

Carlisle Select Board  
Tuesday, March 9, 2021  
Remote participation: Zoom Meeting  
Minutes

**Meeting ID: 891 6137 8265**

The Carlisle Select Board met on Tuesday, March 9, 2021 at 7:00 p.m. by remote participation via Zoom Meeting ID: 891 6137 8265. 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 in Carlisle

Confirmed Case (tested) 147

Case Count (in the last 14 days) 8

Relative Change in Case Count (last 14 days) \* Higher

Percent Positivity (in last 14 days) 1.41%

Change in Percent Positivity 1 Higher

COVID-19 testing remains available to Carlisle residents at the Fire Station.

The Carlisle Board of Health (BOH) is waiting to hear back from the state about the organization of a regional COVID-19 vaccine clinic involving eight local towns. All residents are encouraged to get a vaccine when one is available.

Preregistration online at [vaccinesignup.mass.gov](https://vaccinesignup.mass.gov). For seniors needing help with this process or with arranging transportation, contact the Carlisle Council on Aging

***Cemetery Deed Transfer Requests:***

No action was taken on this agenda item pending further clarification from Town Clerk and DPW Supt. Gary Davis.

***Town Administrator's Report:***

Chapter 90 FY22 Apportionment letter - The Town of Carlisle Chapter 90 Fiscal Year 2022 apportionment is \$252,100

Fy20 End of Year Report - The final FY20 budget report from Town Accountant Priscilla Dumka has been received. The end of year surplus was \$900,000 due to Departments taking the freeze on discretionary spending to heart, with significant fund turn backs from many departments, including \$213K from the Schools.

Garden Club – The Carlisle Garden Club is requesting permission to use the Town Common on Earth Day, Sunday April 25th and to plant two new trees on the Common. They have obtained the permission of the FRS Parish Committee and the Board of Health to hold a gathering on Earth Day.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously **VOTED** to approve the request of the Garden Club to plant one new native tree and two replacement trees on the Town Common for Earth Day subject to final approval by the Historical Commission.

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

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously **VOTED** to approve the request of the Garden Club to use the Town Common on Sunday, April 25, 2021 for Earth Day Family Celebration event.

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

***Highland Building Committee Update/Presentation:***

**HIGHLAND BUILDING & CARLISLE FACILITY NEEDS PUZZLE**

- Highland discussion (30 plus years) – Carlisle Public School & Town Carlisle Master Plan process
- Preliminary assessment of Carlisle Facility needs
- Estimated costs and tax incidence
- ALL part of the Master Plan and Town Meeting Puzzle

**FACILITY SQUARE FOOTAGE NEED – NEXT 10-15 YEARS**

- Assuming town of approximately 6,500 and 2200 units within CPS capacity
- Conversations with various players: ESTIMATES, not plans. NOT Storage

	<u>Incremental Square Footage</u>
Police	3,000-3,500
Fire	10,000
Town Offices	2,000
Recreation	3,000

CPS	5,000
Municipal Housing	--
DPW	-- repairs and Maintenance
Gleason Library	-- adequate with digital / online
COA, if no Community Center	5,000

POLICE, FIRE AND HIGHLAND DISCUSSIONS – INTERRELATIONSHIPS & TM ARTICLES

	<u>Existing</u>	<u>Total New / Renovated</u>
Police	6,600	10,000
Fire	6,500	17,000
Combined, NO identified site	New & reuse existing buildings	30,000
Highland	7,000	6,500

IMMEDIATE NEEDS & HIGHLAND

- Police, fire, town offices → 15,000 incremental square feet
- Recreation and municipal housing 8,000 incremental square feet
- Existing square footage, Police, Fire, & Highland 20,000 square feet

QUESTIONS AS WE PLAN & BUILD MUNICIPAL FACILITIES NEXT 10-15 YEARS

- New, renovations, and renew
- Police, Fire, Highland are all part of our facilities plan and puzzle
- WHAT can we Afford, or be willing to pay for at TM votes?

HIGHLAND AND MASTER PLANNING & SELECT BOARD / TOWN MEETINGS

- All facilities part of our master planning process
- Working in parallel with Select Board, Fincom, and Town Meeting
- Full discussion of priorities and needs
- More detail on design and cost estimates
- Tax impact and future budgets
- Select Board FY22 Budget Priorities:

**Select Board FY22 Budget Priorities:**

The select board reviewed the following staffing requests:

	<u>Estimated Cost</u>
Select Board/Full-time IT Manager (Town Hall)	\$100,000
<i>*Select Board agreed to support this request.</i>	

Treasurer/7 hours additional Assistant Asst Estimated Cost  
\$ 11,750  
*\*Select Board does not support at this time, prefers to wait until after new Town Accountant is hired.*

Police/Full-time Police Officer Estimated Cost  
\$ 75,262  
*\*Select Board does not to support at this time pending more discussion.*

Board of Health/Public Health Nurse - 10 hours Estimated Cost  
\$ 16,269  
*\*Select Board agreed to support this request.*

5. Board of Health/8.5 additional hours for AHA Estimated Cost  
\$ 13,812  
*\*Select Board does not support at this time - BOH to further justify their request since it was not clear what hours were necessary for non-COVID-related duties.*

6. ConsCom/Shift 3 hours for A/A from Intent to GF Estimated Cost  
\$ 4,424  
*\*Select Board does not support at this time - ConsCom will be requested to review fee schedule and expenses to adequately cover the cost of the assistant.*

7. COA Reorganization/New positions/responsibilities Estimated Cost  
\$ (3,914)  
*\*Select Board agreed to support this request.*

### FY22 COLA RECOMMENDATION

Each year, the Personnel Committee considers economic indicators such as CPI and the Social Security COLA, and the Town's percent increase in collective bargaining agreements, the Town's employment agreements with key personnel, along with the recommended wage adjustments in other MA communities.

The Personnel Committee has been unable to meet to consider the FY22 COLA recommendation. The Select Board has authorized the Town Administrator/Personnel Director to act in the place of the Personnel Committee to keep personnel matters moving forward.

FY22 COLA Analysis Data points:

- Carlisle's COLA average over past ten years - 2.05%
- 2021 Social Security COIA - 1.3%
- 10 year average of Social Security COLAs - 1.5%
- CPI increase - U.S cities (Jan 20 to Jan 21)- 1.4%
- CPI increase- Boston/Cambr./Newton area (Jan 20 to Jan 21)- 0.5%

Status of Carlisle's union agreements:

- Police: FY21 - 2.0%, FY22 - 2.0%, FY23 - (n/a)
- Dispatchers: FY21 - 2.0%, FY22 - 2.0%, FY23 - 2.0%
- Teachers: FY21 - 2.0%, FY22 - 2.25%, FY23 - (n/a)

Status of Carlisle's Major Employment agreements:

- Police Chief FY21- 2.3%, FY22 - 1.7%, FY23 - 1.7%
- Police Lieutenant FY21-5.7%, FY22 - 2.0%, FY23- 2.0%
- Fire Chief FY21- (n/a), FY22 - (n/a), FY23- (n/a)
- School Sup't. FY21- 2.0%, FY22 (1-4%), FY23 (1-4%)
- Town Admin. FY21 - 2.0%, FY22 - 2.0%, FY23 - 2.0%

Other Communities: FY22 Survey of 36 MA communities thus far shows average of a 1.21% COLA.

Town Administrator Timothy Goddard has recommended a 2.0% wage adjustment for FY22 in order to preserve equity among Town union and nonunion employees. Town staff at all levels have performed well during the pandemic and in fairness, all deserve an equitable wage adjustment.

If one were to consider making the COLA recommendations purely on the prevailing economic indicators and what other towns are doing, an increase of approximately 1.5% would be justified.

The decision remains with the Select Board and Finance Committee to make the final recommendation on FY22 COLA wage adjustment.

Alan Lewis asked if the town is obligated to do COLA as a percentage increase. He further explained that he is against a percentage-based COLA increase because it unfairly increases disparity between the highest and lowest paid employees.

It was the consensus of the board to move toward a performance-based process but that more discussion and analysis was needed before that was possible.

On the motion made by David Model and seconded by Barney Arnold, it was unanimously **VOTED** to approve 2% COLA wage adjustment for FY22 for all town staff not covered by collective bargaining agreements and to further commit to developing a performance evaluation framework for non-contractual employees beginning in FY22 so salary increases will be based on merit.

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

### ***Discussion of Town Meeting Date and Potential Warrant Articles***

The Select Board received notice that the Concord-Carlisle High School graduation has been scheduled for Saturday, June 5th.

The Select Board agreed to move the 2021 Annual Town Meeting to Sunday, June 6, at a time yet to be determined. The potential warrant articles to be considered include the following:

#### Recurring Articles:

1. Consent Agenda
2. Town Reports
3. Salaries of Elected Officials
4. OPEB Actuarial Valuation
5. Property Revaluation
6. Real Estate Tax Exemptions
7. FY22 Ch.90 Authorization
8. FY22 Revolving Funds Authorization
9. FY21 Budget Transfers
10. FY22 Operating Budget
11. FY22 Capital Budget
12. FY22 MFC Capital Projects
13. Special Appropriations (Assessors' Map updates, CoA Social Worker, consultants)
14. FY22 PEG Local Access Fund
15. FY22 Community Preservation Act Committee recommendations

#### Potential Warrant Article requests

1. Home Rule petition – Appointed Town Clerk
2. Personnel Bylaw revisions
3. Adopt FY22 Wage/Salary schedule
4. Prior Year bills (if needed)
5. Veterans' Honor Roll - \$5K
6. Salary/Wage study update - \$5K
7. CAHT – Trust Amendment and Bylaw
8. CAHT – Land Purchase fund - \$100K
9. Adult Use of Marijuana – Zoning Bylaw
10. Bow Hunting on Town Land – Resolution or Ballot Question
11. Highland Building?

***Upcoming Meeting Schedule:***

- March 23, 2021- Regular Select Board meeting
- April 13, 2021- Regular Select Board meeting
- April 27, 2021 – Regular Select Board meeting

***Cable Needs assessment focus group sessions:***

- April 6, 2021
- April 7, 2021
- April 6, 2021

***Approval of Minutes/Warrants:***

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously VOTED to accept the minutes of February 9, 2021 as presented.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye  
The February 23, 2021 minutes will be further reviewed and voted on at the next scheduled meeting.

The following three town expense & payroll warrants were reviewed and approved by Barney Arnold on 03/02/21:

- Payroll (Town & School) Warrant #5721 (\$689,666.99)
- Town Expense Warrant #5821 (\$81,126,279.72)
- School Expense Warrant #5921 (\$37,202.42)

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material
- Highland Building Presentation