments/Resignations

Two changes were made to the attached list of Committee Members – Appointments/Re-Appointments.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to accept the list of three year re-appointments, to expire on June 30, 2019, as presented.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to accept the list of one year re-appointments, to expire on June 30, 2017, as amended.

On a motion made by Mr. von Roesgen and seconded by Mr. Risso, it was unanimously **VOTED** to accept the three year appointment of David Carroll to the Cultural Council, which will expire on June 30, 2019.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to appoint the following as associate members to the Council on Aging for a one year term that will end on June 30, 2017: Elizabeth Acquaviva, John Ballantine, Verna Gilbert, Helen Lyons, Ann Quenin, and Jean Sain.

On a motion made by Mr. von Roesgen and seconded by Mr. Risso, it was unanimously **VOTED** to accept the resignation of Tom Brown from the Conservation Commission and Alan Cameron from the Celebrations Committee, with gratitude for their service.

Discussion of FY17 Liaison Assignments

Mr. Brown said the Liaison Assignments made during our June 9, 2016 meeting have changed. He asked the Board to review that list and make changes to same.

Financial Management Team – Mr. Risso and Mr. Ascolillo; Mr. Brown will be the alternate.

The Fire Department liaisons - Mr. Brown and Mr. Risso.

The Police Department liaisons - Mr. Ascolillo and Mr. Brown.

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Board of Appeals liaison – Mr. Risso.

Technology Committee – Mr. Brown and Mr. Risso; Mr. von Roesgen as an alternate.

Personnel Board – Mr. Brown

Planning Board – Mr. von Roesgen

Mr. Goddard said the Finance Committee would like to assign liaisons to the Selectmen’s sub-committees, particularly those who would have a financial effect on the budget. Those committees would include the Energy Task Force, Pathway’s II Committee, and the Building Committee.

Mr. Brown said this was a great idea and a list of the sub-committees will be sent to the Finance Committee.

Mr. Risso added that the Finance Committee also requested to have additional coordination meetings that would start earlier in the budget process.

The updated list is attached hereto. Mr. Brown said the Board will review these assignments again.

Town Administrator Report

1 Dog Issues The charge for the previous Dog Issues Working Group was attached for the Boards review. Mr. Brown suggested placing this issue on the July 12th meeting agenda.

2 Fire Department Truck Purchase Order A memo from Fire Chief David Flannery was presented regarding the purchase of a 2016 Ford Expedition with funds that were approved by the Annual Town Meeting.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to approve the Fire Department’s purchase of a 2016 Ford Expedition from MHQ Vehicles of Marlborough, MA for the sum of \$47,998.

3 Greenough Barn Weathervane The Historical Society has expressed interest in salvaging the weathervane that is on top of the Greenough Barn before the barn is dismantled.

On a motion made by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to ask Gary Davis to remove the weathervane from the Greenough Barn and give it to the Carlisle Historical Society for safe-keeping.

4 Veterans’ Day Road Race The Council on Aging requested permission to conduct a road race on Veterans’ Day, Friday, November 11, 2016. Information regarding the course of the race, which was similar to the race they did last year was provided.

On a motion by Mr. Risso and seconded by Mr. von Roesgen, it was unanimously **VOTED** to approve the Council on Aging’s request to conduct a Road Race on Friday, November 11th with the understanding that they will consult with the Police Department regarding the route and traffic safety issues.

5 Conservation Commission’s Intents Account The Conservation Commission requested approval to use \$3,887.02 from the Wetland’s Protection Aid, ‘Intents’ account for the purpose of funding the wages for the Conservation Administrative Assistant.

On a motion made by Mr. von Roesgen and seconded by Mr. Risso, it was unanimously **VOTED** to approve the use of \$3,887.02 from the Wetlands Protection Aid, ‘Intents’ account for the purpose of funding wages for the Conservation Commission’s administrative assistant.

Future Agenda items/Action items from prior meetings Mr. Brown said he would like to follow up with those residents that have issues with Comcast. A map of the areas that do not receive cable service has been prepared. Mr. Brown suggested inviting Verizon to a Selectman’s meeting to perhaps assist the Town with this matter.

The Board discussed their availability for their summer meetings. Mr. Brown said he would not be able to attend the Board of Selectmen’s August 9th meeting. The Board decided to have one meeting in August, which would be August 16th.

Discussion of Filling Board Vacancy

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Mr. Goddard said there are two options for filling the vacancy. He said the Board could wait until the next annual election or call a Special Town Election. Mr. Goddard noted that there has to be a sixty (60) day notice of a Special Town Election. He suggested combining this election with the Minuteman District-wide election on September 20th. Mr. Goddard explained that this election is relative to the Minuteman School Building project and the Town of Carlisle is included in this vote because the Town is one of the sixteen town members until July 1, 2017. All sixteen district towns have to vote on the same day.

Mr. Goddard will check on scheduling a Caucus as it needs to be a specific number of days before the election.

The Board will make a final decision on this matter at their meeting on July 12, 2016.

Liaison Reports

Mr. Risso reported on the Financial Management Team meeting that occurred earlier today. He said the Finance Director said there are thirty-six (36) real estate taxpayers who have not paid their 2016 taxes. The outstanding amount is \$131,600.

The Town Accountant report indicated that we will exceed our goal for local receipts.

It was also reported that the tax bills will be mailed out on Thursday, June 30th.

The Finance Committee is continuing to look for a new member.

The School Business Manager reported that new Superintendent James O'Shea will begin work in Carlisle on Friday, July 1st.

The meeting adjourned at 9:35 p.m.

Respectfully submitted by Margaret Arena

Also in attendance:

Energy Task Force Chair Deb Bentley
School Street Resident Mary Zoll
Lowell Street Resident Judy Hodges
Brook Street resident Richard Ketchen
Concord Street resident Erin Tavano
Mill Pond Road resident Susan Provenzano
Concord Carlisle School Building liaison Tim Hult
Jennifer Gibbons, Ayer Massachusetts
Kerry Colburn-Dion, Tyngsborough Massachusetts
Finance Committee member Lynne Lipinsky
Town Accountant Priscilla Dumka

Documents presented at the meeting

Carlisle Energy Task Force Grant award
Committee Member – Appointments/Re-appointments
Municipal Aggregation Plan
CCHS Summary of Project Budget Savings
Board of Selectmen Liaisons