

BOARD OF SELECTMEN

Tuesday, December 20, 2016

Minutes

The Board of Selectmen met on Tuesday, December 20, 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
Police Chief John Fisher
Finance Director Kerry Colburn-Dion
Mark Levitan, Housing Authority chair
Alan Lehotsky, Housing Authority
Karina Coombs, Affordable Housing Trust chair
Scott Triola, Finance Committee chair
Deborah Bentley, Energy Task Force (ETF) chair

Community Input:

Deborah Bentley requested more transparency regarding how much the town is spending on professional consultants and legal services. She also requested to know whether there were policies in place to control spending on these types of services.

Prioritization of FY18 Capital & Operating Budgets:

FY18 Police Department Budget.

The Board of Selectmen requested to meet with the Police Chief to discuss the Preliminary FY18 Police Department budget and the request to hire an additional police officer.

Chief Fisher explained that the Carlisle Police Department currently has ten (10) full-time police officers, seven (7) part-time police officers and three (3) special police officers. The part-time police officers cover four (4) shifts per week which include Friday 1600-2400 and 2400-0800 and Saturday 1600-2400 and 2400-0800. The special police officers work unusual events such as parades, old home days, etc. and details only.

One additional full-time police officer would be an increase of \$81,111.51 to include:

Salary: \$64,111.51
Education & Training: \$1500.00
Equipment: \$2000.00

The savings from not hiring four (4) part-time police officers each week is \$40,634.00.

Chief Fisher stated that his goal for the Carlisle Police Department is to bring the staffing level up to thirteen (13) full-time police officers similar to the Town of Lincoln. Chief Fisher explained the method of calculating the size of the force which is based on 2.5 police officers per 1,000 residents. However, the demographics specifically the density of certain areas will drive this number up because of the mandatory 6-minute response time per call. He added that there are not many communities like Carlisle that have less than two (2) police officers around the clock.

Nathan Brown questioned whether the number of part-time officers be reduced from 7 to 4 if the additional police officer is hired.

Chief Fisher stated that he would not reduce the number of part-time officers due to the number of town related events and details, etc. The only change would be the removal of the mandatory shift schedule for part-time police officers. The overall impact to the Police Dept. budget if three (3) additional full-time police officers were hired would be an additional \$75K because the last two officers would cost less.

William Risso questioned whether the police vehicle fleet management plan could be modified to reduce the number of replacement vehicles to only one per year.

Chief Fisher stated that vehicles are replaced upon reaching 100,000 miles to make sure they are reliable in terms of the mandatory 6-minute response call time.

The Board of Selectmen thanked the Police Chief for providing the additional budget details and taking the time to answer all of their questions.

Housing Coordinator Position Discussion:

The Board of Selectmen met with Mark Levitan, Housing Authority chair and Alan Lehotsky. Also present was Karina Coombs, Affordable Housing Trust chair regarding the possible elimination of the Housing Coordinator position in the FY2018 Budget following a discussion which held at the last Finance Committee meeting and reported in the Mosquito.

Mr. Levitan read a 4-page statement into the public record (see attached) outlining all of the qualifications, skillsets and professional experience of the current Housing Coordinator and the benefits to the community by keeping this position funded.

Nathan Brown explained that the Board of Selectmen is diving deep into the FY2018 budget planning/prioritization process. The board is committed to meeting with other town departments to review in detail the requested budget increases prior to making any decisions.

Mr. Levitan thanked the Board of Selectmen for their time and opportunity to address the concerns of the Housing Authority and Affordable Housing Trust.

Mr. Brown also thanked the Town Administrator for taking a hard look at the budget and identifying potential savings

FY2018 Budget Planning Discussion:

Nathan Brown requested that the board review the items that they wish to discuss with the Finance Committee as we move forward into the 2nd half of the budget planning process.

FY2017 BOS Goal -- Not to increase taxes more than 2.5%.

Claude von Roesgen questioned what metric will be used to track the average tax bill?

Mr. Triola stated that the Department of Revenue provides an average family household tax bill. He suggested that the Board of Selectmen and Finance Committee define what that is for Carlisle (i.e. average vs. median income) and articulate this goal during the 2nd half of the budget process.

Nathan Brown suggested that the board amend this goal to tie it to the operating budget instead of taxes including all warrant articles supported by the Board of Selectmen at Town Meeting.

Mr. Triola cautioned the selectmen about getting fixed on a percentage as it relates to the Operating Budget in a specific year stating that there will always be natural ups and downs in the budget cycle depending upon the amount of state aid received and the availability of free cash, etc. so there's a lot of factors that impact the average tax bill. He suggested that the board take a trailing or 3-year view instead to monitor budget trends. Other budget items to consider include debt service for the Concord Carlisle Regional School District (CCRS) Building Project, Town's Group Health Insurance and OPEB Liability.

Finance Committee will be sending out the FY18 budget guideline letter very soon. The next FY18 Budget Coordination Meeting is scheduled for Jan. 24, 2017.

Carlisle Center Park Budget Discussion:

Gretchen Anderegg Center Park Committee chair has submitted a budget request to the Board of Selectmen for the continued maintenance of Center Park in the amount of \$6,000 to include the following:

- Current expenses not-including maintenance: \$1,495,
PO Box \$70, Irrigation Service \$345, Spraying/Winter Moth \$250, Lime and fertilizer \$440, Preservation of benches\$40, and Deer and vole repellent \$340
- Fundraising, advertising, promotion: \$1,500
- Maintenance expenses: \$3,000
The park's largest expense by far has been maintenance of the gardens themselves. We have significantly cut the hours worked by the gardener and are working with him on ways to further reduce the time necessary to maintain the gardens.

Prior 2015, Center Park had been under the private upkeep of one individual who lived in Carlisle. This individual dedicated a great deal of time and effort to improving the landscape of the park which was accomplished through fundraising. At the request of this individual, the Board of Selectmen agreed to take over the responsibility of the Park because she was moving out of town. The Center Park Committee charter states that the Park funding would be accomplished through fundraising and additional town funds.

Nathan Brown informally polled the board to see if there was support for the proposed budget being added to the FY2018 Operating Budget as requested by the Center Park Committee.

Selectmen Ascolillo, Rizzo and Von Roesgen expressed their concerns about incorporating the additional expense of Center Park into FY2018 Operating Budget along with the additional workload for the Department of Public Works.

Kerry Kissinger explained that committee has been challenged over the past year moving from a single citizen's volunteer effort to a Town appointed and supported committee. The committee is exploring ways to involve the park in more events in the town and currently talking with a dance company regarding live performances in the park this spring. The committee intends to formally recognize and acknowledge this

individual for her vision and commitment in creating this beautiful park nearly 10 years ago. Mr. Kissinger feels it would be a shame to let the park go and not to support the efforts of this committee.

Claude von Roesgen suggested asking the Garden Club whether they would consider adding Center Park.

After a lengthy discussion, it was the consensus of the Board of Selectmen to recommend the preparation of a warrant article and allow the Town Meeting voters to decide.

Municipal Facilities Committee Appointment:

The Board of Selectmen received a request from Priscilla Stevens (871 Maple Street) to be appointed to the newly established Municipal Facilities Committee.

William Risso agreed to represent the Board of Selectmen and serve on the committee.

On the motion by Luke Ascolillo and seconded by Claude von Roesgen, it was unanimously **VOTED** that the Board of Selectmen appoint William Risso as Board of Selectmen representative and Priscilla Stevens (871 Maple Street) as a Citizen-at-Large on the Municipal Facilities Committee to a term expiring June 30, 2017.

A notice will be published in Mosquito soliciting volunteers to fill the vacancies on the committee.

LED Streetlight Project:

The Board met with Deborah Bentley on behalf of the Energy Task Force. Ms. Bentley explained that at the last Board of Selectmen meeting it was agreed to replace all of the streetlights except at the locations that where it was specifically requested to be removed and to contact the abutters to confirm that there are no objections to the lights being eliminated otherwise keep pre-existing conditions for the following locations:

- 195 Acton St.
- 38 & 59 Rutland St.
- 1138 North Rd.
- Elizabeth St. (*DPW Yard*)
- 358 Curve St. - *No neighbors surrounded by Conservation Land*

Ms. Bentley stated that based on the feedback from abutters all of the streetlights will be replaced. The difference is \$11,006.89 as follows:

Difference in grants: \$493.87

Difference in incentives: \$317.28

Cost of Arms: \$6,950.20

Cost of Dimmers: \$4,867.84

Plus \$131.00 for two (2) additional lights

The board authorized the Town Administrator to finalize the energy saving agreement under Eversource Municipal Program.

Upcoming Meetings:

January 10, 2017– Regular BoS Meeting
January 24, 2017- Regular BoS Meeting

On the motion made by Luke Ascolillo and William Risso, it was unanimously **VOTED** to adjourn the meeting.

Meeting adjourned.

Respectfully submitted by Jennifer Gibbons