

Select Board
Tuesday, January 3, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, January 3, 2023, at 6:00 p.m. at the Town Hall, Clark Room located at 66 Westford Street. Members present in person were chair Barney Arnold, Vice-chair David Model, Nathan Brown, Kate Reid, and Travis Snell.

Staff Present:

Ryan McLane, Town Administrator
Aubrey Thomas, Assistant Town Administrator
Jennifer Gibbons, Executive Assistant

6:00 PM Executive Session (MGL, Chapter 30A, Section 21(a))

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to enter into Executive Session pursuant to MGL Chapter 30A, Section 21 (a) Purpose No. 7, to comply with or act under the authority of the Public Records Law and the holding in Suffolk Construction Co., Inc. Division of Capital Asset Management, 449 Mass. 444 (2007), to review an attorney-client privileged communication and Purpose No. 2, to conduct a strategy session in preparation for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel, Police Lieutenant Leo Crowe.

ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye D. Model-Aye, K. Reid-Aye, and T. Snell-Aye.

7:00 PM Open Session

Community Input:

There were no requests.

Appointments and Resignations:

Department of Public Works

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, that the Select Board temporarily appoint James Hall as the Acting Foreman and first call for emergency communications effective December 22, 2022.

Cranberry Bog Working Group

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, to appoint the following individuals to serve on the Cranberry Bog Working Group:

- Brian Murphy (7 School Street)

Approved 1/13/2023

- Helen Young (623 Heald Street)
- Luke Ascolillo (201 Prospect Street)
- Susan Provenzano (80 Mill Pond Lane)
- Alex Parra (31 Bellows Hill Road)

Transfer Station Action Committee

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, to accept the letter of resignation submitted by Carrie Patel serving on the Transfer Station Action Committee effective immediately.

Continuation of hearing deliberations to consider amending Dog Order [480 South St]:

Note: This hearing was opened and closed on December 20, 2022, to consider amending the existing Dog Order issued on 10//12/21 by the Select Board of the Town of Carlisle in their role as Hearing Authority pursuant to MGL c. 140 § 157. - The board agreed to continue the hearing deliberations until this evening.

NAME AND DESCRIPTION OF DOG

Bo, Carlisle License No. 677
 Adult Male (White)
 Dogo Argentino

DOG OWNERS:

Shaunna Simek and David Bokuniewicz
 480 South Street, Carlisle, MA

Also present: Town Counsel, Attorney Jennie Merrill,

David Model confirmed that he sent the dog owners a courtesy notice (via email) with a copy of the memorandum prepared by Town Counsel. He further clarified that the meeting tonight was not a hearing and further explained that it is the board’s intention to formally amend the existing Dog Order to include the things they have already done and add the things that they need to do.

The board reviewed some of the possible remedies discussed on 12/20/22 and requested the assistance of Town Counsel Jennie Merrill to revise the existing Dog Order to incorporate the amendments and defer to Town Counsel on the final language/verbiage for review at its next meeting on Jan. 17, 2022.

- The dog owners voluntarily added locks and signage. The board agreed to amend the Order to include locking the gate, clearly visible signage, and proactive communication to all workers and contractors.
- There shall be no single point of entry from the home to the dog enclosure by adding a secured secondary enclosure to prevent the dog from escaping.
- The dog shall be humanely muzzled when left unsupervised by the owners in the fenced enclosure. Additionally, the dog shall be humanely muzzled outdoors when any non-family are on the premises

Approved 1/13/2023

- regardless of the presence of the owners.
- Shaunna Simek and David Bokuniewicz) present.
- Include a time frame for the required work (i.e., 90 days for construction and everything else to be done immediately.)

It was agreed that the amended Order should include language stating that if this dog bites someone else, the board will hold a new hearing pursuant to MGL c. 140 § 157.

The Select Board will review/finalize the amended order at their next meeting to be held on January 17, 2022.

Town Administrator 120-Day Check-In:

Primary Focuses include:

Human Resources

- Police Chief Search Process
- Assistant Town Administrator Hire
- Town Planner Hire
- Assessing Assistant Hire
- Employee Retention/Succession Discussions
- Policy Revisions
- Accrual Recommendations
- Wage Plan Adjustments/Wage Recommendations

Financial Management

- Carlisle Budget Process
- FY24 Budget
- Financial Forecast and Indicators Model
- Long-Range Capital Plan
- Financial Policies

Internal Communications

- Monthly Staff Meeting
- Team Meetings (Resident, Land-Use, Financial)
- Select Board Notes
 - To Select Board
 - To Department Heads
- Internal Goals
- Select Board Coordination

External Communications

- Full Communications Plan
- All Chairs Communications
- School Communication
- Resident Concerns
- Meetings With Surrounding Towns (Acton, Lexington, Bedford, Concord)

Approved 1/13/2023

- Weekly Mosquito Meetings

Town Hall Projects

- Reorganization Proposal
- Records Management Proposal
- Clark Room

Boards and Committees

- Engaged with MFC Processes
- Engaged with Finance Committee/Budget Processes
- Engaged with Environmental Sustainability Processes
- Engaged with Master Plan Implementation Processes
- Engaged with TSAC

Select Board Initiatives

- Goals
- Long-Range Calendar
- Policies
- Ongoing Resident Concerns
- Town Structure Investigation/Understanding
- Shared Services Analysis
- Meeting Room Capabilities

Next Steps

- Complete Entry Plan Report (February)
- Complete Budget/Budget Process Evaluation (End of FY23)
- Complete Long-Range Capital Plan (End of FY23)
- Complete Staff Realignment (End of FY23)
- Complete Initial Town Hall Reorganization (End of FY23)
- Make IT Recommendations (FY23/24)
- Make Facilities Recommendations (FY23/24)

ATA Onboarding Process

Assistant Town Administrator described the proposed online HR Onboarding Process to include:

- All future HR records to be fully digital
- Online portal for onboarding new employees, with access via the town website
- Expand Harpers capabilities (payroll process, time off requests, shared time off calendar)All future HR records to be fully digital
- Establish Sharepoint sites through IT system: In process.

December 2023

- Create an internal HR site with limited access through Sharepoint.

January 2023

- Online portal for onboarding new employees, with access via the town website

Approved 1/13/2023

- Test hybrid model for onboarding training
- Research options for existing online portal software vs website integration
- Provide update to Select Board for approval If website integration is chosen, expand Sharepoint site to include external HR resources
- Establish fully online portal for new employees
- Expand Harpers capabilities (payroll process, time off requests, shared time off calendar)
- Work with Harpers on streamlining time off requests and creating a time off calendar
- Propose option to Select Board
- Implement updated Harpers modules
- HR Checklist for New Employees.

Police Chief Search Process:

The Select Board reviewed the following draft job posting for the Police Chief position prepared by Russ Stevens from Public Safety Consultants.

Chief of Police
Town of Carlisle, Massachusetts

The Town of Carlisle is seeking a community-oriented, experienced professional to serve as its new Chief of Police.

Carlisle is located in Middlesex County Massachusetts 22 miles northwest of Boston with an approximate population of 5,200. This rural community has approximately 1,775 households, a single elementary school including an integrated pre-school through grade 8, an on-call fire department, and approximately 35% of the town preserved in open space conservation land.

The Town has adopted a Master Plan that identifies five core community values: Carlisle Character, Fiscal Sustainability, Connectivity & Access, Environmental Stewardship, and Caring Community.

The Police Chief is appointed by the Select Board and works under the policy direction of the Town Administrator and the Select Board. The Police Chief shall have the responsibility for the administration and operation of the Carlisle Police Department. The Chief will plan and direct the internal and external activities of the Police Department in the enforcement of laws, regulations, and Town By-laws. The Chief will also establish realistic strategic planning goals and provide motivational leadership and direction to department staff. The ideal candidate will have a proven record of professionalism, integrity, transparency, cross-cultural competency, and community engagement.

As a Town leader, the Police Chief will embody the core value of community policing. The Chief will engage in public events and outreach initiatives and respond to all inquiries, complaints, and grievances in a timely and professional manner. The Chief will be responsible for establishing and maintaining effective and productive working relationships with appointed and elected Town officials, Department Heads, Federal, State and Local Agencies, Community Stakeholders, Businesses and Carlisle Residents.

The Carlisle Police Department is a full-service agency consisting of 11 Full-Time Officers, 8 Part Time Officers, 1 Part-Time Administrative Assistant, and 5 Public Safety Dispatchers with a proposed FY24 budget of approximately \$2,000,000.”

QUALIFICATIONS

- Education: Bachelor’s Degree in Criminal Justice, Law Enforcement Public Administration or related field. Graduates of major policing executive development programs including FBI National Academy, Police Executive Research Forum Senior Management Institute for Police or Police Executive Leadership Institute are encouraged to apply.

Experience:

- A minimum of ten (10) years of increasingly responsible command experience.
- Leadership: The ability to 1. motivate department members to achieve community and department goals; 2. influence, inspire and help Officers become their best selves, building their skills and achieving goals along the way, and 3. to build trust within the Department and Community.
- Candidates must be active in the law enforcement field and hold a minimum rank of Lieutenant to apply. Any equivalent combination of education and experience may also be considered.
- Possession of or ability to obtain a valid Massachusetts driver's license.
- Must have a valid Massachusetts Firearms License or the ability to obtain one upon hire.
- Applicants must be a graduate of the Commonwealth of Massachusetts Municipal Police Training Committee (MPTC) Basic Recruit Officer Academy (or eligible for a Permanent Exemption by the MPTC) and must satisfy all requirements set forth by Massachusetts Peace Officer Standards and Training Commission for certification as a Police Officer in the Commonwealth of Massachusetts.

SALARY: Salary range \$150,000 - \$175,000 commensurate with qualifications.

Interested applicants should send a cover letter and résumé, as a single PDF file, via email to the Carlisle Assistant Town Administrator/Human Resource Director, Aubrey Thomas at athomas@carlislema.gov. Cover letters and resumes should be received by 4:00 P.M. on Friday, February 3, 2023.

The Town of Carlisle is an equal opportunity employer, Women and Minority candidates are encouraged to apply

The Select Board agreed to amend the following:

- 2nd paragraph to add

“The Town has adopted a Master Plan that identifies five core community values: Carlisle Character, Fiscal Sustainability, Connectivity & Access, Environmental Stewardship, and Caring Community”.

- 6th paragraph to be corrected regarding CPD staffing levels

“The Carlisle Police Department is a full-service agency consisting of 11 Full-Time Officers, 8 Part Time Officers, 1 Part-Time Administrative Assistant, and 5 Public Safety Dispatchers with a proposed FY24 budget of approximately \$2,000,000.”

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the job posting announcement as presented with the additional language suggested by Barney Arnold with a salary range of \$150 to \$175K, commensurate with experience and qualification.

Policy Review:

On the motion made by Kate Reid and seconded by Travis Snell, it was unanimous **VOTED** to adopt the following Financial Policies as presented tonight:

1. Forecasting Policy *effective 1/3/2023*
To assess the range of choices available to town officials when determining how to allocate budget resources, this policy establishes guidelines for evaluating revenue sources and the requirement to determine an expenditure strategy as part of the annual budget process and longer-range fiscal planning.
2. Other Post-Employment Benefits Liability Policy *effective 1/3/2023*
To provide the basis for a responsible plan for meeting the Town’s obligation to provide other post-employment benefits (OPEBs) to eligible current and future retirees. This policy provides guidelines designed to ensure OPEB sustainability and achieve generational equity among those called upon to financially support OPEBs, thereby avoiding transferring costs into the future effective 1/3/2023 avoiding transferring costs into the future.

Town Administrator’s Report:

A full copy of the Town Administrator’s Report is attached and available online at <https://www.carlislema.gov/DocumentCenter/View/4483/Town-Administrator-Report---January-3-2023>

Town Budget Planning Process (New Webpage)

This site is to increase transparency in the budget development process. This site will house current budget documents including the Town Administrator’s budget presentation, the budget calendar, analysis documents, and any consensus documents developed by the Finance Committee and Select Board.

<https://www.carlislema.gov/1083/Budget-Information>

Select Board Announcements and Presentations (New Webpage)

This site is dedicated to publishing presentations given to the Select Board. This will serve as a straightforward way to share information through our communications plan.

<https://www.carlislema.gov/1080/Select-Board-Announcements-and-Presentat>

Review of FY 2023 Warrants:

23PR13 (Town & School payroll) – total \$774,560.69

- Includes fire payroll for November 2022

23TE13 (Town bills) – total \$344,066.63

- \$174k MIIA – health & dental insurance
- \$30k – Senior home heating assistance (ARPA funded)
- \$6k MIIA – Property & Casualty and Workers Comp Insurance
- \$5k Bedford Charter – vocational transportation
- \$5k Stamski & McNary – Greenough Barn demolition wetland delineation and update topographic survey and plan
- \$4k The Ockers Company – Clark Room equipment (PEG funded)
- \$3k – Rental assistance (ARPA funded)
- \$2k Heart to Home Meals – nutrition support (ARPA funded)

23TE13A (Town bills) – total \$607,048.67

- Monthly CCHS assessment

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to adjourn the meeting.

MEETING ADJOURNED.

Minutes prepared by:

J. Gibbons

Documents reviewed during the meeting:

➤ SB 1-03-2023 Agenda & Packet

Link: <https://www.carlislema.gov/DocumentCenter/View/4479/SB-010323-Agenda--Packet>

Approved 1/13/2023