

BOARD OF SELECTMEN

Tuesday, November 22, 2016

Minutes

The Board of Selectmen met on Tuesday, November 22, 2016 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Nathan Brown, Luke Ascolillo, William Risso, Kerry Kissinger and Claude von Roesgen.

Also Present:

Town Administrator Timothy Goddard
Finance Director Kerry Colburn-Dion
Police Chief John Fisher
Fire Chief David Flannery
Deborah Bentley, Energy Task Force Committee

Community Input:

There were no requests.

Town Administrator's Report:

Xmas Tree Lighting – Larry Bearfield has requested permission to conduct the annual Christmas on the Common Tree lighting event on Tuesday, December 6th at 6:00pm.

On the motion made by William Risso and seconded by Luke Ascolillo it was unanimously that the Board authorize Larry Bearfield to conduct the annual Christmas on the Common/Tree lighting event on December 6th from 6:00pm - 7:00pm on the Town Common.

Cemetery Projects - DPW Superintendent Gary Davis plans to use approximately \$18,000 in cemetery trust funds to perform necessary tree work (6K) that are endangering headstones at the Green Cemetery and prepare a new section (12K) of the Green Cemetery for expansion.

At the request of the board, Town Administrator Timothy Goddard will request an account balance of the Perpetual Care Trust Fund and report back.

OML/New Public Records Act Seminar – There will be a training seminar at Town Hall (Clark Room) at 7:00 p.m. on Tuesday, November 29th at 7:00 p.m. Town Counsel Thomas Harrington will provide an overview of the Open Meeting Law and the newly-enacted Public Records Act. . All town officials, board/committees members and interested citizens are welcome to attend.

Upcoming Meeting Schedule:

December 13, 2016 – 2nd ATM Coordination Meeting, Work Session regarding Town Finances

December 27, 2016 – Regular BoS Meeting (to be confirmed)

Bond Anticipation Note (BAN) – Pumper Fire Truck

The Board of Selectmen met with Finance Director Kerry Colburn-Dion. The original authorization for the Tanker/Pumper Fire Truck was approved at the April 2015 Annual Town Meeting (Article 18) in the amount

of \$650,000.00. The real price for the Pumper Truck is just slightly under that amount. There were a total of three (3) bids received from Unibank, Century Bank and Eastern Bank. The Bond Anticipation Note (BAN) is being awarded to Eastern Bank who offered the lowest interest rate of .90%. The BAN will become due in March 2017 at which time the Goff Property will also be due and both BANs will be rolled together for cost savings purposes.

Another option she is considering if interest rates remain favorable would be to replace the bond issued back in 2006 for the Water Treatment and add the Fire Pumper Truck and Goff Property. All three items would be approximately 2M.

On the motion made by Luke Ascolillo and seconded by William Rizzo, that the Board of Selectmen approve the sale of a Bond Anticipation Note in the amount of \$650,000, such note to be dated December 1, 2016, due March 3, 2017, bearing an interest rate of .90%, and payable to Eastern Bank. The original authorization for this debt was by a vote on Article 18 of the Annual Town Meeting held April 27, 2015, for the purpose of purchase of a tanker truck for the Carlisle Fire Department.

Minutes:

On the motion made by William Rizzo and seconded by Luke Ascolillo, it was VOTED to approve the minutes as amended.

Annual License Renewals – Fern’s Country Store

This agenda item has been rescheduled to December 13, 2016 at 7:05PM to allow input from the abutters as agreed upon during last year’s license approval process for the expanded service area and hours regarding the sale of alcohol.

Police Chief John Fisher confirmed that there have been no complaints and no violations with regards to the sale of alcohol.

FY18 Police Dept. Budget and 10-Year Capital Plan:

The Board of Selectmen met with Police Chief John Fisher to review the FY18 Police Department Preliminary Budget. The requested budget increase amount for the Police Department and Station totals \$81,840.00 (approximately 5.5% increase) for the following line items described below:

DEPARTMENT

Wages (1 additional Officer)	\$60,000.00
Uniforms	800.00
Equipment	14,840.00
Dues (NEMLEC/1 year only)	5,000.00

STATION

Repair/Maint.	<u>\$1,200.00</u>
<i>Total Department & Station:</i>	<i>\$81,840.00</i>

10-YEAR CAPITAL PLAN

FY 2018

Computer Replacement (8K).

(2) Cruiser Replacements (98K)

Total Capital: \$104,000.00

Chief Fisher confirmed that he has submitted the FY18 Preliminary Budget to Finance Committee as presented this evening.

FY18 Communications Budget:

Chief Fisher and Chief Flannery were both present to review the FY18 Preliminary Communication Budget. Requested increase: \$7,460 for service contract/software expenses.

The proposed budget has not been reviewed by the Finance Committee and does not include contractual raises.

FY18 Fire Dept. Budget & 10-Year Capital Plan:

The Board of Selectmen met with Fire Chief David Flannery to review the FY18 Preliminary Fire Department Budget. The requested budget increase amount for the Fire Department & Ambulance Account total \$29,845.00 (Approx. 6% increase) for the following line items described below:

DEPARTMENT

FF Salaries & Stipends	\$ 5,976
Secretarial (2 additional hrs)	2,503
Telephone/IT	1,700
Bldg Maint.	4,500
Equip	250
Cistern Electricity	700
Vehicle Repairs	2,500
Protective Clothing	1,500
Misc.	<u>2,145</u>

Total budget: \$21,769

AMBULANCE

EMT & EMS Stipends	5,976
Medical supplies	1,600
Ambulance Billing Charges	<u>500</u>

Total Ambulance \$8,076

Total budget increase: \$29,845.00 (Approx. 6% increase)

10-YEAR CAPITAL PLAN

FY18

Replacement of Hydraulic Generator/Ladder Truck (25k)

Water Rescue Boat (21k)

Fire Station Main.(5k)

Communications (50k)

Board of Selectmen
November 22, 2016

Defibulator Replacements (48k)
Computer Replacement (15k)

Total Capital: \$164,000.00

The board agreed to hold off on approving Police, Fire and Public Safety budget requests until after the Finance Committee has submitted its recommendation and prioritized capital budget requests from all town departments.

LED Streetlights

Deborah Bentley/Energy Task Force Committee confirmed that all of the streetlights recommended to be removed have been flagged with orange ribbon. The poles that are in question have two bans of ribbon around them.

The ETF has received a few more requests to keep certain streetlights on for vehicular/ pedestrian safety reasons. Between now and the next meeting, the Board has agreed to drive around the Town prior to making final decision.

Ms. Bentley stated that it will not be an issue to include the additional streetlights requests.

William Risso and Claude von Roesgen recommend keeping the pre-existing condition for the poles with conflicting requests by residents.

Woodhaven

Luke Ascolillo explained that he has invited a couple of residents from Prospect Street to meet with the Board of Selectmen to discuss their concerns regarding the plans to construct a proposed trail system which is part of a Conservation Restriction (CR). The trail easement extends along the perimeter of the Woodhaven Farm Property's.

Rick Amodei and Steve Davis (both residents of Prospect Street) expressed their concerns about the traffic impact and lack of parking. They also have safety concerns because there is no turnaround at end of the street with young children at play. It was also explained that there was no notice provided to the residents and no opportunity/public forum for residents to address their concerns. Mr. Amodei and Mr. Davis requested the Board of Selectmen work with the Trails Committee to provide proper notice and allow residents to be heard.

Previous Action Items

1. LED Streetlights

- Streetlights to be removed have been taped
- Finalize the purchase of streetlights from Eversouce
- BOS needs to approve plan to move forward with the installation of streetlights.

2. LED Crosswalk Signals

- Least busy design and less expensive.
- Police and Fire Chiefs okay with design
- Proceeding with LED Pedestrian signals at 142 Bedford.
- Soliciting price quotes from vendors.

3. Greenough Barn Property

- Selectman Ascolillo – In the process of sending letter to demolition/salvage companies to remove barn. If there is enough salvageable material.
- 4. Comcast – Town wide coverage request
 - Strand maps requested and changed a couple pins. Good idea of where service does not exist
 - Awaiting meeting request with Comcast Representatives
- 5. Municipal Aggregation Plan
 - Scheduling of preliminary conference with DPU.
- 6. Personnel Board – Reduce membership from 5 to 3 members not including the 2 citizens- at- large
 - Personnel Board will discuss at 12/14/2016 meeting.
- 7. BOS – upload meeting packet material to the town website after each meeting.

FY17 Goals:

Upon the suggestion of Selectman Kissinger, the Board of Selectmen agreed to prioritize the FY2017 goals into three categories as follows:

P = Priority
 F = Focus Item
 O = Ongoing

Sustainable Budget

- P - Work with all departments, Boards, Committee's etc. to create a three-year plan that includes long term caps and operational funding needs.
- P - Focus on maintaining sustainable operating budget for the town with a goal not to increase taxes more than 2.5%.
- O - Support common sense initiatives that reduce operating and capital costs.
- F - Make long term debt decisions based on modeling of tax incidence under various operational and debt assumptions.
- P - Assure strong ongoing oversight of the overall budget.
- F - Develop a budgeting process that goes beyond a cash accounting and looks at all costs such as depreciation, pension benefits, interest expense, income, expense reduction savings, etc and presents new budget items in an apple to apples comparison.

Infrastructure

- O - Support the Information Technology Group.
- F - Facilities.
- O - Support in house IT support town wide.
- F - Address audit issues.

Focus on Staff

- F - Focus on staff development
- O - Improve communication within Town Hall to build a team environment

Citizen Services

- O - Ensure citizens are well informed as to activities and issues in town.
- O - Provide easy access to all rules and regulations.
- O - Host forums on various topics to encourage participation.

Excellence in Public Safety

- O - Support the Communications Plan.
- O - Attend and show support when FD conducts community education events about the FD.
- F - Formulate a succession plan for the Fire Chief.
- F - Provide assistance to the Fire Chief to increasing department moral.

Environment

- O - Encourage local farming
- F - Support the Planning Board in creating a solar bylaw for town meeting consideration.

Schools

- O - Support the Carlisle School and the Carlisle School committee in maintaining a high level of performance
- O - Support the Carlisle School committee in the transition out of the Minute Man School District.

Effective Board/Committee/Working Group communication

- F - Host an all board/department meeting.
- *Eliminate* – Request all Selectman appointed committees and groups provide semi-annual updates including goals. *I suggest this be replaced by the normal course of Selectman Liaison reports and not further burden the committees with paperwork.*
- P - Establish a Sub Committee to review the Benfield project for lessons learned and establish a process to incorporate this review into all major town projects.
- F - Create a town policy or bylaw that requires all developments that have 2 or more dwellings to have a pre-design meeting with the land use Boards and the building department prior beginning the process with any individual Board.
- O - Better communication between BOS and Fin Com
 - Begin early
 - Stick to timelines
 - Work together to evaluate financials short and long term impacts to Town/residents to keep tax rates “down”

Town Issues

- P - Determine a strategy to address 40B issues
- O - Support the Master Plan process

On the motion made by William Risso and seconded by Kerry Kissenger, it was VOTED to approve the list of prioritized goals for FY2017 as presented on November 22, 2017.

Liaison Reports:

Luke Ascolillo

1-Conservation Commission

- Enforcement Order issued to 63 Old East Street regarding work within a protected wetland and on town owned property (removal of stonewall.
- Long Term Capital Requirements Committee (25K)
- Request for increased administrative hours

2-Greenough Dam

- Restoration estimated cost (75K)

William Risso

1-Financial Management Team

- FY17 Tax Rate certified at \$17.62.
- Town Clerk will be out on medical leave for surgery
- \$0.25 Online Service Fee - Payment made online w/Unibank
- Municipal Modernization Act changes regarding signature authority.
- Concord-Carlisle Regional High School 5.5% Budget Increase

Kerry Kissinger

1-CCTV

- Concord Carlisle Television Contract may need to be revisited
- Steve come in to give a report on service levels (big picture)

2-Center Park Committee

- Roles and responsibilities have been outlined and agreed upon by the committee.

3-Housing Authority

- Upcoming housing seminar on 12/9/16

4-Council on Aging

- Community/Senior Center being discussed and potential funding request to pay for a feasibility study to explore options regarding the use of the Goff Property which is currently under the care and custody of the Housing Trust.

Claude von Roesgen

1-Solar Committee

- Presentation given to the Planning Board regarding bylaw change. Public hearing to be scheduled next. Site development requirements for canopies allowed in parking lots. 12ft height restriction facilities

2-Energy Task Force

- No chairman appointed.
- Replace lights at library

On the motion made by Claude von Roesgen and William Risso, it was VOTED to adjourn the meeting.
Roll Call Vote: Ascillio-Aye, C. von Roesgen-Aye, W. Risso-Aye and K. Kissinger-Aye.

11:05 PM Meeting adjourned.

Respectfully submitted by Jennifer Gibbons