

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

HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, March 22, 2022, at 6:30 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, and Luke Ascolillo.

Select Board member Nathan Brown joined the meeting remotely via Zoom Meeting.

*This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzs59zwk>

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

Executive Session – Collective Bargaining:

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to enter into executive session pursuant to MGL Ch. 30A, §21(a) paragraph (2) to consider negotiating or bargaining strategy with respect to the Carlisle Teachers’ Association contract; as an open meeting may have a detrimental effect on the Town’s negotiating position and that afterward the Board will return to open session.

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

7:00 PM The Select Board reconvened in open session.

Community Input:

There were no requests

Design update re: Maple St. bridge/authorization to file Small Bridges Grant application

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** that the Select Board authorize TEC Engineers to file construction grant applications for the Curve Street and Maple Street bridges with the Massachusetts Small Bridges program no later than the April 1st deadline.

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

ARPA Committee Recommendations

The Select Board reviewed the ARPA Funding requests received as of March 14, 2022. A full list of funding requests is attached to the minutes.

Below are the ARPA Committee recommended project funding and proposed contingency funding.

Project Number	Project Name	Sponsor	\$ ARPA Funds
15	Cultural grant program	Carlisle Cultural Council	\$10,000
16	Carlisle Music Showcase @Old Home Day 2022	Carlisle Cultural Council	\$5,000
22	COA Drivers Loss of Income	CoA	\$10,000
31	Nutrition Support for Seniors in Need	CoA	\$10,000
1	Online Mental Health Counseling COVID Program	COA and BOH	\$30,000
17	Conservation Land Signs	Conservation Commission	\$5,000
24	Remove PFAS contamination from well water at the Gleason Library.	Gleason Public Library	\$10,500
3	Replace Gleason Library roof top ventilation unit	Municipal Facilities Committee	\$125,400
26	Remove PFAS contamination from well water at Town Hall.	Municipal Facilities Committee	\$10,500
4	Planning Board Document Scanning Initiative	Planning Board	\$10,395

FUTURE NEEDS IDENTIFIED

2	Health Department Operations in Response to COVID-19: Staffing and Supplies	BOH	\$24,000
32	Rental Assistance for Seniors in Need	CoA	\$48,520

CONTINGENCY/ADMIN (10%)

\$29,931.50

TOTAL

\$329,247

Revenue Replacement

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to allocate all Coronavirus State and Local Fiscal Recovery Funds to replace lost public sector revenue under the “stand allowance” option.

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

ARPA Funding Approval

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the expenditure of Coronavirus Fiscal Recovery Funds not to exceed \$329, 247 for recommended projects as presented by the ARPA Committee and contingent on compliance with Federal procurement rules.

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

Road layout hearing (Lion’s Gate Road):

The Planning Board had requested a new inspection of the roadway and the infrastructure at the property owner’s expense, but funds were never received, and an inspection never took place. Also, there are more unresolved questions regarding the maintenance of the drainage system.

Town Counsel Christopher Heep explained that the drainage system is new and an unusual system which may not be within the town's ability to maintain it at the moment.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** that the Select Board uphold the Planning Board decision not to recommend acceptance of Lion's Gate Road as a public way.

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

It was further agreed to remove the proposed ballot question related to Lion's Gate Road from the May 10, 2022, Town Election Warrant.

Town Administrator Screening Committee Membership

The Select Board agreed that the Town Administrator Screening Committee shall consist of 7 members and make-up will include:

- 2 Dept. Heads: prefer one who works inside Town Hall, one who does not, if possible
- 1 FinCom member
- 1 resident active in our school community
- 1 board/committee chair (non SB)
- 1 resident with municipal consulting experience or another Dept. Head
- 1 SB, the Chair

TA Screening Committee to complete its work to select 3 to 4 well-qualified candidates for the Select Board's consideration by mid to late June. The committee will meet 5-6 times (including an orientation session) from April - June.

FY23 Budget Decisions

COLA

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously VOTED to approve a 2.25% Cost of Living Wage Adjustment (COLA) increase for non-union and non-contracted employees for the Fiscal Year 2023.

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

Additional hours for the Board of Health

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** to approve 3 additional hours for the Board of Health Assistant.

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

Finalize 2022 Annual Town Meeting/Election Warrants

In reviewing the Warrant Articles, the Select Board (SB) agreed to move two of the warrant articles proposed by the Town Governance Task Force to the Fall Town Meeting.

On the Planning Board's recommendation, the Warrant Article pertaining to accepting Lion's Gate Road as a public way will be removed.

*Task Force has withdrawn the Article that would combine the functions and duties of the Personnel Board and Personnel Administrator into a single position

Cemetery Fees

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Select Board in its role as Cemetery Commissioners, vote to set the following new fees for the Green Cemetery, to become effective 7/1/22 upon ratification by the voters at the 2022 Annual Town Meeting as follows:

<u>Burial Lot</u>	<u>Perpetual Care</u>	<u>Burial (Grave Opening)</u>
\$800.00	(included in sale of lot)	\$200.00 (No Change)

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

The Select Board **VOTED** to support all of the warrant articles except articles 18 ,22, and 24 which have been deferred to Town Meeting.

1. ART-1 Consent Agenda:
2. ART-2 Town Reports
3. ART-3 Salaries of Elected Officials
4. ART-4 Actuarial Valuation of Post-Employment Benefits
6. ART-6 Real Estate Tax Exemption
7. ART-7 FY 2023 Chapter 90 Authorization
8. ART-8 Department Revolving Funds Authorization
9. ART-9 PEG Local Access Appropriation
- ART-10 FY23 Salary/Wage Table.
- ART-11 Accept fire protection easement Stillmeadow Farm
- ART-12 Rescind borrowing authority 2019 ATM /
- ART-13 Fiscal Year 2022 Budget Transfers
- ART-14 FY23 Operating Budget
- ART-15 Capital Equipment
- ART-16 Municipal Facilities
- ART-17 Amend Ch.59, s.5, clause 41A Senior Tax Deferral
- ART-18 Amend Green Cemetery Fees MGL Ch.114, s.22-36 **defer to Town Meeting**
- ART-19 Approve CCHS Access Road paving and lighting
- ART-20 Amend General Bylaws change name of COA
- ART-21 Accept MGL Ch.33, s.59 re Military Pay
- ART-22 Accept MGL Ch.32B, s.9D 3/4 **defer to Town Meeting**
- ART-23 Appropriation for MUNIS CASH module
- ART-24 CPA Annual Recommendations **defer to Town Meeting**

ART-25 Bylaw Amendment Fall Special Town Meeting
ART-26 Term of Town Governance Task Force

Liaison Reports

L. Ascolillo – Community Preservation Committee

CPA Recommendations Appropriations/Projects:

1. Affordable Housing Trust Revolving Fund (\$60K)
2. Affordable Housing Trust – Rental Assistance Program (\$25K)
3. Carlisle Conservation Commission for the restoration of Cranberry Bog Dam #1 (\$11.5K)
4. Castle 2.0 (\$25K)
5. Dog Park (\$30K)

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** to close and execute April 25, 2022, Annual Town Meeting and May 10, 2022, Town Election Warrants subject to review by Town Counsel and the Town Administrator as to final form.

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 Luke Ascolillo, it was unanimously **VOTED** to include a ballot question on May 10, 2022, Annual Town Election Warrant to read as follows:

Question 1:

“Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bond issued by the Concord-Carlisle Regional School District for improvements including the design and reconstruction of the High School access road?”

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

Town Administrator’s Report:

Westford Community Compact Grant - The Commonwealth’s Community Compact program notified us that our regional application with Westford for a Sustainability Coordinator has been approved. An announcement is forthcoming on the event to formally award the grant but this is indeed good news for both Westford and Carlisle. Special congratulations to Westford Assistant Town Manager Eric Heideman who led this effort.

CPS Community Education Forum - Jack Huntress, Chair of the Carlisle School Committee, inviting officials and residents to a Community Education forum on March 30th from 3:45pm to 5:15pm at CPS. This event will be similar to the one held last November and is intended to share the goals the School Committee has set for the current year, review the District's Vision and Mission, highlight educational programming for children today, offer an opportunity for the community to gain a deeper understanding of our school’s current operation, and answer questions from town residents.

FY 23 Chapter 90 - The Town’s allocation of Chapter 90 funding is again \$252,100 and is slated for milling and paving portions of Acton Street, Curve Street and Pheasant Hill Road, all areas that DPW was unable to get to last year.

Board of Health Revolving fund increase limit to \$100K from \$70K - The Board of Health is requesting that the Select Board and the Finance Committee both vote to increase the spending limit of their 53 E ½ revolving fund from \$70,000 to \$100,000 this fiscal year (memo attached). A lot of the additional work has been on Benfield and they have already reached the spending limit (\$70K) for the year.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to increase the spending limit for the Board of Health 53 E ½ revolving fund from \$70,000 to \$100,000 for the remainder of FY22.
 ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

TimberNook Update - A site walk was conducted with Sherry Kenin, the Director of TimberNook, on April 6 to allow Board members, abutters and other parties to observe the activity in the Town Parking lot and the program activities in Conant Woods.

3/9/22-4/6/22	10:00-11:30	Wednesdays	Parking Families
3/11/22-4/8/22	10:00-11:30	Fridays	Parking Families
3/7/22-4/4/22	9:30-1:00	Mondays	Drop off Families
3/8/22-4/5/22	9:30-1:00	Tuesdays	Drop off Families
3/9/22-4/6/22	2:00-4:30	Wednesdays	Drop off Families
5/4/22-6/8/22	10:00-11:30	Wednesdays	Parking Families
5/6/22-6/10/22	10:00-11:30	Fridays	Parking Families
5/2/22-6/6/22	9:30-1:00	Mondays	Drop off Families
5/3/22-6/7/22	9:30-1:00	Tuesdays	Drop off Families
5/4/22-6/8/22	2:00-4:30	Wednesdays	Drop off Families
7/11/22-7/15/22	9-1	Mon-Fri	Drop off Families
7/18/22-7/22/22	9-2	Mon-Fri	Drop off Families
7/25/22-7/29/22	9-1	Mon-Fri	Drop off Families
8/1/22-8/5/22	9-2	Mon-Fri	Drop off Families
8/8/22-8/12/22	9-1	Mon-Fri	Drop off Families
8/15/22-8/19/22	9-2	Mon-Fri	Drop off Families

TSAC Appointments:

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to appoint Dan Cook (357 Cross Street) to serve on the Transfer Station Action Committee for a term that expires on June 30, 2023.

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

Approval of Minutes/Warrants:

Approved 04192022

There were no meeting minutes for approval

The following expense warrants were reviewed and approved by Barney Arnold on 3/15/22:

22PR19 (payroll Town & School) – total \$787,770.61
February 2022 fire payroll included

22PR19A (payroll withholding correction) – total \$539.29
Correction for withholdings/deductions for an employee

22TE19 (Town bills) – total \$433,850.84
\$155k MIIA – insurance
\$121k US Bank – debt interest payment
\$36k Gale Assoc. – municipal facilities projects
\$29k Minuteman – Voc Ed
Various utilities

22SE19 (School bills) – total \$107,769.05
\$39k CASE – out of district transportation
\$10k Landmark – tuition
\$9k Milestones – tuition
\$5k Gifford School – tuition
Various utilities

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to adjourn the meeting.
ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

MEETING ADJOURNED

Prepared by
J. Gibbons