

Select Board
Tuesday, February 22, 2022
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

The Carlisle Select Board met on Tuesday, February 22, 2022, at 7:00 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were Barney Arnold-Chair, David Model-Vice Chair, Kate Reid, Nathan Brown and Luke Ascolillo.

Community Input:

There were no requests

TEC engineers – Review final Curve St./Maple St. bridge designs

The Select Board met with Jody P. Trunfio, P.E., Principal from TEC Engineering seeking approval to submit an application to the Commonwealth’s Small Bridges construction grant program. TEC has designed improvements at both the Curve Street and Maple Street bridges under a prior state grant. The grant program is now accepting applications for construction funding for these projects. The application deadline is April 1, 2022. The estimate to repair both bridges is approximately \$340K to

The Select Board requested details regarding the proposed guardrails construction material for both Curve Street bridge (over River Meadow Brook) and Maple Street bridge(over Pages Brook).

Mr. Trunfio explained that both guardrails will be painted to resemble Corten (weathering) steel as to not impair the aesthetic of the scenic roadway. Final paint color to be approved by the Town of Carlisle prior to fabrication.

After careful discussion, it was agreed that the proposed guardrail with the powder paint treatment to resemble Corten would be suitable for the Curve Street bridge.

Mr. Trunfio agreed to check with MassDOT to see if timber guardrails would be allowed for the Maple Street bridge to preserve the uniqueness of this section of Carlisle. Note: If allowed, TEC Engineering will need to revise the Maple Street Bridge Design/Construction plans and submit application in the next grant funding round (CY 2023). **SB agreed that the painted metal posts would be acceptable with the timber railings.*

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the Curve Street Bridge Design with the brown powder painted guardrails as prepared by TEC for Phase 2 Construction Grant funding under the Municipal Small Bridges Program (MassDOT).

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

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the Maple Street Bridge Design prepared by TEC for Phase 2 Construction Grant funding under the Municipal Small Bridges Program (MassDOT) should it be determined that timber guardrails are not allowed.

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

The Select Board will schedule a future agenda item to follow-up with TEC Engineering regarding Maple Street Bridge design.

Assessors/Council on Aging –Senior Tax Deferral Program

The Select Board met with Board of Assessors chair Kenneth Mostello and Council on Aging Director Joan Ingersoll to review proposed changes to the town’s Senior Tax Deferral Program. This program, which is authorized under Mass. General Law, Chapter 59, Section 5, Clause 41A, allows cities and towns to offer property tax deferrals to residents 65 and older who meet program requirements. Eligible seniors may defer up to 50% of the fair market value of their property. The taxes are repaid with interest when the property is sold, or the taxpayer dies.

Both the Council on Aging and Board of Assessors are committed to helping truly needy taxpayers, but the Assessor’s Board, which administers the program needs to add a few restrictions to stop the few who would look to abuse it.

- \$62,000 income cap
- Interest rate is initially set to 6%

The interest rate is initially set above the town’s cost of capital, so it’s not so low that the program attracts participation from those looking to extract a financial advantage. Moreover, the town could finance any deferred taxes at a rate below the taxpayer’s interest rate.

- \$250,000 cap on the applicant’s assets other than the primary residence.
- \$1,000,000 cap on the assessed value of the applicant’s primary residence.

An asset cap has been added that curtails participation from anyone who is wealthy but happens to have a bad year in the stock market and reported a tax loss and restricted the eligibility to homes under \$1,000,000 in assessment to avoid residents applying who should consider downsizing. Average assessment will be around \$1,000,000 in a year.

The applicant is only allowed to defer half the assessed value in taxes by state law.

- All rates and caps to be reviewed and amended periodically to reflect the town’s cost of capital and inflation.

A process whereby the rate and terms of the plan are reviewed by the appropriate town board and amended periodically at town meeting. The Select Board will appoint/ designate a town committee or board to oversee this process.

Other things to consider:

- The town cannot mandate homeowner's insurance.
- The town may have to subordinate its claim to a reverse mortgage.
- Carlisle's population is aging.
- Nearly all Carlisle tax revenue is single family residential.
- Town's that set artificially low rates may find them unsustainable

SB chair Barney Arnold confirmed that there's a placeholder on the April 25, 2022, Annual Town Meeting Warrant to amend Ch.59, s.5, clause 41A Senior Tax Deferral program requirements.

TimberNook Program on Conant Land (Minuteman ARC)

The Select Board met with Sherry Kenin Director, TimberNook to discuss 2022 programs in Carlisle and use of the Conant Land.

SB chair Barney Arnold informed Ms. Kenin that the Select Board has heard from several Carlisle residents that they are concerned with the level of supervision, staff-child ratio, and the expanded use and the impact on the Conant Land.

2022 PROGRAM OVERVIEW

TimberNook is a sensory nature-based program for children ages 18 months with a parent up to age 12. Each program sets an age-appropriate stage for fun and experiences in the woods, provides materials hidden throughout the woods, and then sets the children free to play, explore, learn, organize themselves, resolve their own conflicts, experience a variety of sensory input, and challenge their fine and gross motor skills. Staff is present but unobtrusive and only intervene when necessary.

Class size: 15-20 children per class per week.

Ms. Kenin confirmed that there is always a certified counselor on premise along with additional staff consisting of adults, college and high school students

WINTER PROGRAM

One Session: Jan. 10-Feb. 11; 5 Weeks long; 1x/week

Make-up week due to weather cx Feb 14-18.

Tiny Ones: Wednesdays and Fridays 10:00-11:30

Little Wild Ones: Mondays and Tuesdays 9:00-1:00

Wild Ones: Wednesdays 2:00-4:30

Max 15 children per program.

SCHOOL BREAK PROGRAM

4 days: February 22-February 25th;
Little Wild Ones: Tuesday-Friday 9:30-12:30
Max 15 children per program.

SPRING PROGRAMS (2 sessions)

Session 1: March 7th-April 8th; 5 Weeks long; 1x/week Make-up week April 11-15.
Session 2: May 2-June 10th; 6 Weeks long; 1x/week Make-up week June 13-17.

Tiny Ones: Wednesdays 9:00-10:30 and 11:00-12:30 and Fridays 10:00-11:30
Little Wild Ones: Mondays and Tuesdays 9:00-1:00
Wild Ones: Wednesdays 2:00-4:30
Max 15 children per program.

SUMMER PROGRAMS (6 WEEKS)

July 11-August 19 No make-up sessions
3 weeks Little Wild Ones 9:00-1:00 Monday through Friday
3 weeks Wild Ones 9:00-2:00 Monday through Friday
Max 20 children per program.

FALL PROGRAMS

Session 1: September 12-October 14; 5 weeks long; 1x/week
Session 2: October 17-November 18; 5 weeks long; 1x/week

Tiny Ones: Wednesdays 9:00-10:30 and 11:00-12:30 and Fridays 10:00-11:30
Little Wild Ones: Mondays and Tuesdays 9:00-1:00
Wild Ones: Wednesdays 2:00-4:30
Max 15 children per program.

Town Clerk Peggy Wang – concerned about limited parking at Town Hall and the expanded use of the parking lot and duration that cars are parked. Parents are not just dropping off and picking up but staying.

John and Annette Lee – Concerned about the expanded use of the property and supervision of the children. The amount of participants has grown and is concerned about the impact on the Conant Land and town’s liabilities.

*Select Board agreed to schedule another meeting w/Sherry Kenin to address the concerns and review the terms of the agreement between the town and TimberNook.

Annual Town Meeting Coordination Meeting

The Select Board met with Finance Committee chair Jim Darr to review the DRAFT Fiscal Year 2023 Budget recommendations:

FY23 Proposed (02.22.22)					
Departmental Budgets	FY '22 Budget	FY23 Departmental		FY23 Proposed vs. FY22	Comments
General Government					
General Expense & Town Hall	\$931,720	\$1,099,666		18.0%	Includes Ripley and ATA and Town Counsel
Citizen Recognition	\$275	\$275		0.0%	
Treasurer	\$277,479	\$275,513		-0.7%	
Town Clerk	\$114,888	\$121,045		5.4%	
Assessors	\$170,296	\$184,790		8.5%	
Planning Board	\$120,200	\$135,200		12.5%	
Energy Task Force	\$3,500	\$3,500		0.0%	
sub-total	\$1,618,358	\$1,819,989	\$0	12.5%	
Protection of Persons & Property					
Police	\$1,825,226	\$1,895,226		3.8%	
Fire	\$675,349	\$689,849		2.1%	
Communications	\$438,847	\$456,480		4.0%	includes contractual increases
Conservation	\$169,373	\$164,947		-2.6%	3 hours moved to Intents
Dog & animal control	\$15,557	\$15,557		0.0%	
Inspection services	\$40,348	\$40,348		0.0%	
Street Lighting	\$4,000	\$4,000		0.0%	
sub-total	\$3,168,700	\$3,266,407	\$0	3.1%	
Board of Health	\$127,036	\$138,536		9.1%	Increased per SB
Public Works					
DPW (incl trees)	\$820,273	\$820,273		0.0%	no increase until COLA
Snow & Ice	\$90,000	\$90,000		0.0%	
Transfer Station	\$264,731	\$264,731		0.0%	
Road maintenance	\$88,416	\$88,416		0.0%	
sub-total	\$1,263,420	\$1,263,420	\$0	0.0%	
Public Assistance					
Youth Commission	\$4,015	\$4,015		0.0%	
Council on Aging	\$245,585	\$245,585		0.0%	No increase until COLA
Senior Tax Voucher Program					
Veteran's Agent	\$20,000	\$20,000		0.0%	
sub-total	\$269,600	\$269,600	\$0	0.0%	
Education					
Carlisle public school	\$12,056,751	\$12,418,454		3.0%	
CCRSD (w/o debt)	\$6,199,628	\$6,356,769		2.5%	Adjusted for new Chapter 70
CCRSD debt service	\$950,726	\$927,815		-2.4%	
Vocational	\$123,119	\$130,000		5.6%	
Vocational debt service	\$4,702	\$4,702		0.0%	
sub-total	\$19,334,926	\$19,837,740	\$0	2.6%	
Library	\$667,080	\$667,080		0.0%	No change until COLA
Recreation	\$198,011	\$198,011		0.0%	
Insurance and Benefits					
Blanket Insurance	\$299,000	\$349,000		16.7%	Increased per Tim 12/13
Group Insurance & medicare	\$1,418,138	\$1,576,082		11.1%	
OPEB Trust	\$215,000	\$215,000		0.0%	
Unemployment insurance	\$50,000	\$50,000		0.0%	
sub-total	\$1,982,138	\$2,190,082	\$0	10.5%	
Unclassified					
Interest, fees, & costs	\$1,000	\$1,000		0.0%	
Public Celebrations	\$1,000	\$1,000		0.0%	
Reserve fund balance	\$150,000	\$175,000		16.7%	Temporary
sub-total	\$152,000	\$177,000	\$0	16.4%	
County Retirement	\$1,192,106	\$1,265,339		6.1%	
Total Departmental	\$29,973,375	\$31,093,204	\$0	3.7%	
Long Term Capital Requirements	\$318,000	\$269,000			
Total Departmental and LTCR	\$30,291,375	\$31,362,204	\$0	3.5%	
Long Term Debt	\$1,473,578	\$1,331,438		9.5%	F
Warrant Articles	\$508,500	\$508,500			
Total Expenditures	\$32,273,453	\$33,202,142	\$0	2.9%	Above 2.5% target

The Draft ATM Warrant consisting of 27 Warrant Articles. Consent Agenda includes Articles 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13)

- 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 2023 Chapter 90 Authorization**
- ARTICLE 8 – Department Revolving Funds Authorization**
- ARTICLE 9 – PEG (Public, Educational, Government) Local Access Appropriation**
- ARTICLE 10 – FY23 Salary/Wage Table**
- ARTICLE 11 – Accept fire protection easement Stillmeadow Farm North development**
- ARTICLE 12 – Rescind \$864,742 in borrowing authority authorized under Article 17 of the 2019 ATM (Police Station)**
- ARTICLE 13 – Acceptance of Lion’s Gate Road**
- ARTICLE 14 - Fiscal Year 2022 Budget Transfers
- ARTICLE 15 – FY2023 Operating Budget
- ARTICLE 16 – Capital Equipment
- ARTICLE 17 – Municipal Facilities
- ARTICLE 18 – Amend Ch.59, s.5, clause 41A Senior Tax Deferral program requirements:
- ARTICLE 19 – Amend Green Cemetery Fees per MGL Ch.114, s.22-36:
- ARTICLE 20 – Approve CCHS Access Road paving and lighting:
- ARTICLE 21 – Amend the General Bylaws to Change the Name of Council on Aging to Council on Aging and Human Services
- ARTICLE 22 – Accept MGL Ch.33, s.59 re Military pay for Town Employees called to Active Duty:
- ARTICLE 23 – Accept MGL Ch.32B, s.9D ¾ to provide up to 50% of health insurance premium for spouses of former employees
- ARTICLE 24 – Appropriation for MUNIS CASH module
- ARTICLE 25 – CPA Annual Recommendations
- ARTICLE 26 – Town Governance Task Force
- ARTICLE 27 – Home Rule Petition for Appointed Town Clerk:

March 8, 2022 - The Select Board will finalize ATM warrant language for printer FY23 Budget, BoH Staffing, Cemetery Fee schedule, CPA Recommendations, Town Governance Task Force Articles

Town Administrator Search Process:

The Select Board met with John Petrin from Community Paradigm.

Town Administrator Timothy Goddard reviewed his list of town-wide priorities in Carlisle and the priorities for interim Town Administrator to address.

Establishing the Screening Committee - Monitoring the Town Administrator search process will be a significant priority from this point forward until a new Town Administrator is hired. Establishing the Screening Committee and then working closely with them throughout the process will be crucial to insuring a good outcome.

Wage Study update - A Wage Study update is scheduled to get under way shortly and be complete by June 30th. That is predicated somewhat on managing the contract with the consulting firm to ensure that they complete their scope of work in a timely and complete manner.

Annual Town Meeting - Part of the coordination that must take place following Town Meeting is to work with the Town Accountant to accurately allocate among the various line items the departmental totals voted for the FY23 budgets. Accounts must be established for all capital and operating funds for the new fiscal year.

Fall Special Town Meeting - If there is a Fall Special Town Meeting it will be necessary to follow up on potential warrant articles that may not make the cut for the Annual Town Meeting. Several of the Governance Task Force recommendations that have not been vetted or fleshed out would seem to fit this category. An interim TA will want to coordinate efforts with the Town Moderator as soon as possible this summer in preparation for the Fall STM.

Community Paradigm has kicked off its scheduled meetings w/Town Officials and Department heads.

Community profile/position statement and job description to be finalized – at the March 8th Select Board Meeting. A copy of the Town Administrator Recruitment Timeline was also reviewed.

Select Board members took the opportunity to provide their key qualities and experiences for the permanent TA position.

Interim Town Administrator Interviews

Thursday, February 24, 2022 at 7:00 PM via Zoom.

Deliberate/Appoint - Interim Town Administrator

Friday, February 25, 2022 at 3:00 PM via Zoom

Composition of screening committee

- (1) One Town Board member
- (2) Two Department heads

- (1) One Citizen at large
- (1) Select Board representative
- * Executive Administrative Assistant to TA/SB

Transfer Station Action Committee (TSAC): charge, appointments

Transfer Station Action Committee (TSAC)

Mission: Respect for the environment is an important value to Carlisle residents. The Carlisle Transfer Station is an essential town asset that provides opportunities to properly dispose of solid waste, reuse useful items, and recycle.

Charge: The Transfer Station Action Committee (TSAC) will implement the recommendations of the Transfer Station Task Force (TSTF) as unanimously approved by the Select Board on 1/22/22. The main responsibilities include:

- Reduction of the town’s solid waste tonnage
- Improvements in the town’s recycling efforts
- Improvements in the layout and appearance of the Transfer Station
- Improvements in the reuse of re-usable items
- Community education about the purpose of the Transfer Station
- Recommendations for additional improvements
- Monitoring and reporting on progress
- Support for the DPW staff who manage the Transfer Station

The TSAC will provide regular progress reports to the Carlisle Select Board as requested.
Membership: 8 to 10 (including two current members of the Household Recycling Committee
Term: initially staggered: 3 year term, 2 year term, 1 year term; thereafter 3 year terms

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, to approve Transfer Station Action Committee Charge as presented.

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

TSAC Appointments

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 Transfer Station Action Committee for 1-year term expiring June 30, 2023.

- Rob Peary (32 East Riding Drive)

- Dan Scholton (31 Patten Lane)
- Christine Lear (120 Oak Knoll Road)
- Tom Bilotta (77 Nathan Lane)
- John Petrie (39 Baldwin Rd)

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

Town Administrator's Report

1. No Mow May Program - The Board reviewed information prepared by Allison Saylor for the Board to instruct the DPW to participate in the No Mow May program this year.

Report on TPSAC meeting - The Traffic and Pedestrian Safety Advisory Committee (TPSAC) met last week to consider the installation of additional signage and West/South Streets indicating a dangerous intersection and the signage issues in the Town Center resulting from the Compete Streets Rotary project.

Chief Fisher will be following up with a memo with a recommendation on South/West Streets.

2. The TPSAC continues to believe that the signage issue in the Town Center is not a Town Meeting matter but more of a follow up issue with NITSCH Engineering and MassDOT. It now seems clear that larger than required signage was installed in the Rotary which is an issue to address with the engineers. There is nothing that can be done about the bright, fluorescent color of the signs which are a safety specification. A memo from the Committee will be forthcoming on this matter as well.

3. Governor Baker extends remote meeting rules, Town Meeting quorum rules - Governor Baker signed into law last week an extension of the rules for remote meetings during the pandemic until July 15th. Additionally, the option to reduce the Town Meeting quorum to no less than 10% has also been extended for use at this Spring's Annual Town Meetings.

4. Vote to refer Lion's Gate road layout to Planning Board - Select Board has one road acceptance article on the Town Meeting Warrant, and the Board is required to formally vote to refer it to the Planning Board for their recommendation. We will have a road layout hearing on March 22nd and hear the Planning Board's recommendation that night. Then Town Meeting must vote affirmatively for Lion's Gate to become a public way that the Town will maintain going forward.

5. Town Caucus for May 10, 2022 Town Election - Notice of the Town Nominating Caucus for the Town Election scheduled for Tuesday, May 10th.

6. Upcoming Meetings:

- *February 24, 2022 - Interim Town Administrator Interviews
- March 8, 2022 – Regular Select Board meeting
- March 22, 2022 – Regular Select Board meeting

Approval of Minutes/Warrants

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, to approve the minutes of February 8, 2022.

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

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

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

Documents reviewed during the meeting:

- SB 2.22.2022 Meeting Packet
- PowerPoint presentation – Senior Tax Deferral Program
- Town Administrator Recruitment – Timeline prepared by Community Paradigm

Prepared by

J.Gibbons