

BOARD OF SELECTMEN

October 23, 2012

Minutes

The Board of Selectmen met on Tuesday, October 23, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, Timothy F. Hult, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present. Selectman John D. Williams was not present.

Town Administrator Report

1. Mr. Goddard said the Carlisle School Building Committee has recommended that the Board approve Change Order #017 with H.V. Collins Co., the general contractor in the amount of \$24,194.00 for the School Building Project. He said to date, there is approximately \$696,000.00 remaining in the contingency. Mr. Goddard said there is nearly \$340,000.00 in claims against that contingency.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to amend the contract with H.V. Collins Co., Inc. in the amount of \$24,194.00 as specified in the attached Change Order #017 as prepared by HMFH Architects.

2. Mr. Goddard suggested that the Board discuss and schedule their meetings for the next two months due to the upcoming Special Town Meeting on November 13th and the Special Election on November 27th. The Board decided to schedule the following meetings for November and December: November 5th at 7:30 a.m.; November 13th at 6:00 p.m.; November 20th at 7:00 p.m.; December 4th at 7:00 p.m.; and, December 18th at 7:00 p.m.

3. Mr. Goddard presented a proposed revised contract with CommTract Corp. of Waltham, MA for the installation of a municipal fiber optic network. He said after meeting with CommTract, it was decided that some additional equipment was necessary to include into the scope of work.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to award a contract in the amount of \$30,660.00 to CommTract Corp., of Waltham, MA for the installation of a municipal fiber optic network to include a base bid of \$12,340.00, adding alternatives #1-3, and additional equipment and services totaling \$18,320.00.

4. Mr. Goddard said at our last meeting the Board executed Chief Fisher's contract, however the contract was incorrectly dated. He asked the Board re-sign the corrected contract.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to sign the revised Addendum to the Employment Agreement between the Town of Carlisle and Chief John Fisher.

Mr. Goddard said Town Clerk Charlene Hinton was present with the November 6, 2012 Election Warrant for the Boards signatures. Charlene spoke to the Board about her concern over parking in the Town Hall parking lot on Election Day. She asked the Board to consider closing the Building Department to contractors on Election Day, which would keep traffic down significantly and open up more parking spaces for voters. Charlene noted that the Building Department is open for four hours and the contractors could reschedule their business for another day. She said it would be for just this one day and she felt the builders and contractors would understand.

Mr. Goddard said he spoke with Building Commissioner John Luther about this request. Mr. Goddard said John was willing to do whatever the Board directed him to do, however he would prefer to remain open on that day. Mr. Goddard noted that the Building Department is not open everyday and this would be an inconvenience. He added that other departments in Town Hall felt that Election Day is a time when residents do come into Town Hall to vote and also do other Town business. Mr. Goddard said at the Department Heads meeting today the general consensus was to keep the Town Hall Departments open on Election Day. Mr. Hult said the Town Administrator should make the final decision on Town Hall and the Board is willing to support his decision for all of the departments to remain open on Election Day.

Community Input

There was no community input this evening.

Discussion of FY12 Audit – Audit Committee

Audit Committee members Simon Platt and Deb Belanger and Town Accountant Priscilla Dumka were present for this discussion. Simon said tonight they would discuss with the Board the Management Letter, the Financial Statements and a Report on Internal Controls prepared by the Town's Auditors Sullivan, Rogers & Company, LLC. In regard to the Financial Statements, Simon complimented Finance Director Larry Barton and Town Accountant Priscilla Dumka on their outstanding work in financial management, control of the books and records. He said the Auditors reported that the Audit process was very 'clean' and there were no issues. Simon said there were only a few items in the Financial Statements that were worth noting. One was relative to the School and the related debt; the other was about post employment benefits.

Simon pointed out to the Board the section on 'Management's Discussion and Analysis'. He said this is the Town's discussion of what went on during the year and what may be the Town's potential financial future.

Mr. Hult asked where the debt from the joint High School Building Project is located on the Financial Statement. Simon indicated that it has appeared under 'Overlapping Debt'. He said this shows the indebtedness of the School District and the percentage and share for the Town.

Simon spoke about the Town's noncurrent liabilities. He said the Town's net OPEB obligation is \$3,343,314.00. Simon said about four years ago the accountants required the Town to record an accrual for each year's change in our overall obligation. He said as of June 12th the Town has incurred obligations to retired and current Town employees in respect to paying their health benefits. Simon said as our employees work every day, every month, and every year; their health benefits increase. It was noted that a few Towns have set-up Trust funds necessary to hold the funds, but have not contributed to the trust yet.

Simon said the Audit Committee recommends the Board of Selectmen adopt the three documents reviewed and discussed this evening.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to adopt the Town of Carlisle, Massachusetts Financial Reports for the year ending June 30, 2012, Town of Carlisle, Massachusetts Management Letter for the year ending June 30, 2012, and the Report on Internal Controls letter relative to the fiscal year ending June 30, 2012.

Simon spoke about the Town's audit firm, whose services we have used for almost ten years. He said this was an appropriate time to go out with a Request for Proposals (RFP) for the next five years for an Audit Firm. Mr. Scavongelli said it was a good idea to periodically put out an RFP for outside advisory services. Mr. Goddard said the Board of Selectmen will issue the RFP and perhaps the review committee could consist of Larry Barton and Priscilla and the Audit Committee. Mr. Stevenson said he agreed with putting out an RFP; however he was concerned over the five year agreement. He asked why the Audit Committee was suggesting this option. Simon said they did not spend a lot of time discussing the timeframe of five over three years. He said if the relationship is working well, there should be a stability option to the relationship and five years is a good horizon.

Simon informed the Board that Carlisle resident Bonnie Brown has come forward to fill the vacant position on the Audit Committee. Simon said he and Deb recommend her appointment to the committee. In

response to Mr. Scavongelli, Deb said the committee has kept the terms of their members staggered, so Bonnie Brown's term would end on June 30, 2014.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Bonnie Brown to the Town of Carlisle Audit Committee for a two year term that will end on June 30, 2014.

Discussion of FY12 Public Safety Departmental Budgets

Fire Chief David Flannery said he met with the Finance Committee two weeks ago to discuss items for the FY14 budget. David said they talked about vehicle maintenance, fire station maintenance, inspection line and telephone. He said he talked with the Finance Committee about this year's priority, which is the compensation for several of the officers in the department. David said he will be working with the Personnel Board providing comparable's and reviewing stipends and hours and rates. David said he will meet with the Personnel Board in November.

In regard to the cistern maintenance and repair, David said they have a well that was struck by lightening. He has been working with the FinCom on how to handle Cistern maintenance. He said some of the older cisterns that were once the responsibility of the builders will eventually be taken over by the Town.

David said he is trying to replace electrical components of some of the 20 year old cisterns. He said we can do one or two of these per year.

David said the Fire Department is going through a staffing slump. He said they normally have about 30 firefighters on staff and currently they have 26. David said they are actively recruiting for new people.

John and David talked about the budget for the Communications Department. They met with Mike Taplin, supervisor of the Communications Department and discussed the budget with him. He was comfortable with a zero increase on all lines except wages. John said they chose a 2.5% wage increase because the Dispatchers are in the middle of a contract that was just recently negotiated where they can receive a 1, 2 or 3% raise. John said the State grant that they received in the amount of (approx.) \$14,000 was very helpful. He said it paid for training and the purchase of equipment. In response to Mr. Stevenson, David said there are currently five Dispatchers at the Communications Department.

John spoke about the Police Departments budget. He said in regard to wages, the hours for the administrative assistant were increased after they were approved by the Personnel Board. John said several Police employees have seniority increases that have to be included in the 2014 budget.

John spoke about education, fuel and equipment replacement costs that have affected his budget.

John talked about the purchase of an unmarked car which will come out of Long Term Caps. He said this would be their first unmarked car purchase. In response to Mr. Stevenson, John said the Police Department is on a cycle where they are purchasing a new vehicle every year through Long Term Caps. John explained that he will use the unmarked vehicle and Lt. Crowe will get the vehicle that he (John) is driving now.

John spoke about a proposal for a Records Management System computer program that will improve communication and efficiency at the Police Department. The one that they currently have is not user-friendly, is not helpful, and is antiquated. After researching the equipment that is used by some of our neighboring Towns, John chose Tritech Software Systems. John explained how the system is used. He said by changing and updating to a newer system, Carlisle can work with our neighbors. Mr. Hult said the Town's Long Term Capital budget is approximately \$225,000.00 and although both of the items John has brought to the Boards attention tonight were important, we have to take into consideration other departments.

John spoke about the new vehicle that is being purchased for \$36,470.00. He said it is an energy efficient, 6-cylinder motor and all-wheel drive vehicle.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to authorize the Chief of Police to purchase a new police cruiser from MHQ based on the States bid provided this evening for an amount not to exceed the Warrant Article of \$41,000.00.

Long Term Capital Requirements Committee

David Guarino who is a member on the Finance Committee was present for this discussion. He said he will be a member on the Long Term Capital Requirements Committee (LTCRC) as the FinCom's representative. He said the Long Term Caps Committee has not held a recent meeting. Mr. Scavongelli asked who the other members on this committee were. Mr. Goddard said the School Committee's representative on Long Term Caps will be Josh Kablotsky. Mr. Goddard said the Planning Board has chosen not to appoint anyone to the LTCRC at this time.

There was a discussion on whether Long Term Caps should be separate from the Finance Committee. Mr. Hult suggested that it should be a sub-committee of the Finance Committee. He said it would be much more efficient for the Departments and the Finance Committee. David said the Long Term Caps Committee basically hears the same numbers as the FinCom.

Mr. Stevenson said one of the goals of this Board is to work with the LTCRC and to develop a more comprehensive capital plan looking out over the next 5 years. He said working with them is more than preparing a list of items to place on the warrant each year; it is developing a plan to manage the purchase of these items over a period of time.

Mr. Stevenson said we had two individuals who were interested in joining the Finance Committee; perhaps they may be interested in joining the LTCRC. David said there was one additional candidate that they could contact. He said with two members from the FinCom, Don Rober, Josh Kablotsky from the School Committee and this possible individual, they should have enough people on the committee.

Mr. Hult said if we want to proceed with changing Long Term Caps to a sub-committee, we should start with a group study by-law change. If our intent is to do this, we should begin the process before the end of the year.

Execution of Special Town Meeting /Election Warrant

Mr. Scavongelli said at our previous Board of Selectmen's meeting the Board voted to close the Town Meeting warrant, which included one article subject to revisions by Town Counsel. He said Town Counsel has reviewed and signed off the Warrant as to form, so at this point the Board need only to sign the Warrant. Mr. Scavongelli noted that the Board of Selectmen was in session on October 19, 2012 and at that time voted to support the warrant article.

Mr. Stevenson said the important thing is to clarify the language. He said at our last meeting there was some miss-understanding on the purpose for the purchase of the property. Mr. Stevenson said we now have the language that states clearly the purpose, which is ...'to give to the Carlisle Affordable Housing Trust for the Carlisle Affordable Housing Trust to acquire by gift or purchase for affordable housing purposes and other general municipal purposes, but in any case subject to the public trust deed restrictions set forth in Sec. 2.22 of the certain Purchase and Sale Agreement dated September 4, 2012 between said Trust as Purchaser and Phyllis E. Moseley Goff as Seller'.

Mr. Goddard said he met earlier today with Greg Peterson and the Town Moderator and they confirmed the amount is accurate.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to adopt the Special Town Meeting Warrant for the Special Town Meeting to be held November 13, 2012 containing one Article regarding the acquisition of the Moseley-Goff property and containing the Warrant for the Special Town Election to be held November 27, 2012 containing one Article relative to the same acquisition.

Cemetery Deeds

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

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to transfer to William G. Salem, Jr., of Carlisle, Massachusetts Deed No. 664 for Cemetery Lot D 283 Graves 1, 2, 3, and 4 in the Town of Carlisle, Green Cemetery.

Liaison Reports

Mr. Gorecki spoke about Financial Management Team meeting that take place on October 22nd. He said it was reported by the Town Accountant that when Finance Director Larry Barton went to sell the bonds there was a difference in the price that he had originally anticipated. He explained how the difference in the amount occurred.

Mr. Gorecki said in regard to CCHS, Carlisle's ratio has decreased again. He said last year it went down by 28.5%. This year it has gone down by 27.5%, which should result in a \$98,000.00 reduction in our share of the operating budget.

Mr. Gorecki said the Minuteman School budget will go up due to two additional students attending the School this year.

Mr. Gorecki said there will be a joint Land Use Team meeting on October 29th. He said one of the topics for discussion will be the Greenough Barn. Mr. Gorecki said there have been thoughts about fixing the barn, removing it, or finding some uses for the barn. He suggested forming an ad hoc committee to work on the Greenough Barn issues.

Mr. Stevenson spoke about the Carlisle Public School. He said the ribbon cutting ceremony was a great success.

Mr. Stevenson said the Carlisle Affordable Housing Trust met on Friday October 19th and they will meet again on Friday, October 26th to discuss the purchase of the Moseley – Goff property. The price of the property is \$590,000.00. In response to Mr. Scavongelli, Mr. Stevenson said the reason we are not using CPA funds for the purchase of the Moseley-Goff property is because by using those funds, there could be restrictions created on the purchase that may not be compatible or may make it very difficult for ultimate uses on the property.

Mr. Hult said in regard to the Concord Carlisle High School, we have not received word from MSBA relative to the release of funds for the restoration for the funding process for the High School. He said a small group will be meeting tomorrow with Representative Atkins and representatives from the MSBA. He said he would like to confirm with everyone that the School Committee and the Finance Committee both support this project and the Selectmen are unanimous in supporting the project as well.

Minutes

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was **VOTED 3 yes, 1 abstain** to approve the Minutes to the Board of Selectmen meeting of October 9, 2012.

The meeting adjourned at 9:45 p.m.

Respectfully submitted by Margaret Arena