

Carlisle Select Board
Tuesday, January 26, 2021
Remote participation: Zoom Meeting
Minutes

Meeting ID:

The Carlisle Select Board met on Tuesday, January 26, 2021 at 7:00 p.m. by remote participation via Zoom Meeting (Meeting ID:

Those present were Chair Alan Lewis, Barney Arnold, Kate Reid, Luke Ascolillo and David Model.

*This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzvs59zwk>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes shall be by roll call.

LEPC Update:

Confirmed Cases (tested)	111
Case Count (in the last 14 days)	20
Relative Change in Case Count (in last 14 days)*	Lower
Percent Positivity (in last 14 days)	3.53%
Change in Percent Positivity ¹	Lower

Number of new cases occurring over the current two-week period (12/27/2020 – 1/9/2021) compared to the previous two-week period (12/20/2020 – 1/2/2021)

Preparations are ongoing for the Carlisle Board of Health to provider COVID-19 vaccines beginning the second week of February.

Town Clerk – Request for FY22 Salary Adjustment

The Select Board met with Peggy Wang, Town Clerk regarding her request for salary adjustment for FY22.

The current salary of \$65,488

A comparison of salaries in other communities used by the Personnel Board to develop the wage/salary table and in the contiguous communities was also provided.

COMMUNITIES USED BY THE PERSONNEL BOARD

Town	Population	FY21 Salary	# of hours	Elected/Appointed
Boxborough	5,150	\$51,962	27 hours	Elected
Carlisle	5,396	\$65,488	35 hours	Elected
Dover		\$76,674	34 hours	Elected
Groton		\$88,340	40 hours	Elected
Harvard				Appointed
Littleton	9,859	\$87,822	40 hours	Elected
Manchester by the Sea	5,639	\$79,950	35.5 hours	Appointed
Sherborn	4,493	\$70,418	30 hours	Elected
Wenham		\$66,763	36.7 hours	Elected

CONTIGUOUS COMMUNITIES

Town	population	FY21 Salary	# of hours	Elected/Appointed
Acton				Appointed
Bedford		\$75,000	40 hours	Appointed
Billerica				Elected
Chelmsford				Appointed
Concord				Appointed
Westford	24,000	\$89,650	37.5 hours	Appointed

Treasurer-Collector – FY22 budget

The Select Board met with Treasurer/Collector Kimberly Kane who has requested additional staff hours for FY22. Ms. Kane explained that many processes are not being done in the Treasurer/Collector's office and are put aside for other tasks with higher priority. There are not enough people to complete the day to day tasks let alone special projects.

STAFF:

Assistant Treasurer (30 hrs)
Payroll/benefits Admin (21 hrs) -

FY22 Budget request: 7 additional hours for the Payroll/ Benefits Admin and to reinstate a stipend that was removed in 2018. Total budget increase of \$13, 250.

FY22 BUDGET REQUEST FD/TREASURER/COLLECTOR						
ORG	OBJ	ACCOUNT DESCRIPTION	FY21 Budget	FY20 Expended	FY22 Requested	
01145	51*	Salaries	229,858	197,125.35	241,608.00	
01145	51122	Stipend	0	0.00	1,200.00	
01145	52400	Equipment Service	1,900	1,844.00	0.00	
01145	52401	Lockbox	1,850	1,580.62	3,000.00	
01145	52402	Payroll Expenses	9,300	10,412.95	10,000.00	
01145	52410	Process Tax Bills	8,400	7,320.43	8,400.00	
01145	53000	Consultant	0	18,750.00	0.00	
01145	53010	Bond Expense	2,200	3,050.00	2,550.00	
01145	53100	Training & Meetings	2,500	1,831.74	2,500.00	
01145	54200	Office Supplies	1,617	2,132.58	900.00	
01145	54210	Retension of Records	2,600	2,344.86	2,700.00	
01145	54810	Mileage	0	549.42	567.00	
01145	57300	Dues & Subscriptions	330	380.00	380.00	
01145	57800	Miscellaneous	0	417.27	0.00	
		Total	260,555	247,739.22	273,805.00	
		FY22 Increase				13,250.00
		FY20 Budget		247,749.00		
		Turn back		9.78		

Select Board Long Term Budget Priorities Discussion

Alan Lewis presented a list of topics to the board for the purpose of holding in-depth discussions on the town’s priorities for physical facilities, taxes and debt, zoning, housing, growth and budget. All topics require substantial lead time to make decisions and the importance of having town-wide discussions on these issues.

Adopting a debt policy, physical facilities and the need for a new public safety building as just some of the topics to be discussed.

Mr. Lewis suggested also looking to neighboring towns for comparable data. The Town of Boxborough takes advantage of regional services to solve some of their issues.

It was agreed to appoint a member of the Select Board to be the point person to lead the conversation on each topic.

Kate Reid suggested that the board prioritize the items and decide what issues to tackle first David Model inquired about the status of the Master Plan. The data gathering, prioritization, figuring out what the town wants is exactly what the Master Plan Update is supposed to accomplish. Barney Arnold as a member of the Master Plan Steering Committee responded that the committee does have a little data and over the next 4-5 months the committee will gather additional research and analysis, including best practices from other communities.

Barney Arnold explained that the average person in town needs to have some data to give an opinion, so they know whether or not to support an issue. The Master Plan is creating some possible scenarios for directions the town could go. We will provide enough information about what that involves so that when we send out a survey or hold another round of Kitchen Conversations, people can give a real opinion about whether or not they support it.

David Model questioned whether the board should hold off on making decisions on the big picture items until the Master Plan Update is completed or decide that it's too slow or not right and forge our own way.

Model asked if the Master Plan could provide preliminary recommendations by June 30 so the board could use the quieter summer months to review and discuss the findings. He said that a sense of urgency needs to be conveyed to the MPSC.

Barney Arnold will try to arrange for the MPSC to present an update to the board at a future meeting.

Town Administrator's Report

Open Meeting Law Training – A number of boards/committees have expressed interest in receiving additional training from Town Counsel regarding the Open Meeting Law, particularly in this era of remote participation at many levels. There have also been numerous inquiries about the use of shared drives/documents. Atty. Tom Harrington is happy to provide this training, he just needs some guidance regarding the time and schedule and whether or not it would be a standalone meeting or part of a Select Board meeting.

Carlisle Veterans' Committee - There has also been interest expressed in reconstituting the local Veterans' Committee. Chris Eisenbies offered to continue and to take responsibility for maintaining the Veterans' Honor Roll list to be read at Memorial and Veterans' Day and for periodically refurbishing the monuments.

Carlisle Historical Society – Phil Drew of the Historical Society, offering a display case they obtained from the Concord Historical Society.

Upcoming Selectmen's Meeting Schedule:

- *Tuesday, February 9, 2021 – Regular Select Board meeting*
- *Tuesday, February 23, 2021 – Joint meeting with Finance Committee, Debt Capacity discussion*
- *Tuesday, March 9, 2021 – Regular Select Board meeting*

Approval of Warrants :

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to receive the report regarding Town Expense & Payroll Warrants approved 12/09/20 by Barbara Arnold on behalf of the Select Board as follows:

- Payroll (Town & School) Warrant #3821 (\$733,829.68)
- Town Expense Warrant #3921 (\$371,010.08)
- School Expense Warrant #4021 (\$103,746.75)

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material