

Select Board
February 13, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Zoom)

The Carlisle Select Board met on Monday, February 13, 2023, at 7:00 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, Kate Reid, and Travis Snell. Nathan Brown participated remotely.

Staff Present:

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

Community Input:

There were no requests.

Appointments & Resignations

Department of Public Works

Town Administrator Ryan McLane said the job was only advertised internally and all three candidates showed vision, leadership, knowledge, and candor. Hall was highly recommended by DPW Superintendent Gary Davis. Hall has worked for the town since 1994 as an equipment operator and stepped in as Acting Foreman in December.

On the motion made by David Model and seconded by Kate Reid, it was unanimously VOTED to appoint James Hall to fill the vacant Department of Public Works Foreman position effective immediately.

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

Environmental Sustainability Committee

On the motion made by David Model and seconded by Kate Reid, it was unanimously VOTED to appoint Kath Hardcastle (38 Litchfield Drive) and Dave Boettcher (60 Ledgeways) to serve on the Environmental Sustainability Committee.

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

ARPA Committee Applications and Recommendations

The Select Board met with ARPA Committee chair Scott Triola seeking Select Board approve two requests for ARPA funding.

Stop the Bleed Training [ARPA Funding Request \$2800.]

Approved 2/28/23

Stop the Bleed training will be conducted by Carlisle's public health nurse to teach town employees and volunteers critical skills to stop bleeding injuries until medical personnel arrive on the scene. The grant includes four workshops with eight to ten attendees per workshop.

ARPA Committee recommends that the Select Board approve \$2,800 in ARPA funds to be used for "Stop-the-Bleed" Training Workshops as requested by the Board of Health (see attached). Vote 3-0.

On the motion made by Travis Snell and seconded by Nathan Brown, it was unanimously VOTED that the Select Board approve \$2,800 in ARPA funds to be used for "Stop-the-Bleed" Training workshops.

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

FY22 External Single Audit as requested by the Town Accountant [ARPA Funding Request \$4,750]

Due to the increased federal funding/expenditure amounts received by the town from the impact of COVID, including ARPA funds, the town is now required to have an external single audit performed. The FY22 single audit should be completed before March 31 and is estimated to cost \$4,750.

Mr. Triola suggested paying for the audit from \$22K reserved in ARPA administrative contingency funds, pending agreement from Town Administrator Ryan McLane and Accountant Kelly Beyer that it is the proper use of those funds.

ARPA Committee recommends that the Select Board approved \$4,750 in ARPA funds to be used for an FY22 External Single Audit as requested by the Town Accountant. Vote 3-0.

On the motion made by Travis Snell and seconded by Nathan Brown, it was unanimously **VOTED** to approve \$4,750 in ARPA funds to be used for FY22 External Single Audit to be paid from \$22K reserved in ARPA administrative contingency funds, pending agreement from Town Administrator Ryan McLane and Accountant Kelly Beyer that it is the proper use of those funds.

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

Carlisle received approximately \$1.57M and designated the entire amount to revenue replacement so that funds can be used for any valid government expense with Select Board approval.

To date, the board has approved \$835K in requests. The majority of funds are still available since many of the projects have not yet been completed or invoiced. The Finance Committee is currently in the process of understanding FY24 capital requirements and consulting the five-year capital spending plan to determine which projects might best be funded by ARPA and which should go to the Town Meeting as part of a capital Warrant Article. He suggested keeping some ARPA money in reserve, noting that funds need to be allocated by December 31, 2024, and spent by the end of June 2025.

Public Safety Facilities Task Force Recommendations

7:30 PM Christine Lear called the meeting to order the Public Safety Facilities Task Force (PSFTF)

PSFTF Committee present: Christine Lear, Ingo Szegvari, Lee Storrs, Jerry Lerman and Bill Risso.

On 2/7/23 the Public Safety Facility Task Force (PSFTF) voted to present a set of recommendations to the Select Board.

Approved 2/28/23

The PSFTF process was detailed in a draft report presented to the Select Board on December 13, 2022.

Fire Station

Building codes and structural issues make it too costly to build on top of the existing Fire Station structure, PSFTF recommends that a new structure be constructed adjacent to the existing structure. There is adequate space on the existing site to make this possible.

Benefits:

1. No acquisition of new property is required
2. It will be less costly than building a completely new building since the existing structure will still be used.
3. Building an annex (a separate building) rather than an addition will avoid triggering costly requirements such as adding a sprinkler system to the existing structure.
4. The Fire Department could continue operating out of the existing structure while the new construction is underway.
5. It will allow for a transition from an on-call fire department to a full-time fire department at some time in the future.
6. Some of the existing infrastructure (wells, septic, etc.) may be used by the annex structure.

The committee recommends that the Select Board fund a feasibility study (estimated cost: \$20,000) that would determine the details of this project and estimate its cost.

A sketch provided by Fire Chief Bryan Sorrows would be a starting point. If the study determines that the cost is reasonable, the next steps would be to seek funding from the Town to develop complete design documents and put the project out for bids

Police Station

PSFTF recommends that the Police Station be renovated on its existing site to provide the functionality and expansion capability that is lacking in the existing building. As with the Fire Station, this approach has the following benefits:

1. No acquisition of new property is required
2. The Police Department could continue operating in the existing structure while the new construction is underway.
3. It is less costly than building a completely new building since most of the existing structure would still be used.
4. No new infrastructure (wells, septic, electricity) is required.
5. There are several possibilities for this approach that need to be explored due to the size constraints of the site. Parking at the Police Station has always been an issue, so if the footprint of the building is expanded in any direction, additional parking will need to be provided.

Several interesting solutions to this problem have been presented that require further exploration:

1. Allow the building to extend closer to Lowell Street either by way of a variance or

- by extending the Town Center Business District to include the Police Station.
- 2. Building additional parking spaces behind the existing structure either into the wetlands or behind the Town Burying Ground.

PSFTF recommends that the Select Board fund a feasibility study (estimated cost: \$20,000) that would determine the details of this project and estimate its cost.

A preliminary design for a Police Station renovation was prepared by TBA Architects in 2020 that would provide a starting point. The TBA design was based on the assumption that the footprint of the existing structure could not be significantly increased. The purpose of the feasibility study will be to determine what can be done if that constraint is relaxed. If the study determines that the cost is reasonable, the next steps would be to seek funding from the Town to develop complete design documents and put the project out for bids.

Further Recommendations

The PSFTF explored the Conant Land behind Town Hall as a possible location for a new Police or Fire building. Though there were several problems in siting a new public safety building there, it seemed to present an opportunity to expand parking for the entire Town Center area, including Town Hall, the Police Station, the Fire Station as well as the businesses in the Town Center.

Review FY24 Budget and Annual Town Meeting Information

The Select Board reviewed and discussed draft FY24 related budget documents and a list of potential warrant articles for the May 8, 2023, Annual Town Meeting prepared by the Town.

FY2024 Budget documents are available online at <https://www.carlislema.gov/1083/Budget-Information>

Revenue Notes:

Expenses

\$25,000.00	01129-524000	Town Administrator	Ripley Building - Move to Capital
\$25,000.00	01133-55800	Small Capital	Maintenance - Consolidate Departments to Cover
\$16,000.00	01206-52400	CCRHS	Reduced assessment as of 12/20
\$10,000.00	01919-57400	Blanket and WC Ins	Assume Risk with Cost Increase
\$50,000.00	01920-59610	Reserve Fund	Assume risk with unknown costs
	01207-524000	Vocational	Based on student projections

\$126,000.00

"Deficit" Analysis

\$15,000.00	Health Insurance Recommendations
\$167,000.00	COLA at 3%

Approved 2/28/23

\$79,000.00	Wage Analysis
\$65,000.00	Sustainability
\$2,500.00	Town Clerk Stipend
\$10,700.00	COAHS (Van drivers)

\$339,200.00

\$339,200.00	"Deficit"	One-Time Sources:
\$126,000.00	Expenses	
\$213,200.00	Remaining	ARPA
		Ambulance Reserve Fund
		Free Cash

The Select Board discussed cutting some line items and using one-time funds. They are also considering which, if any, additional requests to support.

It was decided to hold a discussion of the recommendations in the Safety Task Force Report and of the "deficit" items at a specially scheduled meeting posted for Thursday, Feb. 16, 2023.

Upcoming meetings:

- Feb 16th Select Board to continue its review of the budget.
- Feb 28th Joint meeting w/Finance Committee to reach consensus on the proposed FY24 Operational Budget

FY2024 Budget Hearing to be held in the month of March

The Select Board further discussed the approval of only necessary and well-vetted items for FY24 with a mandate to create a more comprehensive and accurate capital plan for FY25 and beyond. All departments will be asked to submit capital needs for the next five years and get them into the capital plan to be published no later than the fall.

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/4718/Town-Administrator-Report---February-13-2023>

Upcoming Meetings:

February 28, 2023: Regular Select Board Meeting (Joint with Finance Committee)
 March 14, 2023: Regular Select Board Meeting
 March 28, 2023: Regular Select Board Meeting

Review of FY23 Expense Warrants

Approved 2/28/23

FY 2023 WARRANTS

23PR16 (Town & School payroll) – total \$806,720.12

- \$22k stipends paid to Assessor

23TE16 (Town bills) – total \$344,444.20

- \$173k MIIA – health & dental insurance
- \$70k MHQ – DPW one-ton truck
- \$11k Town of Lexington – Veteran’s services
- \$9k Old Home Day – ARPA funded (via Cultural Council)
- \$6k Small Water Systems – ARPA funded (PFAS at library)
- \$4k Rental Assistance – ARPA funded

23TE16A (Town bills) – total \$658,973.67

- \$607k CCHS – regional school monthly assessment
- \$52k US Bank – debt interest payment

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to adjourn.

MEETING ADJOURNED.

Prepared by:
JGibbons

Documents reviewed during the meeting:

- SB o2-13-2023 Agenda & Packet
https://www.carlislema.gov/DocumentCenter/View/4711/SB_02132023-Meeting-Packet

Approved 2/28/23