

BOARD OF SELECTMEN

July 26, 2011

Minutes

The Board of Selectmen met on Tuesday, July 26, 2011 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

Mr. Stevenson said a few weeks ago there was a ground-breaking ceremony at the Carlisle Public School. At that time he was given a shovel as a commemorative gift to the Town of the event. He said on the side of the shovel there is a small plaque with the following: *'Carlisle Public School Campus Ground Breaking Ceremony May 3, 2011'*.

Town Administrator Report

Mr. Goddard said there will be a reception for outgoing Interim Police Chief Len Wetherbee on Wednesday, July 27th at 12:00 p.m. in the Clark Room. Mr. Goddard was hopeful the Board could join everyone at this event to thank Chief Wetherbee for his service to the Town. He said a Proclamation has been prepared from the Board to be presented to the Chief tomorrow.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Proclamation recognizing Chief Wetherbee's service to the Carlisle community as Interim Police Chief.

Mr. Goddard said it seems that we will need to schedule a Special Town Meeting/Election this fall regarding the CCHS Building Project. He said in addition, there may be some other Town Meeting business related to Minuteman Tech. Mr. Goddard said it was his understanding that the Town of Concord has scheduled its Special Town Meeting on Monday, November 7th with their Special Election on November 15th. He said Town Clerk Charlene Hinton has spoken with our Moderator and the School regarding availability for our Special Town Meeting. Mr. Goddard suggested November 8th for the Special Town Meeting and November 15th for the Special Election. He said jointly agreed that it would be best if both Special Elections were held on the same day.

Mr. Hult said the CCHS Building Committee is meeting on Wednesday, [July 27th] and he could pass along this information at that time.

Mr. Goddard said the Carlisle School Building Committee has presented four change orders for the Board to approve this evening. He said the chairman of that committee, Lee Storrs, was present to answer any questions the Board may have on these Change Orders.

Change Order #3 for McPhail Associates in the amount of \$35,000.00. Lee explained that this was an amendment for additional /ongoing GEO Technical Services.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Contract Amendment #3 for McPhail Associates in the amount of \$35,000.00 for additional construction administration services.

Change Order #5 for Daedalus Projects in the amount of \$2,280.59. Lee explained that this amount of money was for reimbursement for portable fans, speed bumps and site signage. In response to Mr. Scavongelli, Lee said the Town is the owner of these items when the project is complete.

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On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the proposed contract Amendment #5 for Daedalus Projects in the amount of \$2,280.59 for reimbursement for portable fans, speed bumps and site signage.

Contract with Ockers Company for \$1,275.00. Lee said that although the purchase order says this amount is for printing services, this amount is for wipe-boards that were taken off the walls and relocated.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the proposed contract with Ockers Company in the amount of \$1,275.00 for technology relocation services.

Change Order #004 – H.V. Collins, Inc. in the amount of \$37,714.00. Lee explained that this is for the other half of the above-purchased items by Daedalus Project. He said items 1 and 5 are for the installation of the items purchased. There was a discussion on the removal of the built-up roof with asbestos on the Robbins Building [\$11,834.00] and the painting of the ten classrooms in the Wilkins Building [\$20,113.00].

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board approved Change Order #004 with H.V. Collins, Inc. in the amount of \$37,714.00.

In response to Mr. Stevenson Lee said he had a detailed list of items the School Building Committee voted that were not necessarily in the form of a change order but they would like to have the Selectmen's approval. He said one in particular was the main electrical feed going into the Robbins Building. He said it will be coming up in the future and will cost about eight or nine thousand dollars. Lee said there was an issue with the way the new building abuts Wilkens, and they are actually installing new beams between the buildings over the area to prevent the snow from drifting in. The School Committee has recommended to the Board of Selectmen to approve an amount not to exceed \$30,000.00 for work associated with the installation in the Wilkins Building.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve an amount not to exceed \$30,000.00 for work associated with beam installation in the Wilkins Building.

Mr. Hult asked Lee if he could describe what work will be completed on the School Building Project by the time the students are ready to return in September. Lee said there will be a new roof on the Cory Building, the entire interior of the Wilkins Building will look new; asphalt shingles on the Cory Building and there will be a skeleton of the new building.

Update on Eagle Scout Project – Library Pathway

Mr. Gorecki said all of the posts and railings were installed. Mr. Gorecki said some money will be needed for additional material. Mr. Stevenson has asked Mr. Goddard and Conservation Administrator Sylvia Willard to look into having the pathway paved. He said it was always apart of our pathway plan and he realizes that we will have to go through the Conservation Commission and coordinate with Gary Davis.

FY11 Year End Financial Report

Finance Director Larry Barton and Town Accountant Priscilla Dumka were present for this discussion. Larry reported that the total amount transferred from the Reserve Fund on July 14, 2011 was \$90,881.46. Larry said the DPW was able to cover the Snow & Ice deficit through their operating appropriation. He said the Legal expense, which they estimated to come in at between ten and twenty thousand dollars turned out to be \$8,000.00 overall. The Fire Department with its cistern repairs a truck repairs totaled \$25,965.48.

Larry went over the list of Reserve Fund Transfers [attached hereto]; he said the General Expenses, which were mostly legal amounted to \$8,554.65, Planning Board - \$2,795.37 was the result of a wage and classification adjustment, Town Hall - \$4,953.37 was due to bringing the elevator up to code, Fire Department - \$25,965.48 was a combination of the cistern maintenance and fire truck repairs and additional wages, Conservation Commission - \$397.18 was due to a wage adjustment, Board of Health - \$1,000.22 was also due to a wage adjustment, Library - \$22,690.58 was primarily due to the replacement of their boiler, and

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the Unemployment compensation of \$24,524.61 is because of appeals that the Town is going to be responsible for.

Larry presented a print-out of Budgets, Expenditure Surpluses and Deficits, and Proposed Transfers.

[attached hereto] He said this report tells us that we under-expended our FY11 appropriations by \$424,354.88. Larry said this becomes one of the basis for Free Cash.

In response to Mr. Stevenson, Larry said the LRTA is responsible through a grant for \$20,000.00 in the Council on Aging budget.

Mr. Hult said we recently received the news about becoming a *Green Community*. He asked Larry when the Town will receive the funds for the Green Community projects and who will oversee these funds. Larry said he did not know when the money would come in and further discussion was needed about the funds and projects.

Larry spoke about the School Building Project. He said so far we have borrowed \$9million. He said as we continue the construction process we will have to borrow some additional moneys. At the FinTeam meeting this morning Larry said he expressed some concern over the events in Washington and whether they may have an impact on our costs. He noted that interest rates may rise.

Minuteman Tech – update

Mr. Stevenson said that he and Mr. Goddard, Mr. Hult, FinCom Chair Jerry Lerman and Mariellen Perugini [Minuteman Rep] met today to discuss where we are on this matter and he said, they came up with a few action items. Mr. Hult said it was his opinion that we should address three items that are going on. He said Mr. Goddard participated at a meeting at Minuteman with other Town Administrator's, so he can inform us about that meeting. Mr. Hult said today we talked about the possibility of our Finance Committee and Selectmen adopting some principles relating to this issue. He said he would draft those principles for discussion. Mr. Hult said they also discussed meeting with other Towns that were in a similar situation as Carlisle.

Mr. Goddard said on July 11th he met at Minuteman with the Superintendent and Town Administrator's from a number of communities to discuss the proposed changes to the Agreement and the new Capital formula that the School Committee had approved in June. He said many of these communities felt the way we do, that is, there needs to be a way to assess the non-member communities that are responsible for 20% -30% of the Schools enrollment. Mr. Goddard said there was also some frustration over the formula that was proposed; it seems to tilt the costs towards smaller communities. He said two groups were formed; one group is pursuing a meeting with MSBA and State Education officials to see if they can address the issue of non-member communities and their participation in Capital projects. He said right now there is no legal mechanism to assess them for any portion of the Capital project. Mr. Goddard said he is apart of the second group, which will focus on the formula that was recently adopted.

Mr. Hult said the second item they talked about today was the document he presented [attached hereto]. He said this document provides to our Carlisle School Committee representative and the Administration of Minuteman a clear understanding on Carlisle's stance on several of the issues. Mr. Hult said numbers 1-3 relate to acknowledging and understanding the needs for the Minuteman School; 4 – 6 relate to funding and the Regional Agreement and allocation of funding.

Mr. Hult asked the Board to consider this document and at the next meeting we will discuss it further. He said the purpose of this document is to make it very clear to the Administration and School Committee that this is where we stand right now. This document will serve as a basis for discussion with other Towns. It will also serve as a basis for discussion with the Superintendent.

Mr. Scavongelli said this document certainly meets all the issues on his mind.

Mr. Hult said we are not trying to stop the renovation project, in fact we believe that is very important. He said ultimately the out-of-district students issue will have to be resolved at the State level.

Banta-Davis Master Plan – Discussion

Mr. Stevenson said he and Mr. Williams have not done as much work on this matter as they intended to due to vacations, etc. He said their goal however is to pull the Task Force Charge and composition together by the next meeting. Mr. Stevenson had a second draft of the Task Force document. Mr. Williams said it is important to have the Chair of the Housing Trust [Greg Peterson] as one of the members on the Task Force. He said Greg has a lot of expertise in this area and he really cares about this overall problem in diversity of housing. He suggested instead of two members from the community at large, reduce that to one, and add Greg Peterson. The Board agreed that the members would consist of the following: 1 member from the Board of Selectmen [or designee], 1 member from the School Committee, 1 member from the Planning Board, 1 member from the Recreation Commission, 1 member from the Housing Authority, Chair of the Housing Trust, and 1 member from the community at large.

Mr. Stevenson suggested that this committee be named the Banta Davis Task Force, and that they be charged with developing a Banta Davis Master Plan. The Board discussed the length of time the committee should have to develop a report for the Board of Selectmen. It was decided that four (4) months should be sufficient or no later January 2012. A formal document will be presented at the next meeting for the Board to vote on.

FY12 BOS Goals Setting process – review FY11 Goals

Mr. Stevenson said he wanted to go through the FY11 goals to see where we are now. On August 9th the Board will hold its Goal Setting meeting from 6:00 p.m. to 7:30 p.m.

The Board went through the Goals from FY11 and comments and discussions were given on some of the following:

Financial Management –

- Strategy to manage Carlisle's share of CCHs Budge [FY12 & FY13) - Mr. Stevenson said we will always continue to manage our share of the CCHS budget.
- Work with Long Term Caps toward Long Term Plan by 2015 – Mr. Stevenson said we will need to work with LTC; we have more work to do on this.
- Establish standing Building Committee
- Review SCSPC recommendations – Mr. Williams we started to return to this in March. Mr. Hult said he could see a positive change financially.
- Investment Trust Funds – Mr. Williams said the Advisory committee plans to meet on August 1st and then they plan to provide a report to the Board of Selectmen.

Education-

- Manage Carlisle Public Schools Building Project/Costs – Mr. Stevenson said it was his opinion that after the report tonight from Lee Storrs, the project is being handled carefully in respect to spending.
- Activate in the CCHS project/affordability – Mr. Stevenson said the Board has voiced its opinion in many respects and Mr. Hult is active on the School Building Committee trying to make sure there is some control on the budget. This is an ongoing issue.
- Work to control Special Education costs with sustainable model – Mr. Hult suggested that when we present our goals to the Boards and Committees, the format could be in smaller groups in the beginning.

Effective & Efficient Town Services

- Work with the Land Use Boards – Mr. Stevenson said our intent was to meet similarly as the FinTeam and keep the communication flowing.
- Metric's to measure quality & effectiveness -
- Continue to enhance technology & website – Mr. Stevenson said since former Selectman Bill Tice was primarily interested in this issue, we will now have to find a replacement.

Stable & Responsive Public Utilities –

- Support Energy Committee – Mr. Stevenson said we have made progress in becoming a Green Community and now we can look forward to some grant money.

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Recreation and Community Activities

- Work with RecCom and Council on Aging on current/future infrastructure needs – Mr. Stevenson said he would suspect that out of the Banta Davis discussion there would be some infrastructure discussions for the RecCom.
- Highland Building Project – Mr. Stevenson said the building has been painted.
- Adopt a Task Force for the Pathway
- Dialogue on desirability of Community Center (Village Court)
- Balance Town Center changes with historical, rural character

Affordable Housing

- Explore Zoning changes with the Planning Board to allow smaller houses, clusters with other types of housing – Mr. Stevenson said we did not get the opportunity to work on this idea.
- Complete HPP – done.
- Benfield – Funding – Mr. Williams said this was approved and it looks very promising.
- Temporary Committee to inventory Town/private land for affordable housing and report to Affordable Housing Trust – there are some possibilities.
- Viability of Village Court expansion and Banta Davis use – Mr. Stevenson said we are following up on Banta Davis.

Conservation Land & Open Space

- Work with Chelmsford and ConsCom to establish a maintenance agreement – Mr. Williams said that he is aware of some dialogue that is constructive, but does not know the details.
- Facilitate renewal of Cranberry Bog lease that will expire in 2015 – nothing has been done on this matter yet.

Safety & Security

- Continue working with Chiefs to improve service/operations of Communication Center – Mr. Stevenson said some progress has been made. A fifth dispatcher has been hired, closer to stability and the contract negotiations are getting closer to completion.
- Conclude Successful negotiations with Police Union - complete
- Monitor ALS Service – complete

Mr. Stevenson said at our meeting on August 9th he would like the Board to draft a set a Goals and Objectives for FY12. He thought the eight general categories seemed to work well. Mr. Gorecki said there seemed to be something missing. He said we have the goals, but we do not have the specifics as to how they are going to be accomplished. Mr. Stevenson said he agreed, and we will discuss that.

New Business

Summer Schedule The next meeting will be August 9th and then August 23rd.

Green Community Mr. Stevenson read a portion or the letter dated July 20, 2011 from the Department of Energy Resources informing the Town of Carlisle that it has been designated as a Green Community. Mr. Stevenson said he spoke with Dan Cook, member of the Energy Task Force regarding the process of obtaining the awarded a grant of \$139,300.00. Dan told Mr. Stevenson that in order to receive the grant the Town is required to submit a project application proposing how these funds will be spent. The application deadline is August 22, 2011. Mr. Goddard said the Energy Task Force committee will attend the August 9th meeting to discuss the proposed projects.

Mr. Hult said we need an audit of the Towns Energy Usage so we can compare it year to year.

Mr. Hult said that Janet Lovejoy, a resident in Carlisle has made a gracious suggestion. She has noticed that people walk through the Cranberry Bog and there is no place to sit, so she has generously made an offer to supply several stone benches for the Cranberry Bog. He said she will coordinate this donation with the Conservation Commission, noting that there will be no cost to the Town.

Mr. Hult spoke about another matter, which was the green house next to Ferns Country Store. He said he has discussed with Mr. Goddard regarding what actions the Town might take relating to this house and its condition. Mr. Hult said this would have to be handled carefully with the owners and we would have to involve the Fire Chief, Building Commissioner relating to our rights. Mr. Hult said it has reached a safety issue.

Cemetery Deed - The Board of Selectmen, in their role as Cemetery Commissioners, made the following deed transfers.

On a motion made by Mr. Williams and seconded by Mr. Scavongelli, it was unanimously **VOTED** to transfer to Prescott Behn of Carlisle, Massachusetts, Deed #651 Cemetery Lot D361, Graves 3 and 4 in the Town of Carlisle, Green Cemetery.

Appointments

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Joanne Willens, Thomas Dunkers, and Lillian DeBenedictis to the Council on Aging for a term that will expire on June 30, 2014.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Thomas Brown to the Conservation Commission for a three year term that will end on June 30, 2014.

Liaison Reports

Mr. Scavongelli gave a report on the Highland Building project. He presented a Field Log, which had various pictures of the newly painted building. He said 75% of the trim and clapboard is done; the flat seam roof on the porch, and the roof on the south entrance are substantially completed; and some soldering work. He said the Highland Building Committee continues to consider future uses. The Committee has been approached by the Library Trustees. There was a request from Dave Reed to use the building for storage of Old Home Day items.

Mr. Stevenson what timeline has the Highland Building Committee established for determining a use for the building. Mr. Scavongelli the timeline is tied to the School Committee's schedule. He said when they hold their first meeting in September they intend to invite the Affordable Housing group to explain why they think the Highland Building is a viable option. The Highland Committee will present to the Selectmen, sometime in September, what their recommendation is going to be. Mr. Scavongelli said after that the Highland Building Committee considers their work complete and therefore 'Phase 3' should begin, which is the renovation of the interior of the building.

Mr. Gorecki reported briefly on the FinTeam that occurred this morning. He said the new growth figure reported by the Assessor is now \$14.5million.

Mr. Stevenson said last week the Board of Health held a Tabletop exercise in Town Hall relating to emergency preparedness for the possibility of a hurricane. He said the program was very informative and it was also a good exercise for the Town.

Minutes

On a motion made by Mr. Williams and seconded by Mr. Hult, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen Meeting of June 28, 2011.

On a motion made by Mr. Williams and seconded by Mr. Gorecki it was **VOTED 4 YES 1 abstaining** to approve the Minutes to the Board of Selectmen meeting of July 12, 2011.

Executive Session

At 9:43 p.m. a motion was made by Mr. Williams to go into Executive Session [not to return to open session] pursuant to MGL Ch. 30A, §21(a) (2) and (3) and (6) to discuss strategy pertaining to both negotiations with union and non-union personnel and to consider the purchase of real property as discussing the matter in open session would have a detrimental effect on the Town's bargaining and negotiating positions. The

motion was seconded by Mr. Gorecki and the following roll call vote was taken: Stevenson – aye; Scavongelli – aye; Gorecki – aye; Williams – aye; and Hult – aye.

Respectfully submitted by Margaret deMare