

BOARD OF SELECTMEN

Tuesday, April 10, 2018

The Board of Selectmen met on Tuesday, April 10, 2018 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Luke Ascolillo, Kate Reid, Nathan Brown, and Claude von Roesgen. Selectman Kerry Kissinger participated remotely via Skype.

Note: In accordance with OML requirements for Remote Participation all votes taken during tonight's meeting shall be by roll call vote.

Community Input:

Robert Zogg (933 North Road) requested a few minutes to discuss the Community Choice Power Supply Program. Last year, the Board of Selectmen approved Carlisle's Municipal Aggregation Plan with Colonial Power Co. to negotiate competitive electric supply prices for residents and businesses. This Program only affects the supply portion of the monthly electric bill and not the delivery portion which will continue to be delivered by Eversource. At that time, the Board of Selectmen decided not to select an alternative supplier based on current market rates and the recommendation by Colonial Power Co.

Mr. Zogg feels the market has changed since that time and encouraged the Board of Selectmen to invite Colonial Power Company to attend an upcoming meeting for an update on current market rates. If the Town does vote to select an alternative supplier consumers will be given an opportunity (30 days) to opt out of the plan if they choose or at any time afterward they can opt back in if they choose without fee or penalty for doing so.

The Board requested the Town Administrator to contact Colonial Power to schedule a meeting.

Municipal Facilities Manager

Town Administrator Timothy Goddard was asked to develop an outline for integrating the proposed new Facilities Manager position into the existing town governmental structure. The Board of Selectmen discussed the implementation of the Facilities Manager position. The selectmen received a copy of the proposed job description under review by the Personnel Committee.

The Town Administrator is the Chief Procurement Officer for Carlisle and procurement authority for all Town Departments. The Town Administrator has the ability to delegate that authority appropriately, for example, procurement authority may be delegated to the School Business Manager for all school-related purchasing. This position would report directly and daily to the Town Administrator. Procurement authority would be delegated to the Facility Manager for: the awarding of all contracts under \$10,000 and soliciting price quotes between \$10,000 - \$50,000 with the CPO retaining awarding authority. This would insure that the Facility Manager would be able to move forward with his/her work schedule without having to wait for approval of small contract amounts. For all procurements/projects greater than \$50,000 which require a formal bidding process, it is recommended that those contracts be awarded by the Board of Selectmen with the concurrence of the Municipal Facilities Committee (MFC).

The Inspector General's Procurement Charts describe in detail the compliance requirements for MGL Ch.30B (Supplies/Services), Ch.149 (Building Construction) and Ch.7c (Design Services for Public Buildings). It is recommended that Carlisle's procurement processes mirror these for the consistency.

One of the first tasks of the Facility Manager will be to develop a work plan/priorities based on the schedule of Town Meeting approved projects in concert with the Municipal Facilities Committee. Projects can be separated easily by estimated cost: projects under \$10K, projects between \$10K - \$50K and those over \$50K that require a formal bidding process. The Facility Manager would meet biweekly or monthly with the Municipal Facilities Committee to provide project updates on those smaller dollar amount projects that he/she is authorized to award and to seek committee input on the development of specifications, scope of services and bid documents for larger projects. The Municipal Facilities Committee's role in the procurement process would be to formally recommend the award of vendor contracts of \$50,000 and greater to the Board of Selectmen.

The Facility Manager will have responsibility for Town buildings only. The Municipal Facilities Committee will annually "recommend" a list of capital projects to the Long Term Capital Requirements Committee. The Municipal Facilities Committee should formally vote to recommend the awarding of contracts for any project greater than \$50,000 and that the Selectmen should remain the awarding authority to maintain consistency with town policy and with the Commonwealth's procurement statutes.

Major projects are defined as anything over \$150,000 which would necessitate the Board of Selectmen naming Department Heads as non-voting members of the Municipal Facilities Committee for the duration of the project. It's recommended that for financial control and consistency with the Town's financial procedures that the capital budget for these projects be placed under the control of the Town Administrator and the Board of Selectmen.

- The funds for construction activities for facilities and for capital expenses of existing facilities shall be appropriated to and expended under the direction of the Town Administrator and Board of Selectmen.
- Whenever funding approval is sought from Town Meeting, the Committee and the Board or Committee for which a project is being planned, or capital expenses for a building being requested, shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, alternatives, schedule, costs, and how it fits into an overall cohesive plan.
- Funding for some projects may also come from existing department budgets to enable the town to leverage services and contracts across municipal facilities.

Town Administrator Timothy Goddard explained that he has met with the Finance Committee and Long Term Capital Requirements Committee. Almost all of the concerns have been addressed or clarified in his memo to the Board of Selectmen presented this evening.

Deer Committee - Deer Hunting Regulations:

Lee Tatistcheff and Kerry Kissinger on behalf of the Deer Committee presented the Board of Selectmen with the Proposed Regulations for Deer Hunting on Carlisle Town Land.

Members of the Deer Committee include Chair Lee Tatischeff, Dejan Bojanic, John Keating, Todd Thorsen, Steve Tobin, Sgt. Scott Barnes and Kerry Kissinger.

Ms. Tatischeff explained that the Deer Committee made a couple of changes after the last public hearing to include:

- The proposed season will now coincide with the State bow hunting season which is shorter than the State deer hunting season. Hours will be from dawn to dusk (i.e., a half hour before sunrise to a half hour after sunset)
- Permits to be distributed by lottery. Preference to be given to town residents and employees

The Deer Committee felt that limiting the length of the season was a better compromise than limiting the hours per day.

The total proposed number of permits for 2018 is **18**. The proposed lands include:

Greenough **(4)**
 Town Forest **(2)**
 Davis Corridor **(8)**
 Conant Land **(2)**
 Benfield **(2)**

Hunter's annual fee: \$30.00

Assessment will include annual criminal background checks.

Deer agent to be paid a stipend of \$300 at the end of each season.

The Deer Committee has requested that the Board of Selectmen vote to approve the Proposed Deer Regulations as presented this evening to implement the regulations and permitting process in time for this year's hunting season.

On the motion made by Kerry Kissinger and seconded by Kate Reid it was unanimously **VOTED** to accept the recommendation of the Deer Committee and approved the Proposed Deer Hunting Regulations on Carlisle Town Land as presented on April 10, 2018.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

Center Park management options:

Selectman Kerry Kissinger requested the Board of Selectmen's consideration of the following proposed options for the management of Center Park. Also present for this discussion was Center Park Founder, Sabrina Perry.

Option 1 - Appoint DPW Supt Gary Davis to be the manager of Center Park.

DPW Supt. would supervise the operation and maintenance of Center Park and request written estimates for lawn care services such as raking beds, weeding, trimming, pruning, mulching, fertilizing, lime application, pest control and sprinkler system. Town Administrator to approve all payments to be made from the Center Park Fund.

Mr. Kissinger stated that this option will provide a minimum level of maintenance for the Park; will provide no activities that would engage the citizens or provide any tangible benefits to the Town other than providing a quiet, attractive space in the Town Center and would not address the issue of raising private funds for continuing maintenance. - This option would cost the Town \$4,000 to \$6,000 annually with no private support expected.

Option 2 – Allow Center Park Founder to fundraise for the maintenance of the Park

Revert back to the way things were prior to forming the Standing Committee. The Board of Selectmen would appoint the Town Administrator to be the spending authority under this option

Prior to 2016 and since the inception of the Park, virtually no Town funds were used to design, develop, build, or maintain Center Park. The Park founder, Sabrina Perry raised nearly all the funds from private donations and her own treasury for the Park. The founder maintained control of all decisions relating to all aspects of the Park’s development and continued maintenance. Over the years, the founder received financial support from about 100 private donors through the use of an existing web site for Center Park containing information about the park and advertisements in the Carlisle Mosquito which raised and spent an average of nearly \$10,000 annually on the care of the Park. In 2015, Ms. Perry moved out of town and at the request of Ms. Perry the selectmen created a Center Park Standing Committee to oversee the continued maintenance of the park through various fund raising activities. This committee had a charter and spending authority on behalf of the Center Park fund of privately donated money. However, the committee disbanded in 2017.

Mr. Kissinger explained that if the selectmen decide to go with Option 2, the Town Administrator would provide the necessary spending authority for all approved expenditures from the Center Park Fund.

Option 3 - Establish “The Friends of Center Park”

This option would provide a “model” similar to that which exists for the Gleason Library, the Carlisle Counsel on Aging, and the Carlisle Public Schools. It requires the formation of a not-for-profit Corporation that has an independent Board of Directors with the charter to support the Town-owned Center Park. Donation would be solicited by the “Friends” Board and they would provide the funds required to maintain the Park. The founder would interact with the Friends Board and not with the Town. The Town would have no day-to-day involvement in the operation of the Park. The Town would enter into a Memorandum of Understanding with the “Friends” Board regarding access to and utilization of the Town owned .6 acre plot that has become Center Park. Under this model, the Town would have no financial responsibility for any aspect of Center Park.

This option has several precedents and these other “Friends” organizations have been successful in Town for years. The organizational energy and skills required to develop this option may be challenging despite having a web site that has identified over 100 donors over the past 10 years.

Option 4 - Request DPW to mow the grass at the Park as needed.

Mr. Kissinger stated that Option 2 may be the only viable option at this point. Ms. Perry would continue to “manage” the Park in accordance with the Charter that was established by the Board of Selectmen and with the understanding that she has no authority to spend money from the Center Park Fund, but must make requests for such funds from the Town Administrator and with the understanding that there would be no additional Town Funding forthcoming.

Ms. Perry stated that she wishes to begin fund raising immediately, utilizing the existing web site and personal contacts.

On the motion made by Kate Reid and seconded by Claude Von Roesgen, it was unanimously **VOTED** to

approve Option 2 with the designation of the Town Administrator as the Spending Authority for the Center Park Fund through July 2019. If there are no volunteers to establish a “Friends of Center Park” requiring a Non-for profit Corporation and Board of Directors as discussed then the management of Park will go back to the Department of Public Works.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

PEG Local Access Options - Discussion:

The Board of Selectmen discussed the PEG Local Access options for the Town of Carlisle.

Town of Concord notified the Town of Carlisle of their intention not to renew its contract with CCTV. The Carlisle Board of Selectmen was presented with a DRAFT proposal from the Town of Concord to manage a Town-run PEG-Access/ Community Television Department. The Town of Carlisle committed to providing a response to the Town of Carlisle by the end of April. The two towns contribute funds to pay for CCTV program services based on funding received from Comcast. Comcast pays approx. \$125K to Carlisle and approx. \$400K to Concord based on a percentage of the cable fees collected in each Town.

This amount can only be spent for public access services, he says, based on both state law and the terms of the Comcast contract. The Town of Carlisle committed to providing a response to the Town of Carlisle by the end of April.

The details of equipment ownership and cost sharing still remain to be worked out in the terms of agreement.

The Town of Concord Board of Selectmen created a citizen advisory committee “PEG Access Advisory Committee” (PAAC). A committee Charge was adopted on March 5, 2018. The committee charge reserves a seat for a Carlisle representative, nominated by the Carlisle Board of Selectmen. This volunteer will be a nonvoting member of the PAAC and would be appointed by the Concord Board of Selectmen for an initial 1, 2 or 3 year term to represent the Town of Carlisle’s interests in the local PEG (Public, Education, and Government) community TV services (local channels 8, 9, and 99, provided by CCTV) and other cable TV services.

The PAAC membership consists of the following:

- One citizen with experience in communication media, particularly with experience in television or community television;
- Five citizens at-large with diverse backgrounds that have an interest in, or experience with, communications, media and information services;
- One representative designated by the School Committee;
- One ex officio, non-voting member designated by the Carlisle Board of Selectmen to represent the interests and concerns of Carlisle residents.

Ms. Reed suggested that the Town of Carlisle appoint a Carlisle representative to the Concord PAAC so that the Carlisle’s has a voice and concerns about PEG and Comcast's cable TV services can be heard until Carlisle has made a decision on whether or not to form its own cable advisory committee

The PAAC will have a Town webpage, conduct open public meetings, and hold its first meeting soon. Three out of seven PAAC members have been appointed so far.

Ms. Reed explained that the Town of Concord voted in support of PEG Access Services being managed by a Citizen Advisory Committee and not as a town department.

Town Administrator Timothy Goddard believes that everything is on hold with the Town of Concord taking on PEG Access services as a Town department but will get further clarification from Concord's Town Manager and report back.

Claude Von Roesgen stated that the other option is to negotiate with CCTV and Comcast. He explained that CCTV has a sense that they will be continuing to exist.

Nathan Brown stated that the Board of Selectmen has to figure out what path we want to go and move it forward. The earlier the Town starts negotiations with CCTV and Comcast the better, if that is the path we want to go.

Appointment - Concord Public Access Advisory Committee

On the motion made by Nathan Brown and seconded by Kate Reid it was unanimously **VOTED** to appoint Christine Lear of Oak Knoll Road to serve as the Town of Carlisle representative on the Concord Public Access Advisory Committee for a term to expire June 30, 2019.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

Review 2018 Annual Town Meeting Warrant:

The Board of Selectmen met with Town Moderator Wayne Davis and Charlene Hinton.

Copies of the April 30, 2018 Town Meeting Warrant Booklet were reviewed.

Town Moderator stated that he suggest the order of warrant articles as presented in the Town Meeting Warrant. Mr. Davis explained that the order does not follow past practice to encourage an increased voter turn-out. Town Meeting.

ARTICLE 1 – Consent Agenda:

ARTICLE 2 – Town Reports

ARTICLE 3 – Salaries of Elected Officials

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits

ARTICLE 5 – Revaluation

ARTICLE 6 – Real Estate Tax Exemption

ARTICLE 7 – FY 2019 Chapter 90 Authorization

ARTICLE 8 – Department Revolving Funds Authorization

ARTICLE 9 – Fiscal Year 2018 Budget Transfers

ARTICLE 10 – Rescind Authorized but Unissued Debt

ARTICLE 11 – FY19 Operating Budget

ARTICLE 12 – Capital Equipment:

ARTICLE 13 – Municipal Facilities

ARTICLE 14 – Animal Control Bylaw

ARTICLE 15 – Special Appropriations

ARTICLE 16 – PEG (Public, Educational, Government) Local Access Appropriation

ARTICLE 17 – Approve/Fund Collective Bargaining Agreements

ARTICLE 18 – Accept M.G.L. c.90, § 17C (Speed Limits)

ARTICLE 19 – Capital Funding - Technology

ARTICLE 20 – CPA Annual Recommendations

ARTICLE 21 – Amend Zoning Bylaws(Temporary Moratorium / Marijuana Establishments)
ARTICLE 22 – Amend Town Bylaws, Section 3.9, Finance Committee
ARTICLE 23 – Personnel Bylaw
ARTICLE 24 – Land Transfer
ARTICLE 25 – CCRSD Capital Project

Town Meeting Quorum is 150. There's usually 250-275 voters at Town Meeting but no one really knows how many will show up. Town Moderator predicts Town Meeting will finish up in one night.

The Housing Authority is working with Town Counsel on an amendment to Article 11 – FY 2019 Operating Budget to fund the position of a Housing Coordinator. Mr. Davis has encouraged all presenters at Town Meeting to continue to work with the Town Administrator and Town Counsel to finalize language on all warrant article motions prior to Town Meeting.

Handouts may be placed on the table just outside the doors to the auditorium entrance. They may not be distributed in the auditorium itself. All handouts must identify the board/committee/group/individual who has prepared it. No anonymous or unsigned.

Town Administrator's Report:

1-The Planning Board has requested a member of the Board of Selectmen serve on the Search Committee for the Assistant to Planner position. The position would not be advertised until after the Town Meeting and search process would run through mid-June.

Kate Reid volunteered to be the Board of Selectmen Representative to serve on the Search Committee for the Asst. to Planner.

2-Request from the Town of Bedford Board of Selectmen asking if Carlisle Board of Selectmen has any interest in appointing a member to serve on the Hanscom Field Advisory Committee (HFAC).

3-Carlisle Garden Club has requested to use the Town Common on Saturday, May 19th from 10am – 2:00pm for their annual plant sale. They are simultaneously seeking the approval of the First Religious Society.

On motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to approve the Carlisle Garden Club's request to use the Town Common for their annual plant sale on Saturday, May 19, 2018 from 10:00am to 2:00pm.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

4-The Traffic Safety Advisory Committee (TSAC) will be submitting a request to the Board of Selectmen to approve their recommendation for the installation of a Stop sign to be placed at the outbound East Street intersection with Rutland Street.

5-Town Administrator's Housing Support Services working group recommendations - The Board of Selectmen tasked the Town Administrator Timothy Goddard with developing a recommendation regarding housing support services for the Carlisle Housing Authority (CHA) for the remainder of FY18 and FY19. Town Administrator Goddard established a working group consisting of Selectmen Luke Ascolillo and Nathan Brown, CHA members Steve Pearlman and Mark Levitan and resident David Freedman. The working group met approx. five times over the past several months.

The Board of Selectmen reviewed a memo from Town Administrator Timothy Goddard dated April 6, 2018 regarding Housing Support Services recommendations along with a table addressing the CHA Staffing needs. After careful consideration of the required duties, tasks, responsibilities and obligations of the Carlisle Housing Authority (as presented by the Housing Authority) the majority of the working group came to the conclusions summarized below:

Administrative - Committing resources in the Town Administrator's office to posting meeting notices, producing minutes, updating web site content. Addition of two hours COA staff time to assist with phone inquiries. Town Administrator's office to handle written correspondence and walk-in inquiries as well.

Legal - Under the current retainer agreement Town Counsel has agreed to handle all legal requirements associated with DHCD and the ground leases for both Benfield Farms and the TILL Group home.

Planning/Project support - Reserve funds in operating budget to support either membership in a consortium such as RHSO or Metrowest Collaborative Development or a project-based consultant should the need arise. Additionally, the CAHT has funds available to support consultant services should an appropriate project be identified.

Mediation - As a first step, consider retaining a facilitator/mediator to work on improving board relations, developing a team approach to affordable housing projects.

Timing - The retirement of the Housing Coordinator provides an opportunity for the Town to take stock of its approach to affordable housing. The Planning Board's initiative to begin a Master Planning process is expected to include extensive public outreach towards the establishment of priorities for the investment of financial and human resources related to town needs, including Housing. The proposal above, including the Mediation should be understood as an interim approach to address known current needs for housing support services. The Town Administrator does not see a need for additional paid staff at the current time.

The Board of Selectmen thanked the Town Administrator and the members of the Working Group for their hard work and effort.

Nathan suggested that the Board prepare a statement regarding the proposed amendment to Article 11 by the Housing Authority explaining that the Housing Coordinator's retirement provides an opportunity for the Town to evaluate the role and gives an opportunity to first develop a coordinated approach to affordable Housing. The proposed amendment also goes against the long-standing budget planning process established by the Finance Committee.

The Board of Selectmen unanimously agreed to prepare a letter to the Editor to be printed in the Carlisle Mosquito regarding the selectmen's position on the proposed amendment to Article 11 by the Carlisle Housing Authority.

Nathan Brown volunteered to draft the letter on behalf of the board which will be reviewed and approved at their next meeting scheduled for April 24, 2018.

Upcoming Meeting Schedule:

Apr 23, 2018 – FinCom FY19 Budget Hearing. Clark Room, 7:00pm
Apr 24, 2018 – Regular Selectmen's meeting
Apr 30, 2018 – Annual Town Meeting, 7:00pm, Corey Auditorium
May 8, 2018 – Annual Town Election

Minutes:

On motion made by Kate Reid and seconded by Nathan Brown, it was unanimously ***VOTED*** to approve the minutes of February 27, 2018 and March 27, 2018 as amended. ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

On motion made by Nathan Brown and seconded by Claude Von Roesgen, it was unanimously ***VOTED*** to adjourn. ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE.

Meeting Adjourned